



# Ozark Swimming Policies and Procedures Manual

including  
**Rules and Regulations**

**2020**

## **Chapter 1**

### **1.0 Ozark Swimming**

#### **1.1 Organization**

Ozark Swimming, Inc. is one of many Local Swimming Committees (LSC) with responsibility under United States Swimming, Inc. (USA Swimming or USA-S) to manage swimming competition in The geographic Territory of OSI is State of Missouri east of, and including, the Counties of Scotland, Knox, Shelby, Monroe, Ralls, Pike, Montgomery, Osage, Miller, Camden, Dallas, Webster, Douglas and Ozark, and in the State of Illinois, the Counties of Calhoun, Greene, Jackson, Jersey, Madison, St. Clair and Monroe. Ozark Swimming, Inc. (OSI) operates under By-Laws approved February 15, 2011 and amended thereafter. OSI shall be governed by its House of Delegates, a Board of Directors, elected and appointed Officers (Article 606), and various Divisions, Committees and Coordinators as described in the By-Laws. *(Approved Feb/11)*

#### **1.2 Objectives**

The objectives and primary purpose of Ozark shall be the education, instruction and training of individuals to develop and improve their capabilities in the sport of swimming. OSI shall promote swimming for the benefit of swimmers of all ages and abilities, in accordance with the standards, rules, regulations, policies and procedures of FINA, USA Swimming and OSI and its Articles/Certificates of Incorporation. *(approved Feb/11)*

#### **1.3 Mission Statement**

To grow and develop the swimming community through education and programs. *(approved October 2019)*

#### **1.4 Vision Statement**

To inspire a lifelong passion for the sport of swimming. *(Approved October 2019)*

#### **1.5 Core Values**

We value leadership. We will demonstrate personal and organizational leadership in all that we do, and we will do our best to develop the leadership qualities of our athletes.

We value integrity. We will uphold the rules of fair play and provide opportunities for all to participate. We will encourage team spirit and group and individual sportsmanship. We will deal fairly and honestly with each other and with our athletes in all that we do.

We believe in commitment. We are committed to promoting the development and success of athletes and clubs it represents.

We believe in respect. We respect the individual athletes, clubs and other members of OSI for their differences as well as their inclusion as members of the greater USA Swimming.

#### **1.6 Statement of Principles, Ethical Behavior, Conflict of Interest**

Those who choose to serve USA Swimming (USA-S), whether as volunteers or paid professionals, are held to a high standard of conduct. As guardians of Olympic ideals, they assume an obligation to subordinate individual interests to the interests of the Olympic Movement. What may be considered acceptable conduct in some businesses may be inappropriate in Olympic service.

Those who serve USA-S 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 conflict of interest as well as to avoid even the appearance of a conflict or interest.

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While no set of guidelines can guarantee acceptable behavior, the principles which 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 USA Swimming must also accept the burdens of public disclosure and public scrutiny.

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

The following guidelines are not a precise road map to acceptable conduct. They are signposts. Each individual must find his or her own way.

1. The business of USA Swimming is to be conducted in observance of both the spirit and letter of applicable federal and state laws.
2. USA-S properties, services, opportunities, authority and influence are not to be used for private benefit.

All individuals who participate with USA-S 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 and 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 USA-S resources for individual use.

*(USA Swimming template)*

### **1.7 Athletes Code of Conduct**

1. The use by all athletes of illegal drugs or alcohol is prohibited. Those found guilty of use while participating in a meet (including travel to and from such) shall be denied Ozark Swimming, Inc. Travel Assistance Funds for that particular season, and shall face the possibility of not receiving future travel funds based upon the ruling of the Ozark Swimming, Inc. Board of Review.
2. Athletes causing willful destruction of another's property, or of the facilities and/or its property, while participating in a meet (including travel to and from such) shall be denied Ozark Swimming, Inc. Travel Assistance Funds as stated in the above paragraph, and shall pay the cost of damages.
3. If an athlete is not presently eligible for Ozark Swimming, Inc. Travel Assistance Funds, the athlete shall be fined a minimum of \$100.00 and a maximum of costs involved.
4. Persons found suspect of the above shall appear with their parents and coach before the OSI Board of Review at a scheduled hearing to determine the extent of the Travel Assistance Fund denial. *(USA Swimming template)*
5. Athletes shall respect and show courtesy to their teammates and coaches at all times. Athletes shall demonstrate good sportsmanship at all practices and meets. Athletes shall set a good example of behavior and work ethic for their younger teammates. Athletes shall be respectful of their teammates' feeling and person space. Swimmers who exhibit sexist, racist, homophobic, or otherwise inappropriate behavior will be faced with consequences. Athletes shall attend all team meeting and training sessions, unless excused by their coach. Athletes shall show respect for all facilities and other property (including locker rooms) used during practices, competitions, and team activities. Athletes shall refrain from foul language, violence, behavior deemed dishonest, offensive, or illegal. Athletes shall obey all of USA Swimming's rules and codes of conduct and if disagree with an official's call, will talk to their coach and not approach the official directly (USA Swimming Model Team Code of Conduct: Athletes).

## **Chapter 2**

### **2.0 Membership**

Ozark Swimming, Inc. (OSI) is comprised of Clubs, Affiliated Groups, Athletes and Non-athletes, as defined in Article 602 of the Ozark Swimming, Inc. By-Laws. Any of the above may become members of Ozark Swimming, Inc. by completing the requirements set forth in Registration Section 2.1 of this Policy Manual. All memberships in Ozark

## **Ozark Swimming, Inc. Policy**

Swimming, Inc. include membership in USA Swimming. *(approved Feb/11)*

### **2.1 Registration**

#### **2.1.1 Group Membership**

##### **1. Club**

A Club Member is an organization which is in good standing as a Group Member of OSI and USA Swimming, has athletes and coaches and participates in the sport of swimming. All athletes and coaches of the organization must be Individual Members in good standing of OSI and USA Swimming. Applications for Club membership may be obtained from the OSI office. Every Club Member shall pay an annual fee, consisting of a national Club fee established by USA Swimming and a local Club fee established by OSI, together with any other charges, fees, etc. as may be established by OSI. Membership is for a calendar year, although applications received after September 1 are valid until December 31 of the following year. The affiliations of at least one Athlete member and one properly credentialed Coach member are required for Club membership. A Club member is entitled to compete in its own name and to field relays at sanctioned meets. *(Approved Feb/11)*

##### **2. Affiliated Group**

An Affiliated Group Member is an organization which supports the sport of swimming and the objectives and programs of OSI and USA Swimming, which is in good standing as a Group Member of OSI and USA Swimming, but which does not have athletes and coaches who all are Individual Members of OSI and USA Swimming. Applications for AG membership may be obtained from the OSI Office. The Board of Directors shall establish the annual membership fees and any other charges, fees, etc., for Affiliated Group Members. Membership is for a calendar year, although applications received after September 1 are valid until December 31 of the following year. *(Approved Feb/11)*

#### **2.1.2 Individual Membership**

##### **1. Athlete**

a. A swimmer must be a current member of USA Swimming in order to participate in any sanctioned USA Swimming meet, including Ozark Swimming, Inc. meets. Swimmers may compete representing their Club or as an Unattached swimmer.

b. Athlete memberships are valid January 1 through December 31. Registrations received after September 1 are valid through December 31 of the following year.

c. Applications for membership are available from each OSI Club or from the OSI web site.

d. Transfers

(i) An athlete transferring from one Club to another, from representing a specific Club to Unattached status, or from one LSC to another, must submit a Ozark Swimming Inc. Transfer Form signed by the athlete and parent. The purpose of this form is to record the affiliation intent of the swimmer. USA Swimming Rule 203.3 requires that 120 days must pass from the date of last competition representing the prior Club before a swimmer may represent a new Club in competition.

(ii) OSI requires that any swimmer leaving a Club must leave behind no unpaid fees. The Transfer Form must be signed by the releasing Club representative to confirm that there are no unpaid fees. This signature is required even if a Club is dissolving.

(iii) Transfer forms are available from each OSI Club or from the OSI website and should be returned to the OSI registrar. A fee of \$1.00 is required to process the transfer of an Athlete from one Club to another Club or from a Club to Unattached. There is no fee for changing from Unattached to be attached to a specific Club.

(iv) Indication of an Athlete's intent to transfer to another Club (through receipt of registration materials from the new Club, for instance) will be cause to Unattached the Athlete pending receipt of the proper Transfer Forms and fee.

### **Ozark Swimming, Inc. Policy**

(v) If a swimmer is unable to obtain a signed Release Form due to the prior Club's refusal to sign the release, such swimmer may send notification to the OSI Board of Review. The Board will conduct a hearing to determine whether the Club has cause to refuse the transfer. Swimmers remain subject to the 120-day rule toward participation for another Club regardless of the reason for leaving the previous Club. *(Approved Feb/11)*

## **2. Outreach Athlete**

Outreach Athlete membership is available to qualified athletes in accordance with USA Swimming guidelines. The purpose is to make membership available to athletes who might otherwise not be able to afford regular membership. Other than the membership fee, an Outreach Athlete member is not distinguishable from an Athlete member.

Applicants for Outreach Membership must be eligible for food stamps, eligible for free or reduced price school lunch programs, or eligible for similar need based programs. The athlete's club shall submit the application for membership, whether as a new or renewed member, to the registrar of Ozark Swimming, Inc. in a manner consistent with current policy for submission of all other membership application(s) together with a copy of the documentation proving eligibility for participation in the Outreach Program. *(approved May/11)*

## **3. Non-Athlete**

### **a. Coach Members**

To be a Coach member of USA Swimming, an individual must be a Non-Athlete member and must

- (1) present the current safety credentials required by USA Swimming (Rule 502.4.3). Photocopies of the front and back of coach credentials (current CPR, First Aid, and Red Cross Safety Training for Swim Coaches) must be submitted along with the registration form.
- (2) present proof of satisfactory completion of the USA Swimming coach education requirements before registration for the second year of coach membership. (Exemption: individuals who can provide proof of coach membership in the 1998 or prior registration year shall not be required to complete education requirement).
- (3) satisfy the USA Swimming Background Screen (BGS) requirement, Athlete Protection Program, Concussion Protocol Training, and Coaches' Advantage Tutorial.

*(Non-Athlete Registration Form Sep/20)*

### **b. Non-Athlete, Non-Coach Members**

- (1) Any person interested in the purposes and programs of Ozark Swimming, Inc. is eligible to be a Non-Athlete member.
- (2) Deck Officials (Starter, Referee, Stroke & Turn Judge) must be Athlete or Non-Athlete members of USA Swimming.
- (3) Voting Members of the House of Delegates and Club Representatives to the House of Delegates must be members of USA Swimming.

Non-athlete registrations are valid January 1 through December 31. Applications received after September 1 are valid through December 31 of the following year.

Registration forms may be obtained from each OSI Club or from the OSI website and should be returned to the OSI Registrar.

Non-athlete members must satisfy the USA Swimming Background Screen (BGS) requirement, Athlete Protection Program, and Concussion Protocol Training.

*(Non-Athlete Registration Form Sep/20)*

## **2.2 Insurance**

## **Ozark Swimming, Inc. Policy**

### **2.2.1 Club**

USA Swimming provides insurance coverage to Clubs subject to their compliance with USA Swimming regulations.

### **2.2.2 Organization (Affiliated Group)**

USA Swimming provides NO insurance coverage to Affiliated Group members.

### **2.2.3 Individual**

Individual membership in OSI includes membership in USA Swimming. USA Swimming provides liability and secondary medical insurance coverage. *(USA Swimming template)*

## **2.3 Voting members to House of Delegates**

### **2.3.1 General**

In accordance with the Bylaws of Ozark Swimming, Inc., the following members are eligible to vote at any House of Delegates meeting as defined in Section 604.1 which states that the House of Delegates of OSI shall consist of the Group Member Representatives, the Athlete Representatives, the Coach Representatives, the Board Members designated in Section 605.1, and the At-Large House Members.

### **2.3.2 Group Member**

Each Group Member in good standing shall appoint from its membership two (2) Group Member Representatives and one or more alternates for each. The appointment shall be completed on the USA Swimming/Ozark Club Registration located on the OSI website and submitted to the OSI Registrar. The appointing Group Member may withdraw one or more of its Group Member Representatives or one or more of its alternates and substitute a new Group Member Representatives or new alternates by notice to the OSI Registrar.

### **2.3.3 Board of Directors**

The members of the OSI Board of Directors shall be as provided in the OSI Bylaws, and are generally elected by the OSI House of Delegates. The present OSI Board of Directors consists of:

- General Chair
- Admin Vice-Chair
- Finance Vice-Chair
- Senior
- Age Group Vice-chair
- Treasurer
- Secretary
- Coach Representatives (1)
- Athlete Representatives (2)

## **2.4 Meetings**

### **2.4.1 House of Delegates**

Ozark Swimming, Inc. House of Delegates meetings are held in the month of May of each year. Regular meetings of the House of Delegates shall be held in accordance with a schedule adopted by the House of Delegates or the Board of Directors.

Special meetings of the House of Delegates may be called by the Board of Directors or the General Chair as clarified by Section 5.10 of the Ozark Swimming, Inc. Bylaws.

### **2.4.2 Board of Directors**

**Ozark Swimming, Inc. Policy**

Ozark Swimming, Inc. Board of Directors meetings are held in accordance with a schedule adopted by the Board of Directors.

Special meetings of the Board of Directors may be called by the General Chair. Should the Board of Directors or the General Chair fail to call regular meetings or should a special meeting be appropriate or helpful, a meeting of the Board of Directors shall be called at the written request of any three (3) Board Members as specified by Section 5.10 of the Ozark Swimming, Inc. Bylaws.

**Athlete registration**

**Passed: 11 May 2002**

### **Ozark Swimming, Inc. Policy**

**All athletes competing in an Ozark sanctioned or approved meet must be athletic members in good standing of USA Swimming or a FINA affiliated organization.** All Ozark athletes competing in an Ozark sanctioned or approved meet must be properly registered *prior to the meet's entry deadline*. This means that the registration papers and team check must have reached the Registration Chair by this date.

The person or team submitting the entries has the responsibility to see that all of the competing athletes who are signing up for the meet are in compliance with the above conditions. Problems may be brought to the Board of Review's attention if deemed necessary. Swimmers who lack proper USA Swimming or FINA registration will be banned from the meet. Their entry fees will be forfeited and will remain with the host club.

All host teams must submit a meet backup by e-mail to the Registration Chair's designated person no less than three days before the meet begins to ensure that all Ozark swimmers are legally registered. The General Chair will notify clubs that have entered unregistered swimmers immediately. In addition, teams will be notified by e-mail of any discrepancies in the swimmer's name or date of birth. These discrepancies need to be checked and corrected as soon as possible. If the error is in the Registration Chair's database, he/she needs to be notified by emailing him/her the correct information to the Registration Chair.

It is imperative that the person who is submitting the entries takes the necessary steps to ensure that the swimmer's name, *including middle initial*, and date of birth are correct before entering swimmers into a meet. Nicknames should be entered in the "preferred name" box, and not as the first name of the swimmer. When the registration check is run, swimmers whose information was entered incorrectly will be shown on the exceptions report until it is corrected in the team database or in the Ozark database. Any information appearing on the exceptions report will be checked with a current copy of the Ozark database.



## **Ozark Swimming, Inc. Policy**

### **Timers at meets**

**Passed: 22 September 2001**

#### **Timers Are Provided by Host Teams for All Meets**

It is the responsibility of the hosting clubs to provide timers for their meets, including all Ozark Championship Meets. Host clubs may not insist that clubs attending their meet provide a certain number of timers. Hosting clubs are expected to provide two timers per lane. The number of officials that the host club is providing per session may be subtracted from this total number. For example, if you are using a six-lane pool, then the host clubs should provide a total of twelve timers and officials. If you are using an eight-lane pool, then the host clubs should provide a total of sixteen timers and officials.

The only two exceptions to the rule involve distance swims. The host team provides one timer per lane at a distance meet, and the swimmer would provide the other timer. If a distance event is swum at the end or the beginning of a session in a regular meet, the host team provides one timer per lane at a distance meet, and the swimmer would provide the other timer.

Clubs should make every attempt possible to fill all timing positions with their own club members. If the club knows before the meet that they will not have enough timers, they should attempt to fill those vacancies before the meet. Arrangements can be made with another team to fill those positions by sharing in the meet profits or by paying the team a set amount of money that is agreed upon by the teams before the meet. You may set up a bartering arrangement with another team where you agree to provide the same number of timers at their meet, or you could make an arrangement with a service organization. Please note that timers must be at least eleven years of age.

If a club is unable to fill all positions at the start of the meet, help may be requested from spectators to fill the positions. Host clubs must fill all positions in a timely manner; the meet's start should not be delayed. You may not call for help from specific clubs; this would just be a general call for timers.

## **Ozark Swimming, Inc. Policy**

### **Co-hosting meets Passed:**

#### **22 September 2001 Part I**

The following meets are designated as possible co-hosted meets:

- Winter Champs
- Both Division II meets
- Division I championship
- Long course Division I championship
- Summer Division II

Division I, Winter Champs, and Long Course Division I will be co-hosted if bids come in requesting to co-host these meets. If there is no bid received for co-hosting, then the club that has the pool will host the meet alone.

Division II will be co-hosted if there are two bidders to co-host these meets with the clubs that have the facilities. If there aren't two requests for co-hosting, then the two clubs that have the pools will host the meets alone.

Summer Division II will be evaluated this year to see if the size of the meet warrants a co-host.

Clubs that would like to co-host any of these meets should attempt to make arrangements with the club that provides the facilities before submitting a bid. The club that has the facility may deny the opportunity to another club to co-host the meet if there have been problems between the teams or individuals from the teams in the past.

If more teams bid on co-hosting these meets than are needed, then the Technical Planning Committee will make the decision on which team(s) will co-host using the same criteria as awarding meets.

#### **Part II**

Teams may bid to co-host meets on a less than 50-50 split of meet profits. Teams bidding on co-hosting at the 50-50 level will be given preference over teams bidding to co-host at less than the 50-50 level. It is up to the co-hosts together to decide on which team performs each particular duty.

A sheet is provided to break down the hours to run a 15-hour two-day meet and a Friday night session with no concessions. Many of the tasks are constant; some may vary according to the length of the meet.

#### **Part III**

This part will be voted upon at the next LSC meeting. If a meet is bid as a 50-50 split and one of the teams fails to complete their 50% of the meet tasks, then the other host team may appeal the split in meet proceeds to the Meet Review Committee.

Appeals must be made in writing within seven days after the end of the meet to the General Chair. Please include an outline of the agreement that was made between the two clubs regarding the way that tasks were split. Also show which tasks were actually done by each club during the meet to illustrate the problem. Any other information that substantiates the appeal should also be included. The Meet Review Committee is made up of the Administrative Vice-Chair, and Financial Chair, and the Officials Chair. It will be the responsibility of this committee to determine if a problem exists. If a problem is found, the committee will determine what the actual split in the meet proceeds should be. This decision will be made within two weeks after the appeal was filed. If both clubs are not satisfied with the decision of the review committee, the decision may be appealed to the full Board of Review.

## **Ozark Swimming, Inc. Policy**

### **Ozark Outreach Policy**

**Revised: January 2004; Consolidated February 2018, by Brian Perkins**

The Outreach Committee of Ozark was formed to promote the sport of swimming to minorities and disadvantaged youth in the Ozark Region. It reinforces the USA Mission Statement on a Local Level.

#### **MISSION STATEMENT**

The goal of the Ozark Outreach Committee is to provide resources for and to promote the sport of swimming to the under-represented and economically disadvantaged youth in the Ozark Region.

#### **QUALIFICATIONS OF SWIMMERS**

The yearly income guidelines that are used by school district to qualify children for the Federal Free and Reduced Lunch Program are also used to qualify Ozark Outreach swimmers. These are the same guidelines used by USA Swimming. A swimmer does not have to participate in the actual lunch program to order to qualify. A copy of one of the following items must be provided in order to show proof of need:

- a) Federal Free and Reduced Lunch Program Verification Form
- b) Medicaid Card
- c) Food Stamp Letter
- d) Current signed Federal Tax Return that shows the guidelines have been met.
- e) Other documentation consistent with the Income Eligibility Guidelines for the National School Lunch Program.

#### **Application Procedure for Outreach Membership:**

- a) The swimmer applies to a club for Outreach Membership.
- b) The club reviews documents to determine qualification for Outreach Membership.
- c) The club submits an Outreach Membership request to the Ozark Registration Chair indicating the type of qualifying documentation it has received. If the club uses guidelines other than a-e listed above, an explanation of the process used need to be sent to the Registration Chair and updated on an annual basis.
- d) The Registration Chair approves Outreach Membership or, if needed, request to review the qualifying documentation. An unattached swimmer who is not affiliated with a club should submit the qualifying documentation to the Ozark Registration Chair.

#### **REDUCED MEET FEE GUIDELINES:**

- The Outreach program swimmer's family will pay the meet surcharge for all meets entered, plus 50% of the individual entry fees, and all applicable relay entry fees. The Outreach program will pay for 50% of the swimmer's individual entry fees for all Ozark sanctioned meets, if funds are available.
- Meet fees paid by Outreach program swimmers' family are non-refundable.

#### **STEPS TO APPLY FOR REDUCED MEET FEES:**

- a) The coach or designated or designated team representative notifies the Ozark Registrar of all Outreach registered swimmer by name.
- b) The Registrar will, in turn, notify the Treasurer of all registered Outreach swimmers.
- c) When submitting an entry, coaches should include a separate list of the number of Outreach swimmers and number of events that will be swum in the meet by these swimmers on the meet entry form to the host club. **No names should be included on this tally sheet.** The total cost of the entry fees for these swimmers is

**Ozark Swimming, Inc. Policy**

deducted from the team's payment for the meet. **Meet surcharge fees for these swimmers are included in the team's check.**

- d) Before an upcoming meet, the swimmer's team must notify the Ozark Treasurer of the entered Outreach swimmer(s), including swimmer's name and number of individual events to be swum, amount of reimbursement requested, and address reimbursement should be sent to.
- e) After the meet, the club must send a copy of results for the Outreach swimmer to the Ozark Treasurer **within 10 days after the meet.**
- f) The Ozark Treasurer will confirm the number of individual events swum. Reimbursement will be paid to the host club for 50% of all individual event entry fees swum, if funds are available. Reimbursements will not be made for events not swum. Clubs will be notified by the Treasurer if there are no funds available. If no funds are available, the team must submit payment for 50% of the individual event fees. The discount from the meet host team is still in effect.
- g) The athlete and club have the right to appeal any decision regarding reimbursements to the Ozark Swimming Executive Board.

**Outreach Events NOT Swum:**

Reimbursement will not be made when the Outreach swimmer skips an event(s):

- Due to illness
- Due to lack of attention
- Due to the fact that the swimmer did not show for the day's events, came late or left early
- TM report of times swum at a meet not received 10 days after the meet.
- If the swimmer is entered in a limited event and does not make the cut.

## **Ozark Swimming, Inc. Policy**

### **Sexual Abuse Zero Tolerance Policy**

**Passed: September 2002**

**Sexual Abuse Policy:** It is the goal of Ozark Swimming, Inc. to provide a safe and abuse-free environment for swimmers and other members of USA Swimming and Ozark Swimming. Therefore, it is hereby declared a violation of the Rules of Ozark Swimming for any member to engage in any sexual contact or advance or other inappropriate sexually oriented behavior or action directed towards any other member of Ozark Swimming.

A. In any case in which it is alleged that there has been sexual contact or advance or other inappropriate sexually oriented behavior or action directed towards an **athlete member** of Ozark Swimming by any coach, official, trainer or other person who, in the context of swimming, is in a position of authority over that athlete within the meaning of Rule 304.3.5 of "USA Swimming Rules and Regulations", Ozark Swimming will immediately forward the matter to the USA Swimming National Board of Review and will seek the interim suspension of the person against whom the charge is made pursuant to USA Swimming Rule 401.7. In addition, at its discretion, Ozark Swimming, with the permission of the athlete affected, may refer the matter to any appropriate police department or prosecutor's office.

B. In **any other case not covered by section "A" above** in which it is alleged that there has been sexual contact or advance or other inappropriate sexually oriented behavior or action directed towards a member of Ozark Swimming against any other member of Ozark Swimming, Ozark Swimming will immediately file the complaint with the Ozark Swimming Board of Review and will seek the interim suspension of the person against whom the charge is made pursuant to Ozark Swimming Rules and Regulations. In addition, at its discretion, Ozark Swimming, with the permission of the member affected, may refer the matter to any appropriate police department or prosecutor's office.

**Ozark Swimming, Inc. Policy**

**Cell Phones and Video Recording Devices Prohibited in Locker Rooms**

**Passed: 14 May 2005**

**Cell Phones and Video Recording Devices are prohibited in Locker Rooms**

Per the recommendation of the USA-Swimming Safety Committee, Ozark Swimming, incorporated has voted to prohibit cell phones and video recording devices in locker rooms. This prohibition includes swim meets as well as all practice sessions.

The verbiage, "Per Ozark LSC policy, Cell Phones and Video Recording Devices are prohibited in all locker rooms" will be added to the meet information for all meets sanctioned by Ozark Swimming, Inc.

Meet Safety Marshals will include a check for these devices during their regular locker room inspections conducted during swim meets. As with any other safety violation, the Safety Marshal may, with the concurrence of the Meet Referee, eject persons violating this policy from the meet.

## **Ozark Swimming Inc. Policy**

### **Awards for Ozark Championship Meets**

**Submitted By: Ben Christensen - Ozark Financial Vice Chair - September 27, 2010**

This policy recommendation is related to the costs associated with awards for Ozark championship meets. Ozark will fund the cost of the awards for the meets that are deemed as Ozark championship meets by the Technical Planning committee. Ozark swimming will pay for the cost of medals for swimmers in 1st through 8th place and ribbons for swimmers in 9th through 16th place. Upon entering a fiscal year, it will be the responsibility of the Technical Planning committee to procure at least two competing bids for the expected number of awards required for the championship meets each year. Bids must be submitted to the Finance Committee for approval and authorization to incur the expense.

Any policy interpretations will be made by the Ozark General Chairperson.

**Ozark Swimming Inc. Policy**

**USA Swimming Fees for Ozark BOD members without club sponsorship**

**Submitted By: Ben Christensen - Ozark Financial Vice Chair - February 1, 2011**

This policy recommendation is related to the costs associated with background checks and membership fees that are associated with membership in USA Swimming. Ozark will fund the cost of the background check and the membership fees as required by USA Swimming for all members of Ozark Board of Directors without club sponsorship.

Any policy interpretations will be made by the Ozark General Chairperson.



## **Ozark Swimming Inc. Policy**

### **Hotel Accommodations at USA Swimming Conventions**

**Submitted By: Mike Grammar - Ozark Financial Vice Chair - August 20, 2006**

This policy recommendation is related to the reimbursement of hotel expenses while traveling on behalf of Ozark Swimming to the annual USA Swimming Convention.

Ozark Swimming will pay for the cost of the hotel accommodations that correspond to the dates of the USA Swimming Convention provided the following conditions occur:

- There are two Ozark conventioners per room (male/male) and (female/female)
- Incidental expenses (including room service and telephone calls) are not to be charged to the room and will be the responsibility of the Ozark conventioner.

If the number of males or the females conventioners do not add to an even number (for example: 9 male or 3 female) than Ozark Swimming will pay for the room with only one occupant. The Ozark General Chairperson will make the decision on who gets the single occupancy room. Consideration will be given for conventioners traveling with spouses.

If the number of males or females conventioners equals an even number and someone wishes their own room (for example: while traveling with a spouse), Ozark will subsidize one half of the cost of the room for the conventioner choosing not to stay with the Ozark Team. The new "odd" person out due to the election of someone else to stay separately will not be charged half for the use of a single occupancy room.

If more than one male or female conventioner wishes to stay separately, than Ozark will subsidize one half of the cost of their room.

Any policy interpretations will be made by the Ozark General Chairperson.

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### Reimbursement policy for costs associated with attendance at the USA Swimming Convention

Updated: March 1, 2020

This policy pertains to the handling of travel expenses associated with travel to the USA Swimming National Convention and any other travel on behalf of Ozark Swimming LSC as authorized by the Ozark General Chairperson. Transportation: Ozark Swimming LSC will procure air travel to the destination city for the convention delegate. For those delegates who choose to drive to the convention, Ozark will reimburse the delegate either the current IRS rate per mile multiplied by the number of miles driven or the cost of the air fare for those delegates traveling by air, whichever is lowest.

Baggage Fee: Ozark will reimburse the delegate the cost of checking one bag each way (under 50 pounds) to the destination city.

Airport Parking: Ozark will reimburse the delegate the cost for airport parking (adult delegates only), up to \$10.00 per day maximum, with valid receipt needed for reimbursement.

Hotel Parking: Ozark will reimburse the delegate the cost of hotel parking, up to \$10.00 per day maximum, with valid receipt needed for reimbursement.

Per Diem: Ozark LSC will provide a Per Diem for the delegate according to GSA guidelines, which is dependent on the current fiscal year and the city and state that the convention is held in. The Per Diem is intended to cover all meals not provided by the convention, airport transfers to the hotel, including busses, taxis, and subways, all hotel incidentals, including internet charges, telephone calls, movies, etc.

Ozark will not reimburse the cost of spouses or parents traveling with delegates or for any wages associated with time off from work.

Any interpretations of this policy will be made by the Ozark Finance Vice Chairman, with consultation of the Ozark Finance Board if needed.

Hotel accommodations for delegates: Please Ozark policy for Hotel Accommodations at USA Swimming Conventions, dated August 20, 2006.

Receipts for baggage fees, airport, and hotel parking and must be submitted to the Ozark Treasurer for reimbursement, along with the completed Ozark Expense Report within 30 days following the last day of the convention.

Any policy interpretations will be made by the Ozark General Chairperson.

## Ozark Swimming Inc. Policy

### Senior Athlete Reimbursement policy

Updated: December 7, 2015

Reimbursement is an incentive for Ozark swimmers and is done so with the intent to support swimmers who will represent the Ozark Swimming LSC on the national level.

The national level meets covered under this policy include the USA Swimming Nationals (Winter and Summer), the USA Swimming 18&Under Championships (Winter and Summer), the NCSA Junior Championships (Spring and Summer), the USA Swimming Futures Championships (Summer), the US Open Championship, the USA Swimming Disability Championship, the US Olympic Trials, and any additional meet created or designated by USA Swimming for national team selection (i.e. World Championship Team Trials).

In order to be reimbursed, the following criteria must be met:

1. An athlete must have completed at least one full year as a registered member of Ozark Swimming, LSC.
2. An athlete must compete in at least one individual event or relay event at the eligible meet they attend (excludes time trials).

Reimbursement for the USA Swimming Nationals, USA Swimming 18&Under Championship, Olympic Trials, US Open, USA Swimming Disability Championship, and any meet created by USA Swimming for national team selection is as follows:

- Athletes competing in at least one event will receive \$80 per day to assist with lodging, travel expenses, and meals. Time trial swims do not count as an individual event.
- Athletes competing in relays ONLY will receive \$40 per day to assist with lodging, travel expenses, and meals.
- Reimbursement begins the day before the athlete competes in their first event and concludes on the day the athlete competes in their final event (excludes time trials).

Reimbursement for the USA Futures Championship and the NCSA Junior Championship is as follows:

- Athletes competing in at least one individual event will receive \$60 per day to assist with lodging, travel expenses, and meals. Time trial swims do not count as an individual event.
- Athletes competing in relays ONLY will receive \$30 per day to assist with lodging, travel expenses, and meals.
- Reimbursement begins the day before the athlete competes in their first event and concludes on the day the athlete competes in their final event (excludes time trials).

The Ozark Swimming Senior Chair will compile the reimbursement report following each eligible meet and submit that report to the Ozark Swimming Treasurer. This report will be compiled using the official meet results and each team will receive a copy of their report. Athletes will have a one-month period to raise questions concerning the travel reimbursement money. Reimbursement checks are made payable to the teams, not individual swimmers.

#### National Select Camps:

Any Ozark Swimming athlete who attends a USA Swimming National Select Camp will have airfare paid by Ozark Swimming, once given Senior Committee Approval. Reimbursement will be for the 14 day advance purchase airfare available at the time of attendance at the camp or, if driving, based on mileage as allowable in accordance with the then current IRS regulations.

## Ozark Swimming Inc. Policy

### Team Travel Policies Updated Nov 2017

#### GENERAL (both Staff & Athlete)

- **LSC travel policies must be signed and agreed to by all athletes, parents, coaches, and other adults traveling with the LSC.**
- Team managers and chaperones must be members of USA Swimming and have successfully passed a USA Swimming-administered criminal background check.
- 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 athlete).
- 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.
- During team travel, when doing room checks, attending team meetings and/or other activities, two-deep leadership and open and observable environments should be maintained.
- 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 not stay in a room with athletes unless a specific request is made by the athlete's parents in writing. If and only then they should be the same gender as the athlete.
- A signed Liability Release and/or Indemnification Form will be required for each athlete.
- A signed Medical Consent and/or Authorization will be required for each athlete & staff member
- Cell phone & Computer use is prohibited during all practices, competitions and any designated team activity unless specifically approved by the Head Coach or Camp Director. All materials viewed, expressed, or transmitted must be respectful of teammates privacy and must be in the best image of swimming as outlined in the USA Swimming Code of Conduct and not to the detriment of Ozark Swimming
- Parent(s) will be responsible for getting swimmer(s) to stated departure point
- All final decisions in reference to all Travel Policies and Code of Conduct will be determined by the Head Coach of the Team or Camp Director or by staff designee assigned by the Head Coach.
- The directions & decisions of coaches/chaperones are final.

#### OZARK SWIMMING STAFF TRAVEL POLICIES

- Team staff members 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 Head Coach will require regular staff meetings.
- The Head Coach or Camp staff shall establish curfews each day of the trip and will be published/communicated with each day's agenda.
- Additional guidelines to be established as needed by the staff.
- Supervised team room will be provided for relaxation and recreation.
- The use of hotel rooms with interior entrances is preferred.
- Establish trip eligibility requirements.
- Communicate travel reimbursement information and policies.
- Establish two different curfews – in own rooms and lights out.
- Establish age guidelines for travel trips.
- The Head Coach or his/her designee shall make a written report of travel policy or code of conduct violations to the appropriate club coach, (LSC) leadership and the parent or legal guardian of any affected minor athlete.
- Establish travel dress code.
- Staff or LSC officials should carry a signed Medical Consent or Authorization to Treat Form for each athlete.

**Ozark Swimming Inc. Policy**

**OZARK SWIMMING ATHLETE TRAVEL POLICIES**

- Team members 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.
- 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 in writing of the coach or chaperone.
- Needs and well-being of the team come first.
- Be quiet and respect the rights of teammates and others in hotel.
- Be prompt and on time to all practices, competitions, and all team activities.
- Must participate in contracted group meals. If applicable and food check is responsibility of athlete, please leave a 20% tip.
- Respect travel vehicles.
- Must wear seat belts and remain seated in vehicles.
- Team Members shall use appropriate behavior in public facilities, cafeterias, and restaurants. If applicable, leave a 20% tip. If there has been a problem with the service, see a member of the coaching staff.
- When visiting public places such as shopping malls, movie theatres, etc. swimmers will stay in groups of no less than three persons. A chaperone will accompany 12 & Under athletes.
- Swimmers will be responsible for all incidental charges (room service, phone, or TV/Movie charges, etc).
- Swimmers will be responsible for any damages or thievery.
- 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 athlete). This applies to members of any other team, camp, or sport.
- All Athletes & Staff Must stay in assigned hotel room
- No "deck" changes are permitted. Athletes are expected to use available change facilities.
- No Team Member may be out of his or her room after the assigned curfew. Permission must be obtained from the coach to leave the room past this time.

**Participant Signature**

**Date**

**Participant Name Printed**

**Team**

**Parent/Legal Guardian Signature** *(required if Participant under age 18)*

**Date**

**Parent/Legal Guardian Name Printed**

***(\*I understand that by typing my name above I am electronically signing this application)***

**Policies and Procedures for Travel/Expense Awards for Officials Working National Championship Meets  
(Officials Committee)**

## **Ozark Swimming Inc. Policy**

### **Objective**

- Provide educational experience for Ozark Swimming Officials at the National level
- Raise the level of officiating at Ozark championship meets patterning them on USA Swimming National meets
- Enable Ozark Officials to have experience with FINA procedures and national championship procedures before they are adopted at a local level

### **Eligibility**

- Ozark officials must have been certified by Ozark Swimming for at least 1 year and have met all Ozark Swimming requirements for annual recertification.
- Individuals must have worked 5 sessions at senior or age group champs in the past year at judge level or higher.
- Individuals must agree to post-meet responsibilities including:
  - Work 5 sessions in the next year at age group or Division II Champs at the judge level or higher
  - Serve as a trainer for 1 clinic in the next year

### **Funding**

The Officials Committee is committed to providing funding for officials for each of the following competitions:

- National Championship, Junior National Championship, or Open Water National Championship @ \$300-not to exceed three (3) officials annually
- Arena Pro Series and Futures Championship @ \$200-not to exceed three (3) officials annually
- Sectionals and Zone Championship @ \$100-not to exceed ten (10) officials annual

Note: If money is not requested for a meet, it may be rolled over in the same fiscal year for additional scholarships at future meets. If the number of requests exceeds the fiscal year total budget, then awards will be granted on a selective scholarship basis, at the discretion of the Officials Committee.

### **Selection procedure**

- Applications will be made available through the Ozark Swimming website
- Information will be made available on the Ozark Swimming website and at annual officiating clinics
- Application must be submitted within two weeks of the completion of the meet applying for
- The Officials Committee will review all applications and make recommendations to the Ozark Swimming Board of Directors within 30 days of receipt.
- Ozark Swimming Board will award scholarships

### **Selection criteria**

- Individuals only may receive funding up to twice a season (short and long course) unless insufficient individuals have applied for scholarships, at which point it will be at the Board's discretion.
- Minimum work requirements at funded meets
  - National Championship & Junio National Championship-at least 6 sessions but would receive only \$300 unless 7 (or all) sessions worked. Open Water National Championship-all sessions worked
  - Arena Pro Series and Futures Championship-at least 6 sessions but would receive only \$200 unless 7 (or all) sessions worked
  - Sectionals and Zone Championship-at least 4 sessions but would receive only \$100 unless 6 (or all) sessions worked
- Sessions are defined as timed final, preliminary, or final sessions and do not include time trials

**Ozark Swimming Inc. Policy**  
**Ozark Swimming Officials Application for Travel Expense Awards**

- Yes No Have you been a certified Ozark Swimming Official for at least 1 year?  
Yes No Have you worked a minimum of 5 sessions at a senior or age group champs meet in the past year?  
Yes No Will you commit to working 5 sessions in the next year at senior or age group champs?  
Yes No Will you commit to serving as a trainer at 1 clinic in the next year?

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

Team: \_\_\_\_\_

Name: \_\_\_\_\_

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

Email: \_\_\_\_\_

Phone: \_\_\_\_\_

Meet requesting travel award for: \_\_\_\_\_

Number of sessions you intend to work at this meet: \_\_\_\_\_

**Type of meet:**

- National Championship, Junior National Championship (must work at least 6 sessions): maximum of \$300/meet. Open Water National Championship-(mut work all sessions)
- Arena Pro Series and Futures Championship-(must work at least 6 sessions): maximum of \$200/meet
- Sectionals and Zone Championship-(must work at least 4 sessions): maximum of \$100/meet

**Please email this completed form to the Officials Committee ([steve.grimm-swim@charter.net](mailto:steve.grimm-swim@charter.net))**

**This form must be submitted to the Ozark Officials Committee no later than 2 weeks after the meet worked.**