**Policy & Procedures Manual**

**Wisconsin Swimming, Inc.**

# Policy 2: Meet Entry Procedures

Effective Date: *May 1, 1999*
Last Revision Date: *June15, 2021*

***Scope:*** *This policy provides direction to LSC Members for all elements relating to meet entry procedures. Where conflicts between USA Swimming and LSC policy appear, USA Swimming shall prevail.*

* 1. **Requirements for Entry into Sanctioned Meets**
		1. Every club that is entered as a team in a USA Swimming sanctioned meet must have a USA Swimming club membership. Members of a club are not eligible to compete as a team if that particular club does not hold a current USA Swimming club membership. Such swimmers for a non-member club must compete "unattached" and may not swim on a relay and may not score team points.
	2. **Meet Announcement**
		1. Meet Announcement shall include the following:
1. Location and date
2. Facility name including water depth (water depth measured for a distance of 3 feet 3.5 inches (1 meter) to 16 feet 5 inches (5.0 meters) from both end walls and starting platform height
3. One of the following two statements:
	1. The competition course has been certified in accordance with USA Swimming’s Rules; or
	2. The competition course has not been certified in accordance with USA Swimming Rules.
4. Meet Time Schedule including warm-up times and procedure
5. Host Team Name
6. Sanction Number/Approval Number with a conspicuously located statement that reads: “ In granting this sanction/approval, it is understood and agreed that USA Swimming and Wisconsin Swimming, Inc. shall be free from any liabilities or claims for damages arising by reason of injuries to anyone during the conduct of the event.”
7. Entry Fees and Deadline
8. Admission Fees
9. Order of Events
10. Entry Limitation, including meet policy regarding deck registration for USA Swimming membership, deck entries and/or associated fees, and whether Meet Management is accepting either.
11. Classification of Meet
12. Waiver Form
13. Timing System
14. Program Cost
15. Concession Facilities
16. Awards
17. Name, telephone number, and email address of Meet Director
18. Use of electronic Meet Entry Form (See Wisconsin Swimming website, [www.wisconsinswimming.org](http://www.wisconsinswimming.org), or contact Meet Entry Coordinator) if submitting entries manually, for Meet Entry Form.
19. Name and email address of Meet Referee and Administrative Official
20. Notification that non-LSC entrants must bring current USA Swimming cards.
21. For a meet conducted in an outdoor pool, procedures for threatening weather and closing the pool, for handling any weather related meet delay, for resuming the meet, and for refunding entry fees (if any refund, for events not competed).
22. Use of audio or visual recording devices, including a cell phone, is not permitted in changing areas, rest rooms, or locker rooms
23. The statement: “Any swimmer entered in the Meet must be certified by a USA Swimming member coach as being proficient in performing a racing start or the swimmer must start each race from within the water. When unaccompanied by a member-coach, it is the responsibility of the swimmer or the swimmer’s legal guardian to ensure compliance with this requirement.”
24. The statement: “Operation of a drone, or any other flying apparatus, is prohibited over the venue (pools, athlete/coach areas, spectator areas and open ceiling locker rooms) any time athletes, coaches, officials and/or spectators are present.”

Exceptions may be granted with prior written approval by the Vice President of Program Operations.

1. The statement: “Deck changes are prohibited."
	* 1. The entry and waiver forms for the meet must request:
2. Team Alpha Code and Team Name;
3. Each Swimmer’s Name, Age and USA Swimming Membership Number;
4. Coach and/or designated coach representative at the completion; and
5. Name & phone number of person to contact regarding any entry issue.
	* 1. This entry form will constitute the official entry for competition. If the entry form is in an electronic format, a hard copy must be included with the signed waiver form.
		2. The Meet Committee will resolve any discrepancies in the Meet Announcement.
		3. The LSC Sanction Manager may require a Meet Host to forfeit all received entry fees to the LSC, for participants which exceed the sanction limit. This forfeiture shall not include delays.
		4. Deck entries will not be accepted unless otherwise specified in the Meet Announcement. If accepted, swimmers will be seeded in the slowest heat.
	1. **Reservations**
		1. Participating teams may request an entry reservation from the Meet Host.

Reservations cannot be postmarked before:

Fall-Winter Season:

The second Tuesday of September for LSC teams; and

The third Tuesday of September for non-LSC teams.

Spring Summer Season:

The second Tuesday of March for LSC teams; and

The third Tuesday of March for non-LSC teams.

* + 1. To hold any entry reservation, A Meet Host may require a deposit not to exceed the actual entry fee. Any reservation deposit may not be cashed or deposited before the meet entry deadline specified in the sanctioned or approved Meet Announcement.
		2. If a meet is over-reserved with entries postmarked on the reservation date, then seven (7) days after the reservation date (to permit receipt of all reservations postmarked on the reservation date), the Meet Host reduces the reserved entries in the following manner:
1. If the meet reserved entries exceed the entries limit by less than fifteen percent (15%), the Meet Host shall reduce each team’s entries by the percent that the meet is over-reserved.
2. If the meet reserved entries exceed the entries limit by more than fifteen percent (15%), the Meet Host shall conduct a lottery among all teams to identify team(s) whose entries are returned to the team(s), i.e., the team(s) will not participate in the meet until the entry limit is reached.
3. If the lottery identifies a team whose entries reduce the reservations to less than the entries limit, the Meet Host may advise the team that the team may reserve the number of entries available to the entries limit. However, if that team declines to participate in the meet, the Meet Host may accept entries from another team that the lottery otherwise would have determined could not participate, until the entry limit is achieved.
4. When a meet is over-reserved, the Meet Host must notify all teams submitting reservations of the results of either the fifteen percent (15%) reduction in entries or the results of the lottery within fourteen (14) days of the reservation date.
	* 1. A Meet Host may accept, on a first come first served basis, entry reservations from clubs that reserve for all days of the Meet, except evening only sessions, not just selected days. To be considered, all days must be at least plus or minus thirty percent (30%) of any single day’s entry reservations.
		2. Entry reservations must be received by the entry deadline started in the Meet Announcement. Reservations must be submitted on the current LSC Meet Reservation form.
		3. A Meet Host not accepting reservations until the Meet Announcement is posted must:
5. Indicate an entry deadline in the Meet Announcement for non-LSC teams that must be a minimum of two (2) weeks after the date the Meet Announcement is posted on the LSC website. Non-LSC teams may send entries before the non-LSC entry deadline to establish priority for non-LSC teams; but these entries may not bump any Wisconsin Swimming entries received before the non-LSC entry deadline.
6. Reduce the number of meet entries, when entries received by the entry due date exceed the number permitted in the same manner as is required for reservations that exceed the permitted number of entries (Refer to 2.3.3 above).
	1. **Meet Host Responsibilities**
		1. The Meet Host must send the Meet Announcement to the LSC Webmaster for posting on the LSC website, [www.wisconsinswimming.org](http://www.wisconsinswimming.org), for all LSC sanctioned open meets at least twenty-one (21) days prior to the entry deadline. The Meet Host must include a Meet Event File for the purpose of importing events into Team Management software.
		2. If the published Meet Announcement is changed, the Meet Host must notify teams of these changes. If the changes prevent clubs from meeting their reservation quotas, the unused reservation moneys must be refunded.
		3. Seven (7) days before any sanctioned meet or approved meet, or less (as deemed by the LSC prior to a LSC Championship Meet), the Meet Host must send an .sdi file to the LSC Operations Manager to ensure that all athletes entered in a sanctioned meet are current member athletes of USA Swimming. A complete meet back-up must be sent to the LSC Treasurer seven (7) days before all sanctioned/approved meets or less as deemed by the LSC prior to an LSC Championship Meet.
		4. Meet Final Results: The Meet Host must send Meet Final Results as follows:
7. Operations Manager, Treasurer, and the Sanction Manager in electronic form, a complete UNLOCKED meet back-up within forty-eight (48) hours of the Meet.
8. In cases where a USA Swimming National Meet requires an Official Verification Card (OVC) request, and has an entry deadline less than seven (7) days after the Meet, Meet Final Results must be sent electronically to the OVC/Records Coordinator, Sanction Manager and Operations Manager at least twenty-four (24) hours before the USA Swimming National Meet entry deadline.
9. Webmaster, to be posted on the LSC website, and Treasurer within fourteen (14) days after the meet in three (3) forms:
	1. Locked data base;
	2. Results file to be imported into a Team’s data base; and
	3. PDF results in standard publication format.
		1. Meet Reports: Sanction Manager and Treasurer must receive the completed meet final results (completed in full as per Policy 2.4.4and Policy 2.4.7) in electronic form within seven (7) days after the meet.

NOTE: “Electronic form” means a computer file created by meet management which may be sent by electronic mail (e-mail) or posted to a website. In cases where Meet Finals Results in electronic form are not available for any reason, printed Meet Final Results must be distributed.

* + 1. Meet Host must prepare Meet Final Results as follows:
1. Identify the meet, e.g., name, sanctioned/approved number, location, date, pool length on each page, and the pages must be numbered.
2. Identify teams participating by full names and locations.
3. Identify unattached swimmers with their LSC status, e.g., UN-WI, UN-ILL, etc.
4. Provide first and last names, ages, and team affiliations for all swimmers.
5. Provide event information in publication order by:
	1. Separating events by age group and gender; and
	2. Listing events in the following order: freestyle events, backstroke events, breaststroke events, butterfly events, individual medley events, freestyle relay events and medley relay events.
	3. Listing events from shortest distance to longest distance within each stroke/event.
6. Treat prelim/final formats and leadoff swims as one event.
7. Provide first and last names of competing relay swimmers, their ages, and their order of swimming.
	* 1. For LSC Championship Meets, the Meet Final Results also must include:
8. All relay leadoff splits from an automatic timing system;
9. Team or individual scores, if applicable;
10. Time Trial results in the same format as Meet Final Results, i.e., the same order as the Meet Final Results. Mixed gender events are not acceptable for entering Time Trial Results into the USA Swimming SWIMS database.
	* 1. Each participating group member is responsible for insuring that all entered swimmers are validly registered USA Swimming athlete members for all sanctioned meets. Any swimmer who has entered the meet and is not registered as a USA Swimming athlete member may not swim in a sanctioned meet unless the Meet Host is accepting deck registrations on the day of the meet in order to participate.
		2. In addition to Meet Final Results, the Meet Host must submit the following reports for a sanctioned meet:
11. Meet Report to Sanction Manager and Treasurer within seven (7) days of the meet.
12. Meet Financial Statement to Sanction Manager and Treasurer within twenty-one (21) days of the meet.
13. Hard copy of the Meet Financial Statement along with the check Splash Fees to the Treasurer within twenty one (21) days of the meet.
	1. **LSC Championship Meets**
		1. Meets may be designated as Championships Meets only by the LSC and no Meet Host may use the word “Championship” unless authorized to do so.
		2. The LSC, in cooperation with the member clubs, will host or award the Championship Meets and include financial support where needed. The General Chair, Age Group Chair, and Senior Chair shall be responsible for the coordination of this meet and for establishing a format for delegation of work effort among participating clubs, where necessary.
		3. The Meet Host must forward to the LSC Webmaster a Psych Sheet format report on the LSC website on the Tuesday preceding the start of the meet for posting on the website.
	2. **LSC Hosted Meets**
		1. The LSC may host LSC and regional championships and regional qualifying meets. Clubs entering LSC hosted meet have the duty to provide workers and may be required to forward a forfeitable deposit of $2.50 per swimmer, but not to exceed $50 per club for each day of the meet as mentioned in the Meet Announcement. Although the LSC will cooperate with member clubs, the LSC should not accept responsibility, except to an insignificant degree, to host a meet.
		2. The Meet Director for LSC sponsored meets may be compensated for his/her efforts, not to exceed $500.00. This amount is subject to approval by the House of Delegates.
	3. **Entry and Seed Times- LSC Championship Meets**
		1. Qualifying standards must be achieved by a swimmer in a meet providing printed or viewable meet results, e.g., meets from which times may be used are any USA Swimming sanctioned, approved, or observed meets, high school meets, YMCA closed competition, and NCAA closed competition. High school meets include any season ending meet (Conference, Sectional, State Championship). Conference meets include combined or separate JV and Varsity Conference Championships.
		2. All individual swimmers entered in a LSC Championship Meet must be eligible to swim in the meet. A Meet Recon report shall be generated after the entry deadline has passed. A second Meet Recon report will be run following the “new cuts” deadline as well. Swimmers and relays that do not meet the eligibility requirement shall be withdrawn from the meet. A swimmer’s eligibility may be challenged at any time prior to the meet and at any time during the meet. Any swimmer who swims in the meet and is found to be ineligible will be disqualified from the meet and will forfeit all awards or points achieved. A fine of two hundred dollars ($200) will be assessed against the Club or, if an unattached swimmer, against the swimmer.
		3. If obvious inaccuracies occur within a particular team’s entries, the LSC Chair is authorized by the LSC to fine the team.
		4. Proof of Time:
14. A swimmer, who does not swim equal to or faster than the meet qualifying time standard or is disqualified from an individual event, must prove his/her time, i.e., must provide documentation that he/she has swum at least as fast as the entry qualifying standard, or pay a fine in the amount of two hundred dollars ($200). Non-Championship meets with qualifying times may establish other proof of time penalties or fines.
15. Acceptable proof of time includes the USA Swimming SWIMS database and printed or viewable Meet Final Results from any USA Swimming sanctioned, approved or observed meets, high school meets, YMCA closed competition, and NCAA closed competition. Acceptable proof of time identifies the swimmer by name, his/her time, and the meet name and the date on which the swimmer previously achieved the qualifying time. High school meets include any season ending meet (Conference, Sectional, State Championship.
16. The results of a Time Trial, conducted at or in conjunction with the meet for which the proof is required, is not acceptable.
17. A team with an unresolved proof of time must prove the time or pay the fine by the conclusion of the meet.
18. A team owing a proof of time penalty or an unattached swimmer owing a proof of time penalty may not enter an LSC sanctioned or approved meet until the proof of time fine is paid. The Meet Director shall inform the Sanction Manager about the team or unattached swimmer owing the outstanding fine and provide contact information. The Sanction Manager shall advise the team or the unattached swimmer regarding the fine and inability to participate in another sanctioned or approved meet.
	* 1. Disability Swimmers: For policies and information related to entries into LSC Championship Meets by disability swimmers, please refer to LSC Policy 28: Swimmers with a Disability.
	1. **Meet Fees**
		1. Entry Fees: The Meet Host shall specify entry fees for its meet for individual and/or relay events. The Meet Host retains the entire amount collected for any event fees except for Splash Fees as specified in this Policy. If no entry fees are charged by the Meet Host, then all money owed to Wisconsin Swimming, Inc. shall be waived, including the Splash Fee.
19. Quality Meet: A Meet Host for a Quality Meet may charge any amount for an individual or relay entry fee. Note: Fee remission requirements for Quality Meets are currently the same as all other meets.

A Quality Meet is defined as follows:

* 1. Prelims/Final format
	2. BB+ Only Age Group Meet
	3. Senior Only Meet or 8 and Under Only Meet
	4. LSC Regional Meet, Silver State Championship Meet, and Single Age Sprint Championship Meet
	5. LSC Championship Meet
	6. Distance Meet- a distance must offer the following events:

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| **Age Group** | **Mandatory Events** |
| 10-Under | 200 Fr, 400/500 Fr or 800/1000 Fr or 1500/1650 Fr, 200 IM or 400 IM |
| 11-12 | 400/500 Fr, 800/1000 Fr or 1500/1650 Fr, 200 IM or 400 IM |
| 13/Over | 800/1000 Fr or 1500/1650 Fr, 400 IM |

* 1. Pentathlon Meet- a Pentathlon Meet must offer the following events:

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| **Age Group** | **Mandatory Events** |
| 10 & Under | 4 events of 100 yd/m of each stroke and 200 IM |
| 11 & Over | 4 events of 200 yd/m of each stroke and 400 IM |

* 1. Open Water Meets
	2. IMX Challenge Meets – as outlined by USA Swimming’s IMX Guidelines and specifically labelled as an “IMX Challenge” meet.
		1. Splash Fee: A Meet Host shall remit to the LSC:
1. A. For Non-Championship Meet: to the LSC General Fund, three dollars ($3.00) per individual event swimmer for any sanctioned approved Meet charging an individual event fee. Splash Fee does not apply to relay only swimmers entered in Non-Championship Meet; and
2. For Championship Meet: To the LSC General Fund, three dollars ($3.00) for each age group swimmer including each relay only swimmer; and five dollars ($5.00) for each senior swimmer, including each relay only swimmer.
3. Splash Fee Waiver:
	1. The Splash Fee will be waived for any meet not charging entry fees.
	2. The Splash Fee will be waived for the Wisconsin YMCA State Championship meet. No splash fee will be waived for non-Wisconsin LSC clubs, including any non-Wisconsin YMCA championship meets, unless approved by the Wisconsin LSC House of Delegates.
		1. Proof of Time Fine: The Meet Host must impose a penalty/fine upon non-achievement at the competition, if the time standard is not substantiated through acceptable proof of time. The Meet Host retains any proof of time fine.
		2. Sub charge Fee:
4. A Meet Host may levy a sub charge fee, which shall be designated the time of submitting the Meet Bid. After the Meet Schedule has been voted on and approved at the LSC House of Delegates meeting, the Meet Host may not levy a sub charge fee.
5. For any sub charge fee greater than ten dollars ($10) per athlete, the Meet Host pays fifty percent (50%) of the greater than ten dollars ($10) to the LSC General Fund. (Effective June 1, 2013).

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| Date of Revision | Policy Section(s) | Changes Made |
| March 23, 1999 | 2.8.2 | Coach Reimbursement Added |
| January 27, 2004 | 2.2.42.3.1 – 2.3.3 | Added Meet Committee may resolve discrepancies in Meet InformationAmended to clarify handling reservations over Meet entries and renumbered 2.3.4-2.3.7 |
| April 27, 2004 | 2.4.1 | Added requirement for posting Meet Information on LSC website |
| April 26, 2005 | 2.2.12.4.4.F2.4.6.C2.7.52.8.1.C.g2.8.4 | Eliminate paper when feasibleQ & R Encourage electronic entries; Meet Referee often is only Official known at time Meet Information is preparedEncourage use of electronic communicationsSpecify Time Trial Results FormatAdd SWIMS database as acceptable Proof of Time; add conditions for acceptable Proof of TimeAdd Pentathlon to Quality MeetsAdd Proof of Time penalty |
| June 26, 2007 | 2.8.2.I | Increase Splash Fee to $3.00 |
| June 23, 2009 | 2.4 – 2.8 | Make meet reporting requirement paperless |
| October 26, 2010 | 2.2.12.3.62.4.12.8.3 | Add specific conditions for pool depth measurement and identified whether pool is certificated in accord with USAS Rule 104.2.2C(4)Delete mail and e-mail Meet Announcement: use Meet Announcement for consistency with USAS RulesDelete mail and email Meet AnnouncementDecrease Splash Fee to $2 with review by December 31, 2013Generally changed the term “Meet Information” to “Meet Announcement” per USAS Rule Book |
| April 24, 2012April 24, 2012 | 2.2.1.F2.2.I.J2.2.1.V2.7.12.7.22.7.6.A – 2.7.6.B2.7.6.D | Added Statement, per USAS Rule BookClarified deck registration and deck entries informationAdded information on non use of audio and visual equipmentBroadened the type of Meets from which seed times may be usedAdded ability to challenge swimmer eligibilityExpands acceptable proof of time and establishes a fine of $200Deletes the penalty for failure to prove time, of not competing in another individual race and prohibiting relays from competing |
| June 19, 2012 | 2.2.1.W2.4.6.A2.7.22.7.4.F2.8.42.8.5 | Added statement required by USAS Rule 202.3.AAdded page numbers required per USAS Rule 102.27.1Deleted “shall” for clarificationAdded language to establish a means to enforce failure to pay proof of timeAdded language that meet host retains proof of time penalty/fine for clarificationDeleted to allow team decision to pay a surcharge |
| January 22, 2013 | 2.7.42.8.3.C2.8.5 | Proof of time updatesSplash fee waived where no entry fees requiredSurcharge fee updated |
| April 24, 2013 | 2.7.4.F | Clarified language |
| June 25, 2013 | 2.2.1.Q2.2.I.S2.8.3 | Meet announcement shall include email address of Meet DirectorMeet announcement shall include email address of Meet Director and Administrative OfficialSplash fee increased to $3 |
| April 26, 2014 | 2.8.3.C | Splash fee waiver granted to Wisconsin YMCA State Championship meet |
| October 25, 2016 | 2.2.1.X | Added statement required by USAS Rule 202.4 REQUIREMENTS FOR SANCTION pertaining to drones.Added statement required by USAS Rule 202.6 REQUIREMENTS FOR APPROVAL pertaining to deck changing |
| April 21, 2017 | 2.7.5 | New section referencing Policy 28: Swimmers with Disabilities expanding eligibility to compete at LSC Championship Meets. |
| October 24, 2017 | 2.2.1 C and F2.4.3 & 2.4.42.2, 2.4 and 2.72.7.4 D2.8.1 | Housekeeping and required USA Swimming languageReplaced references to “Registration Coordinator” to new position of “Administrative Manager”Change all references of LSC Sanctioning Officer, Sanction Chair, Administrative Chairman, or Administrative Chair to be referred to either LSC Sanction Coordinator or simply Sanction Coordinator.Delete entirelyWaived all fees to WI Swimming for meets with $0.00 meet feesAdded 8 and Under, Silver State Championship, and Single Age Spring Championship meetsAdded options to offer even longer distance events for 10 and Under and11-12 age groups.Added Open Water and IMX Challenge meets |
| January 22, 2019 | 2.7.5 | Modified to refer to Policy 28 for consistency |
| October 22, 2019 | 2.4 | Corrected references for Sanction Manager and Operations Manager. Changed deadlines for filing meet results and reports to 48 hours and 7 days respectively. |
| April 25, 2020 | Various | Replace “Sanction Coordinator” with “Sanction Manager” |
| June 15, 2021 | 2.4.9 C, 2.8.2, 2.8.3 B, | Remove policy provisions related to elimination of Policy 12 – Travel Fund on 4-16-2021 |

**Policy & Procedures Manual**

**Wisconsin Swimming, Inc.**

# ~~Policy 12: Travel Fund Policy~~ (Rescinded: For historical reference only)

Effective Date: *January 1, 2008 (with exceptions noted in the October 2008 LSC House of Delegates Meeting Minutes)*

Last Revision Date: *October 22, 2019*

***Policy Rescinded on April 16, 2021 by BOD****:*

*Eliminate travel fund and delete policies 2.4.9 C, 2.8.1, 2.8.2, 2.8.3; pay out summer Olympic trials at the share value from 2019; leftover $$ remains in restricted fund; and charge the technical planning and diversity inclusion chair to come up with a supplemental program by September (2021) to assist athletes with travel assistance, funded from the restricted dollars left over.*

***~~Scope:~~*** *~~This policy establishes a Travel Fund for the purpose of reimbursing members’ expenses incurred for specified competitions. This policy provides direction on collecting the necessary money, managing the Travel Fund, determining eligibility for reimbursement, and making reimbursements. The Travel Fund supports LSC athletes seeking peak performance at a higher level of competition than can be found within the LSC. This fund is not designed as a reward for athletes achieving higher time standards within the progression of USA Swimming Sanctioned Meets that are open to all USA Swimming registered athletes. The reimbursement increases in response to the greater financial burden incurred by the higher level Meets.~~*

* 1. **~~Registration of Swimmers in Meets~~**
		1. ~~The LSC shall establish a Travel Fund. Money will be contributed to the fund as outlined in 2.8.~~
		2. ~~Any money contributed to the Travel Fund is maintained in a separate account by the LSC Treasurer, who shall establish a bank account and/or certificates of deposit for that purpose.~~
		3. ~~The Treasurer will report to the LSC board and members at minimum annually on the amount of contributions to and disbursement from the Travel Fund.~~
		4. ~~Each year, the LSC Finance Committee will review the contributions to and disbursements from the Travel Fund over the previous two year period. The LSC Finance Committee will request the Technical Planning Committee to make recommendations, if necessary, for revision(s) of the Policy, to ensure the Travel Fund contributions and disbursements are reasonably balanced over time.~~
	2. **~~Disbursement of Travel Funds- Swimmer Reimbursement~~**
		1. ~~A table of Qualifying Meets for swimmer reimbursement will be published by the Technical Planning Committee on the Wisconsin Swimming website each year at the end of the Long Course season (by October 1~~~~st~~~~) for the upcoming Short Court Course and Long Course seasons.~~
		2. ~~USA Swimming’s National Junior Team or Select Camp member travel will be reimbursed based on USA Swimming’s recommendation. A NCSA Junior Team member will be reimbursed two hundred fifty dollars ($250), upon receipt, by the LSC Treasurer, of his/her written Meet Report. These funds will be obtained from the LSC General Fund.~~
		3. ~~The LSC Treasurer shall calculate the reimbursement shares at the end of the Long Course season.~~
	3. **~~Swimmer Reimbursement Procedures~~**
		1. ~~A team with a swimmer(s) eligible for reimbursement must submit the Wisconsin Swimming Travel Reimbursement Request to the LSC Treasurer within thirty (30) days from the first day of competition of the qualifying meet. They also must submit a copy of the meet Final results indicating/highlighting at least one individual event or relay event in which the swimmer competed to show the swimmer’s eligibility for the level of reimbursement requested.~~
		2. ~~The LSC Treasurer shall reimburse the club the swimmer represents for no more than one hundred percent (100%) of the travel expense using the existing formula in October.~~
		3. ~~If a swimmer did not represent a club, the LSC Treasurer will reimburse the swimmer after the swimmer has submitted the Travel Reimbursement Request, original itemized expense receipts for expenses regarding attendance of the qualifying meet, and a copy of the meet Final Results indicating/highlighting at least one individual event in which the swimmer competed to the LSC Treasurer. The request and reimbursement occurs as stated in 12.3.1 and 12.3.2 above.~~
		4. ~~Request for Any Exception: A swimmer requesting an exception to the Travel Fund disbursement policy must make the request to the Technical Planning Committee in writing prior to attending the subject meet.~~
	4. **~~Swimmer Reimbursement Limits~~**
		1. ~~Travel Fund reimbursement will not exceed expenses.~~
		2. ~~Swimmers will be reimbursed for up to one Level of meet for each session (i.e. Swimmer can be reimbursed for a Level 2 and Level 3 meet each session, but not two different Level 2 meets).~~
	5. **~~Disbursement of Travel Funds- Team Reimbursement~~**
		1. ~~A Wisconsin Swimming registered Team that sends athletes to a qualifying meet will be reimbursed based on the number of individual athletes who participate in the Meet. Each team share will correspond to the reimbursement dollar amount for a single individual athlete participating in the Meet.~~
		2. ~~Reimbursement will occur as follows:~~
1. ~~Between 1 and 6 athletes participating one share~~
2. ~~Between 7 and 12 athletes participating two shares~~
3. ~~Between 13 and 18 athletes participating three shares~~
4. ~~For more than 18 athletes participating, the scale continues in multiples of six (6) athletes.~~
	1. **~~Team Reimbursement Procedures~~**
		1. ~~A team eligible for reimbursement must submit the LSC Travel Reimbursement Request along with a copy of Meet Final Results within thirty (30) days from the first day of competition of the qualifying Meet to the LSC Treasurer. The reimbursement request must indicate/highlight the number of eligible individual event swimmers and relay event only swimmers competing.~~
		2. ~~The LSC Treasurer shall reimburse the club that the coach represented using the existing formula in October.~~
		3. ~~Failure to submit the reimbursement by the thirty (30) day deadline will result in forfeiture of reimbursement. All reimbursement request forms must be postmarked, faxed, or e-mailed by the due date.~~
	2. **~~Swimmer Requirements for Reimbursement Eligibility:~~**
		1. ~~Disability Championship Meet: A swimmer must have been a USA Swimming registered swimmer in Wisconsin Swimming for the previous and current years and have competed in individual events in at least three (3) LSC sanctioned or approved Meets.~~
		2. ~~All Other Reimbursable Meets: A swimmer must have been a USA Swimming registered swimmer in Wisconsin Swimming in the previous and current years and must have participated in individual events in at least three (3) LSC Championship Meets.~~
			1. ~~LSC Championship Meet to include: LSC Regional Meet, LSC 12 & Under, and/or 13 & Over State Championships.~~
	3. ~~Right to Appeal:~~
		1. ~~Pursuant to Wisconsin Policy 15.1, you may appeal a decision to Wisconsin Swimming’s Executive Committee. The review will be based upon the record and any written briefs, unless otherwise determined by the Executive Committee. The petition shall set forth the grounds for the appeal, citing factual and legal issues in as much detail as possible. It must be served upon the General Chair and be accompanied by at $150 filing fee payable to Wisconsin Swimming. If the situation is not addressed to the satisfaction of the individual filing the complaint/appeal, the individual shall have the right to file a formal petition with USA Swimming’s National Board of Review.~~

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| Date of Revision | Policy Section(s) | Changes Made |
| March 23, 1999 | All | Add Team/Coach reimbursement  |
| January 27, 2004 | All | Establish reimbursement requirements for swimmers competing in USA Swimming Disability Championship Meets |
| June 28, 2005 | 12.1 G – H 12.1 – 12.6  | Revise reimbursement for U.S. OpenAdd reimbursement for Junior Championships, NCSA Junior Meets, U.S. Paralympic National Championships, and U.S. Paralympic Open |
| June 27, 2006 | 12.1 | Change to formally establish the Travel Fund; re-number other sections 12.2 through 12.6 |
| June 25, 2007 | 12.2 | Revise to reflect reimbursement shares rather than exact dollars |
| October 27, 2009 | 12.2.1.D | Added U.S. Open & World Trials |
| January 28, 2011 | 12.4.212.5.112.5.2.A – D12.6.112.7.2 | Established reimbursement for only one of the three listed MeetsIncludes relay only swimmers in reimbursementsStrike “individual” preceding “Swimmer”Add “relay only event” swimmerChange “Speedo” to “Sectional” Meet |
| April 24, 2012 | 12.2.112.2.212.3.4 | Eliminate identifying specific qualifying Meets; specific Technical Planning Committee will post qualifying meets on LSC website by October 1st of each yearAdded reimbursement for National Junior Team member and NCSA member from General FundAge/Senior Committee to review request for exception, rather than LSC Review Board |
| June 19, 2012 | 12.4.2 | Amended to clarify reimbursement eligibility |
| October 22, 2019 | 12.1 & 12.312.3 & 12.612,4.212.812.7.2 | Changed to Technical Planning CommitteeChanged time period to thirty (30) days.Change limits to one level of each type 1, 2 or 3.Added section for Right to AppealSection deleted, and 12.7.3 renumbered |
| April 16, 2021 | Entire Policy | Deleted as approved by BOD, and confirmed by HOD |

**Policy & Procedures Manual**

**Wisconsin Swimming, Inc.**

# Policy 13: Athlete Representatives and the Athlete Liaison

Effective Date: *May 1, 1998*

Supersede Date: *New*
Last Revision Date: *February 4, 2014*

***Scope:*** *This policy is written for Athlete Members for the purpose of providing the procedure for electing their Athlete Representatives and to outline the responsibilities of the Athlete Representatives and Athlete Liaison.*

* 1. **Athlete Representatives**
		1. There shall be four (4) Athlete Representatives elected, two (2) each year, serving a (2) year term or until his/her successor is elected.
		2. There shall be one (1) Senior Athlete Repetitive appointed by the Senior Committee Chair.
	2. **Athlete Representative Responsibilities**
		1. Elected Athlete Representatives:
1. Serve as an intermediary between the athletes who are members of Wisconsin Swimming and the Board of Directors and House of Delegates; and
2. Shall participate annually in the January and April LSC House of Delegates Meetings and two (2) of the regularly conducted Board of Directors Meetings and represent the LSC at the annual USA Swimming Convention. If an Athlete Representative is unable to attend one of the aforementioned meetings, they shall inform the Senior Athlete Representative and the Senior Committee Chair and obtain a replacement to attend the meeting on his/her behalf.
	* 1. Senior Athlete Representative:
3. Chairs the Athlete Committee that consists of Athlete Representatives interested in so serving;
4. Conducts at least one (1) meeting annually, which is usually at the annual LSC House of Delegates meeting or in conjunction with the 13 & Over LSC Short or Long Course Championships for Athlete Members or Seasonal Athlete Members ages 13 or older, to assess the needs and interests of LSC athletes; and
5. Conducts the election for the two (2) Athlete Representatives each year.
	1. **Eligibility for Elected Athlete Representatives**

At the time of the election, the Athlete Representative must be:

1. An Athlete Member or Seasonal Athlete Member in good standing;
2. At least sixteen (16) years of age or have sophomore status in high school;
3. Competing currently, or have competed during the three (3) immediately preceding years in the program of swimming, conducted by Wisconsin Swimming or another LSC; and
4. Shall have his/her place of permanent residency in the Territory and is expected to reside therein through at least the first half of the term, other than for periods of enrollment in an institution of higher education.
	1. **Election Procedure**
		1. The election of Athlete Representatives shall be conducted annually by the Senior Athlete Representative at the LSC Short Course Championships, or at another regularly scheduled meet, designated by the Board of Directors. The election shall be conducted as follows:
5. The Senior Athlete Representative shall announce the election at the January LSC House of Delegates meeting and have posted on the LSC website an announcement of the Athlete Representative elections, the election procedures, and an address to which nominees must send their statements by a specified date.
6. Each nominee shall send a statement of no more than two hundred (200) words explaining why he/she wish to become an Athlete Representative to the Senior Athlete Representative.
7. The Senior Athlete Representative shall make a ballot with all the nominees’ names and their statements to send to the 13 & Over LSC Short Course Championships Meet Director.
8. The Meet Director shall make enough copies of nominations, including nominees’ statements, for one (1) ballot. These statements to be supplied in each coach Meet packet, along with the total number of Athlete Members and Seasonal Athlete Members ages 13 or over by team that are eligible to vote;
9. Each Coach shall submit the numeric count for each nominee, on a marked ballot, to the Senior Athlete Representative. This must be done so prior to the beginning of the final session of the Meet. The Club’s numeric count may add up to the Club’s total number of Athlete Members and Seasonal Athlete Members eligible to vote, whether all those Athlete Members or Seasonal Athlete Members are present at the Meet. A Club’s votes can be based on the vote of athletes that are present at the Meet or prior to the Meet.
10. The nominees with the most votes shall be declared/announced the “new” elected Athlete Representatives before the conclusion of the Meet.
	* 1. The term of office for an elected Athlete Representative shall begin with the date of his/her election and shall terminate after the two-year term or with the election of a successor.
	1. **Voter Requirements**
		1. An Athlete Member eligible to vote shall be:
11. An Athlete Member or Season Athlete Member in good standing who is a member of the USA Swimming and Wisconsin Swimming;
12. At least thirteen (13) years of age or older at the time the election takes place.
	1. **Early Vacancy**

In the event of a vacancy in an elected Athlete Representative position before completing his/her term, the General Chair may appoint, with the advice and consent of the Board of Directors, an Athlete Member to serve the remainder of the term of office.

* 1. **Athlete Liaison**

There shall be one (1) Athlete Liaison appointed by the Senior Athlete Representative and Senior Committee Chair, with approval of the Board of Directors, to be announced at the annual LSC House of Delegates meeting.

* 1. **Athlete Liaison Responsibilities**
		1. The Athlete Liaison works with the Senior Athlete Representative to:
1. Assist the Athlete Representatives with improving communication and engagement between themselves and Athlete Members within Wisconsin Swimming;
2. Assist the Senior Athlete Representative in the coordination of at least one (1) meeting annually, usually at the annual LSC House of Delegates meeting or in conjunction with the 13 & Over LSC Short or Long Course Championships for Athlete Members or Seasonal Athlete Members ages 13 or older, to assess the needs and interests of LSC athletes;
3. Assist the Senior Athlete Representative and Senior Committee Chair with conducting the elections of two (2) Athlete Representatives each year;
4. Advice and assist when it is appropriate to present any agenda item(s) to athlete members and/or the Board of Directors or LSC House of Delegates; and
5. Provide guidance to ensure the successful execution of the goals and responsibilities of the Senior Athlete Representative and Athlete Representatives.
	1. **Eligibility for Athlete Liaison**
		1. At the time of appointment, the Athlete Liaison must:
6. Be 21 years or older;
7. Be an athlete or non-athlete member of USA Swimming and Wisconsin Swimming; and
8. Fulfill all required background screenings as mandated by USA Swimming, which includes the annual online Athlete Protection Training and Level 2 Criminal Background Check.

|  |  |  |
| --- | --- | --- |
| Date of Revision | Policy Section(s) | Changes Made |
| June 27, 2006 | 13.0 | Format Rule consistent with other Rules. Conduct election during Short Course Championships |
| June 19, 2012 | 13.1 13.1.1.B13.2.1.D13.3.A13.3.E13.3.213.5All | Increases to 4, the number of elected Athlete Representatives on the BOD to insure at least 20% of the BOD members are Athlete MembersRequires attendance at 2 HOD and 2 BOD meetings annuallyResides in Territory, except for periods of enrollment in Institutes of higher educationAnnounces election on LSC websiteIncludes Seasonal Athlete in electionSpecifies Term begin with electionDeletes potential for second election to fill a vacancyGenerally, make Bylaws and Policy 13 consistent |
| February 4, 2014 | All | Provide Athlete Representatives with a better understanding of their role and responsibilities to ensure improved communication with and engagement of athlete members. |

**Policy & Procedures Manual**

**Wisconsin Swimming, Inc.**

# Policy 14: Team Travel

Effective Date: *September 1, 2011*
Last Revision Date: *N/A*

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

* 1. **USA Swimming Required Policies**

These items are Code of Conduct stipulations in the USA Swimming Rule Book.

* + 1. LSC travel policies must be signed and agreed to by all athletes, parents, coaches, and other adults traveling in regards to the LSC. (USAS Rule Book 305.5.4)
		2. Team managers and chaperones must be members of USA Swimming have passed successfully a USA Swimming administered criminal background check (USAS Rule Book 305.5.2)
		3. Regardless of gender, a coach shall not share a hotel room, or other sleeping arrangement, with an athlete (unless the coach is the parent, guardian, sibling, or spouse of that particular athlete). (USAS Rule Book 305.5.1)
		4. When only one (1) athlete and one (1) coach travel to a competition, the athlete must have his/her parent’s (or legal guardian’s) written permission in advance to travel alone with the coach. (USAS Rule Book 305.5.3)
	1. **USAS Recommended Policies**

These policies are strongly recommended: they are not required: Items 14.2.1 through 14.2.4 are travel related recommends taken from USA Swimming’s Best Practice Guidelines for Athlete Protection.

* + 1. During team travel, doing room checks, attending team meetings and/or other activities, two-deep leadership and open and observable environments should be maintained.
		2. An athlete 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.
		3. If athletes are paired with other athletes during overnight team travel, they shall be of the same gender and should be of similar age. Where athletes are age thirteen (13) years and Over, chaperones and/or team managers ideally would stay in nearby rooms. When athletes are age twelve (12) years and under, chaperones and/or team manager may stay with the athletes. Where chaperones/team managers are staying in a room with athletes, they should be the same gender as the athletes and written consent should be given by athletes’ parents (or legal guardians).
		4. When only one athlete and one coach travel to a competition, the coach and athlete should attempt to establish a “buddy” club to associate with during the competition and when away from the venue.
		5. To ensure the propriety of the athletes and protect the staff, no male athletes may be in a female athlete’s room and no female athlete may be in a male athlete’s room (unless the other athlete is a sibling or spouse of that particular athlete).
		6. The athlete and his/her parent or legal guardian must sign a copy of the LSC Code of Conduct.
		7. The LSC Representative should obtain a signed Liability Release and/Indemnification form for each athlete.
		8. The LSC Representative should carry a signed “Medical Consent” or “Authorization to Treat” form for each athlete.
		9. The LSC staff shall establish curfews each day of the trip.
		10. Team members and staff traveling with the LSC will attend all team functions including meetings, practices, meals, meets sessions, etc. unless otherwise excused or instructed by the head LSC Representative or his/her designee.
		11. The directions and decisions of coaches/chaperones are final.
		12. Swimmers are expected to remain with the team at all times during trips. Swimmers are not to leave the competition venue, the hotel, a restaurant, or any other place at which the team has gathered without the permission/knowledge of the coach or chaperone.
		13. When visiting public places such as shopping malls, movie theatres, etc., swimmers will stay in groups of no less than three (3) persons. Twelve and Under athletes will be accompanied by a chaperone.
		14. The LSC Head Representative or his/her designee shall make a written report of travel policy or code of conduct violations to the LSC General Chair and the parent/legal guardian of any affected minor athlete.
	1. **Additional Guidelines as needed may be established by the LSC Designated Representative**
		1. Respect the privacy of each other and others in the hotel.
		2. Use only hotel rooms with interior entrances, when possible.
		3. Establish cell phone usage guidelines.
		4. Respect travel vehicles.
		5. Establish travel dress code.
		6. Establish two (2) different curfews- in own room and lights out.
		7. Must stay in assigned hotel room.
		8. Recognize the needs and well being of others come firsts.
		9. Assign responsibility for any incidental charges, such as room service, movie rentals, etc., to the swimmer/swimmer family.
		10. Assign responsibility for any damages or thievery at hotel or damage to travel vehicles to swimmer/swimmer family
		11. Establish trip eligibility requirements and age guidelines.
		12. Assign responsibility to for getting swimmer(s) to stated departure point to parent(s)
	2. **Disciplinary Actions: Failure to comply with the travel policy may result in disciplinary action. Such discipline may include, but may not be limited to:**
		1. Dismissal from the trip and immediate return home at the athlete’s expense;
		2. Disqualification from one or more events, or all events of the competition, not yet competed;
		3. Disqualification from future team travel meets for a specified period of time or indefinitely;
		4. Financial penalties;
		5. Dismissal from the LSC; and/or
		6. Referral to the Wisconsin Swimming or USA Swimming Board of Review (For Section 14.1 violations in particular).

|  |  |  |
| --- | --- | --- |
| Date of Revision | Policy Section(s) | Changes Made |
|  |  |  |

***Attachments*:**

1. Coach/Staff Member Code of Conduct
2. Athlete Code of Conduct
3. Medical Authorization to Treat and Medical History
4. Risk and Liability Form

** Wisconsin Swimming**

 **Coach/Staff Member Code of Conduct**

I, the undersigned staff member, agree to participate in the Wisconsin

Swimming sponsored activity named below. I agree to abide by the standards of conduct outlined in Wisconsin Swimming Policy 14 and below, in addition to those guidelines established by the individual in charge at the activity site. Any additional guidelines regarding conduct will be presented at the first team meeting.

**Section I: Code of Conduct Rules**

1. Unless excused by the individual in charge, staff members are required to attend all team functions. These include, but are not limited to, meetings, training sessions, practice sessions, competitions, exhibitions and press conferences.
2. The possession or use of alcohol and/or tobacco in the presence of an athlete is prohibited.
3. The possession or use of illegal drugs is prohibited at all times.
4. Staff members are prohibited from wearing any home team clothing or trying to recruit swimmers, either directly or indirectly, for their home club.
5. Staff members are required to comply with the directives of the individual in charge for the duration of the activity.
6. Staff members must pass the appropriate USA Swimming Criminal Background Check/Screen required of coaches and non-athlete members and be members of USA Swimming.

**Section II: Implementation**

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

1. Loss of compensation for the activity;

b. Suspension from participating in future activities;

1. Reimbursement to Wisconsin Swimming for all costs incurred on behalf of the coach or staff member.
2. The Wisconsin Swimming Board of Review shall within 30 days, determine the penalty and notify the staff member of its findings.

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

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

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

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

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

*Attachment A, Policy 14*

** Wisconsin Swimming**

 **Athlete Code of Conduct**

 I, the undersigned athlete, agree to participate in the Wisconsin

Swimming sponsored activity named below. I agree to abide by the standards of conduct outlined in Wisconsin Swimming Policy 14 and below, in addition to those guidelines established by the individual in charge at the activity site.

1. Each athlete, coach, manager or other staff member of any Wisconsin Swimming camp or of any team representing Wisconsin Swimming in competition is required to sign the Wisconsin Swimming Athlete Code of Conduct or the Wisconsin Swimming Coaches/ Staff Member Code of Conduct.
2. The document must be signed prior to the departure for the competition/activity and a signed copy of the document must be available at the competition/activity.
3. The Head Coach will review this Code of Conduct and any additional guidelines regarding conduct at the first team meeting.
4. Upon notification of any violation of the Code of Conduct, a Review Committee, consisting of the coaching staff, a female athlete and a male athlete, promptly shall:
	1. investigate the circumstances of the alleged violation;
	2. notify the individual charged of a time and place for a hearing;
	3. conduct an informal hearing on the evidence;
	4. determine disciplinary action, if any, need; and
	5. report any violations and any disciplinary action to the Wisconsin Swimming Board of Review.

**Section 1: Code of Conduct Rules**

1. The possession or use of alcohol, tobacco products, or illegal substances is prohibited.
2. The sharing of prescription medications with another athlete is prohibited.
3. Curfews established by the staff will be adhered to for the duration of the activity covered by this Code of Conduct.
4. Attendance is required at all team functions which include, but are not limited to, meetings, practices, exhibitions, press conferences, or competitions unless otherwise excused or instructed by the Head Coach or designated person in charge of the team.
5. To protect the athletes and the LSC, no males will be in any female assigned rooms and no females will be in any male assigned rooms, unless supervised by a designated team staff member.
6. The hallway door will be left fully open (so the interior of the room can be viewed from the hallway) when any athletes other than those assigned to occupy the room are in the room.
7. Uniform requirements established for the trip will be followed.
8. Proper respect, sportsmanship, courtesy toward coaches, officials, administrators, competitors, and the public will be displayed. Each athlete is responsible for making every effort to avoid guilt by association with disrespectful, indiscreet, or destructive behavior.
9. The manner in which one behaves will present a positive image of Wisconsin Swimming and will provide an atmosphere to achieve competitive performance objectives.
10. Additional guidelines may be established as needed to assure the safety and wellbeing of team members and will be adhered to during the trip.
11. While representing Wisconsin Swimming, a Wisconsin Swimming member may be held responsible for loss or damage to equipment, facilities, or other items.

**Section II: Implementation**

Failure to comply with the Wisconsin Swimming Athlete Code of Conduct as set forth in this document or additions necessary for the safety and well-being of the team member may result in disciplinary action that may include, but is no limited to, the following:

1. Disqualification from one or more swimming activities;
2. Disqualification from one or more events or all events of the competition, not yet competed;
3. Dismissal from the team and immediate return home (at swimmer’s or swimmer’s family’s own expense);
4. Disqualification from future team travel or camps for the remainder of the year or for a time determined by the Review Committee; and/or
5. Financial penalties.

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

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

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

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

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

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

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

September 1, 2011

*Attachment B, Policy 14*

**Wisconsin Swimming, Inc.**

**EMERGENCY MEDICAL RELEASE FOR SWIMMER**

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

**SWIMMER INFORMATION**:

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

 PLEASE PRINT

ADDRESS: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Street City ZIP

^^^^^^^^^^^^^^^^^^^^^^^^^^^^^^^^^^^^^^^^^^^^^^^^^^^^^^^^^^^^^^^^^^^^^^^^^^^^^^^^^^^^^^^^^^^^^^^^^

List any medications and dosage that the swimmer will be taking during the trip. Does the chaperone/coach need to supervise the administration of this medication? \_\_\_\_ yes \_\_\_\_ no

|  |  |  |
| --- | --- | --- |
| **NAME OF MEDICATION** | **DOSE** | **TIME OF ADMINISTRATION** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

Pre-existing health conditions:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Continued on next page…*

**PARENT/GUARDIAN INFORMATION:**

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

|  |  |  |  |
| --- | --- | --- | --- |
|  | **NAME** | **ADDRESS** | **PHONE** |
| **CHILD’S DOCTOR** |  |  |  |
| **CHILD’S DENTIST** |  |  |  |

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

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**TREATMENT AUTHORIZATION** (Please attach copy of insurance card):

If my child needs medical treatment, I request that you try to contact us to authorize treatment. In my absence, I have given the following person(s) my consent to authorize treatment for my child:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name/Relationship Address Phone

**PARENTAL CONSENT FOR TREATMENT OF A MINOR**

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

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Parent/Legal Guardian Date

September 1, 2011

*Attachment C, Policy 14*

**Wisconsin Swimming, Inc.**

**TRAVEL ASSUMPTION OF RISK AND RELEASE OF LIABILITY**

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

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

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

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

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

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

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Signature of Program Participate Date

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

 September 1, 2011

*Attachment D, Policy 14*

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**Wisconsin Swimming, Inc.**

# Policy 15: Board of Review

Effective Date: *May 1, 2015*
Last Revision Date: *April 25, 2015*

***Scope:*** *This policy provides direction to LSC members, athletes, officials, coaches and parents relating to filing complaints for review by the LSC.*

* 1. **USA Swimming Required Policies**
		1. Any member of Wisconsin Swimming may bring a complaint to Wisconsin Swimming for an action, inaction, or conduct that is believed to have been improper or incorrect. The individual shall provide a written statement to the General Chair including:
		2. The name of the person or group believed to have acted improperly; and
		3. A description of the circumstances giving rise to the complaint
		4. The complaint shall be sent via Certified Mail to the General Chair, along with a filing fee of $150, payable to Wisconsin Swimming, Inc. If, on its own initiative or upon written request, the LSC Executive Committee determines it to be in the interest of justice and the sport of swimming, the filing fee may be waived on a case-by-case basis.
		5. Upon receipt of the Complaint and filing fee, the General Chair shall review the complaint and determine whether the situation shall be addressed within the LSC or referred to the Zone Board of Review. If it is addressed within the LSC, the complaint shall be referred to the Executive Committee for review and disposition. If the situation is not addressed to the satisfaction of the individual filing the complaint, the individual shall have the right to file a formal Petition with the Zone Board of Review.
		6. The following outlines the responsibilities of the Wisconsin Swimming Board Executive Committee, Zone Board of Review and National Board of Review
1. Wisconsin Swimming Executive Committee
	1. Hears complaints and appeals regarding administrative matters within the LSC.
		* 1. Appeals of LSC fines
			2. Club versus Club Issues
	2. Shall have no jurisdiction to hear complaints regarding conduct that may violate the USA Swimming Code of Conduct.
	3. May discuss with the Zone Board of Review Chair if unsure whether an issue should be a Zone Board of Review versus Wisconsin Swimming Administrative Board of Review issue.
2. Zone Board of Review
	1. Zone Board of Review Administrative and Rule Making Power
		* 1. The Zone Board of Review has the power and duty to create rules and procedures “with respect to any matter within its jurisdiction or appropriate, necessary or helpful in the administration and conduct of its affairs”;
			2. “The rules and procedures adopted by the Zone Board Of Review shall have the same force and effect as if they had been adopted as part of the Zone Bylaws.”
	2. Matters Adjudicated at Zone Level
		* 1. Only members of that Zone
			2. Matters arising in an LSC, Regional or Zone Competition
			3. Matters involving the Code of Conduct 304.3.15 through 304.3.19 involving one or more member or participating non-member of the Zone; and not brought by USA Swimming
			4. 304.4.16 Any non-consensual physical contact, obscene language or gesture, or other threatening language or conduct directed towards any meet official, and which is related to any decision made by such official in connection with a USA Swimming sanctioned competition
			5. 304.3.17 Action, other than through general advertising, by a coach, owner, officer, volunteer, repre­sentative, or employee of a swim club, or a USA Swimming or LSC employee, either through direct contact with an athlete or the encouragement of others, to recruit or otherwise encourage an athlete who is already a member of a USA Swimming member swim club to leave that club, unless the acting party receives prior written approval to recruit or encour­age the athlete to change affiliation from the designated club representative of the athlete's existing USA Swimming-member swim club or contact is initiated by the athlete, the ath­lete's parent or authorized representative. General advertising includes any information that is:
* Distributed to an identifiable general population where there is a reasonable expecta­tion that the majority of that population are not current members of USA Swimming; or
* Placed in or on any item that is sold.

In the event of a violation of this section, a sanction may be imposed against any coach, owner, officer, volunteer, representative or employee of a swim club, or against any such club, or any combination thereof, as appropriate.

* + - 1. 304.3.18 Violation of any team misconduct rules as established by the USOC, USA Swimming or any Zone or LSC team authority.
			2. 304.3.19 Any other material and intentional act, conduct or omission not provided for above, which is detrimental to the image or reputation of USA Swimming, a LSC or the sport of swimming.
	1. National Board of Review
		+ 1. Areas of Exclusive Jurisdiction by the National Board of Review
* Any conflict that involves athletes or other USA Swimming members from different Zones;
* Any conflict involving athletes or other USA Swimming members at a National or International event;
* Any complaint brought under Code of Conduct Sections 304.3.1 through 304.3.14

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| Date of Revision | Policy Section(s) | Changes Made |
| April 25, 2015 | All | Revised to be consistent with USA Swimming mandated elimination of LSC Board of Review |

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# Policy 16: Website Guidelines

Effective Date: *May 1, 2012*

Last Revision Date: *April 25, 2020*

***Scope:*** *This policy provides the guidelines for placing information on the Wisconsin Swimming website.*

* 1. **General Information**
		1. The Wisconsin Swimming website provides timely and accurate information on a continuous basis that is relevant to Wisconsin Swimming athletes, coaches, volunteers, and families.
		2. The Wisconsin Swimming website will serve to promote and publicize Wisconsin Swimming and the sport of competitive swimming to the public.
	2. **Governance**
		1. The Wisconsin Swimming General Chair will appoint the Webmaster.
		2. The Webmaster will receive a stipend, which is determined by the Wisconsin Swimming Board of Directors.
		3. The Webmaster will post materials that comply with guidelines stated here, within 48-72 hours, or within reason.
		4. The Webmaster, when needed, will seek guidance from the Wisconsin Swimming General Chair, the Administrative Chair, or Board of Directors, regarding material that does not fall within these guidelines.
		5. Website content must be in compliance with the USA Swimming Privacy Policy that limits information posted on the website to:
1. Athlete Member: Only the following information shall be acceptable for publication in any form, including, but not limited, to the World Wide Web, regarding any USA Swimming Athlete Member without authorization from the athlete, if of majority; or the athlete’s parent or guardian, if a minor.
	1. Name
	2. Age in years
	3. Club Affiliation
	4. Time, and place and of any awards
2. Non-Athlete Member: Authorization is deemed given by a non-athlete member to publish the contact information of the Non-Athlete Member limited to:
	1. Name
	2. Address
	3. Telephone number(s)
	4. E-mail address
	5. Fax number
3. Non-Athlete Member: When the non-athlete member is an Officer, Board Director, Committee Member, or designated Club contact, and any Meet Referee or Meet Director with respect to any Meet Announcement wherein he/she has agreed to be so designated, further contact information may be publicized.
	1. **USA Swimming Membership Numbers**
		1. USA Swimming membership numbers may be published when done for data transmission only.
		2. USA Swimming membership numbers may not be published in a series of reports that taken together reveal the member names and their corresponding membership numbers under any circumstances.
	2. **Guidelines to Determine Website Content**
		1. Information that can be posted on the website, without additional consultation.
		2. These guidelines include, but are not limited to:
4. The Wisconsin Swimming competitive meet schedule, including Meet Announcement, event files, as approved by Wisconsin Swimming House of Delegates, as well as other Meets sanctioned by the Wisconsin Swimming Sanction Manager.
5. Wisconsin Swimming Policies and Procedures, By-laws, organizational structure, Committees, and Committee Members.
6. Announcements, agendas, meeting minutes, and related forms, ballots, and registration materials for the Board of Directors, House of Delegates, and Wisconsin Swimming Committees.
7. Links to websites for Wisconsin Swimming Clubs, USA Swimming, Zone C, WIAA and Badger State Games, and other swimming related organizations likely to be of interest to the Wisconsin Swimming community.
8. Significant Rule and Regulation changes and interpretations issued by USA Swimming and FINA.
9. Meet Results after their release by the Meet Director.
10. Meet Announcements, Time Standards, sanction changes, Psych sheets, session timelines, Meet apparel links for the LSC Regional and LSC Championship Meets and for Zone level Meets and above.
11. Records after approval by the Records Coordinator.
12. Information about significant Honors, Awards, and Accomplishments, administered by Wisconsin Swimming, USA Swimming or other recognized swimming related organizations, and achieved by Wisconsin Swimming athletes, coaches, and non-athlete members.
13. Information about Wisconsin Swimming Club events that likely are to be of interest to the Wisconsin Swimming community (such as charity events, equipment sales, etc.).
14. Listing of coaching vacancies within Wisconsin Swimming, including Wisconsin High Schools, as well as other LSCs, YMCA, and NCAA.
15. Summaries of Wisconsin Swimming athlete achievement for all Wisconsin Swimming athletes attending Junior National level Meets or above. The Senior Chair will select an Athlete Representative, a Parent Volunteer, or Coach to provide the summary.. The author may be granted a $25 stipend.
16. Summary of the Central Zone Meet, submitted by the Head Coach or designee.
17. Swim Camps hosted by the LSC or a Wisconsin Swimming Club in good standing.
18. Archival access to useful historical information.
19. Rosters of Officials and information for the recruitment, training, certification, and recertification of Officials.
20. Logos and material required by Wisconsin Swimming contracts, such as for Central Zone apparel.
	1. **Additional Consultation is Required**
		1. Before posting the following content, consultation is required with the Wisconsin Swimming General Chair or Administrative Chair:
21. Swim Camp announcements from outside the LSC, or from within the LSC, but not hosted by a Wisconsin Swimming Club in good standing ($100 posting fee).
22. Advertisements for swimming or swim meet related services such as photographers, medal engravers, food/beverage concessions, retail stores, etc. ($100 posting fee).
23. Any new content substantially different from the guidelines in 16.3 above, at the discretion of the Webmaster.
	1. **Payment of Fees and Length of Time Posted**
		1. Payment of the posting fee must be received prior to posting.
		2. All such advertisements as listed in this section run for a maximum of two months and may be renewed for the same fee.

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| Date of Revision | Policy Section(s) | Changes Made |
| June 3, 2015 | All | Housekeeping: Format Rule consistent with other Rules |
| October 24, 2017 | 16.4.2 A | Revised title to “Sanction Coordinator” |
| April 25, 2020 | 16.4.2 A | Changed “Sanction Coordinator” to “Sanction Manager” |

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**Wisconsin Swimming, Inc.**

# Policy 17: Whistleblower Policy

Effective Date: *June 22, 2010*
Last Revision Date: *N/A*

***Scope:*** *This policy encourages Board members, staff (paid and volunteer) and others to report suspected occurrence(s) of illegal, unethical, or inappropriate events (behavior or practices) without retribution.*

* 1. **General Information**
		1. The Whistleblower should promptly report the suspected or actual event to his/her supervisor.
		2. If the Whistleblower would be uncomfortable or otherwise reluctant to report to his/her supervisor, then the Whistleblower could report the event to the next highest or another level of management, including to an appropriate Board committee or member.
		3. The Whistleblower can report the event with his/her identity or anonymously.
		4. A Whistleblower shall receive no retaliation or retribution for a report that was provided in good faith- that was not done primarily with malice to damage another or the organization.
		5. A Whistleblower who makes a report that is not done in good faith is subject to discipline, including termination of the Board or employee relationship, or other legal means to protect the reputation of the organization and members of its Board and staff.
		6. Anyone who retaliates against the Whistleblower (who reported an event in good faith) will be subject to discipline, including termination of Board or employee status.
		7. Crimes against a person or property, such as assault, rape, burglary, etc., should immediately be reported to local law enforcement personnel.
		8. Supervisors, managers, and/or Board Members who receive the reports must promptly act to investigate and/or resolve the issue.
		9. The Whistleblower shall receive a report in a timely manner of the initial report, regarding the investigation, disposition or resolution of the issue.
		10. If the investigation of a report, that was done in good faith and investigated by internal personnel, is not to the Whistleblower’s satisfaction, then he/she has the right to report the event to the appropriate legal or investigative agency.
		11. The identity of the Whistleblower, if known, shall remain confidential to those persons directly involved in applying this policy, unless the issue requires investigation by law enforcement, in which case members of the organization are subject to subpoena.

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| Date of Revision | Policy Section(s) | Changes Made |
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# Policy 18: Rules Committee Mission Statement and Procedures

Effective Date: *May 1, 2013*
Last Revision Date: *April 26, 2014*

***Scope:*** *The Wisconsin Swimming Rules Committee is responsible for ensuring that the Rules, Policies, Procedures and Bylaws of Wisconsin Swimming comply with the current USA Swimming Rules and Regulations and are in the best interests of Wisconsin Swimming’s competitive swimming.*

* 1. **General Information**
		1. The General Chair shall appoint the Rules Committee Chair with the advice and consent of the LSC Administrative Vice Chair.
		2. The Rules Committee Chair shall serve until the end of the term of the LSC Administrative Vice Chair or for sixty days (60) following the end of the General Chair’s term.
		3. The Rules Committee Chair shall appoint the Committee members with the advice and consent of the LSC Administrative Vice Chair.
		4. The Committee shall consist of at least five (5) members, plus two (2) ex-officio members with voice and vote, i.e., the LSC General Chair and the LSC Administrative Chair.
		5. The Rules Committee shall designate a Committee Vice-Chair from among its members with the advice and consent of the LSC Administrative Vice-Chair.
		6. A quorum shall be a majority of those present.
		7. A member’s absence, without notice to the Rules Committee Chair, for three (3) consecutive meetings is considered his/her resignation.
	2. **Meetings**
		1. The Committee will meet, when possible, within two (2) weeks after the conclusion of the annual Aquatic Sports Convention in September to review:
	3. Rules and legislative changes passed by the USA Swimming House of Delegates; and
	4. Bylaws for changes approved by the USA Swimming House of Delegates.
		1. Additional meetings may be called as needed by the Committee Chair, Vice Chair or by any three (3) members of the Committee with a minimum of five (5) business days’ notice.
		2. The Meeting notice shall designate time, location and at least a general agenda.
		3. Meeting notice may be given by telephone, mail, e-mail, or in person.

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| Date of Revision | Policy Section(s) | Changes Made |
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# Policy 19: Meet Marshals

Effective Date: *January 1, 2014*

Supersede Date: *New*
Last Revision Date: *N/A*

***Scope:*** *This policy complies with USA Swimming requirements and recommendations for Meet Marshals, to ensure the safety of Athletes, Coaches, Officials, Volunteers and Spectators:*

**102.19- Marshals-** Shall wear identifying attire and enforce warm-up procedures and maintain order in the swimming venue. The Marshal shall have full authority to warn or order to cease and desist, and, with the concurrence of the Referee, to remove, or have removed from the swimming venue anyone behaving in an unsafe manner or using profane or abusive language, or whose actions are disrupting the orderly conduct of the meet.

* 1. **Responsibilities of the Meet Marshal**
		1. Arrive at the venue 15 minutes before warm ups.
		2. Wear identifying attire: vest, t-shirt, cap, etc.
		3. Check in with the Meet Referee.
1. Receive instructions from the Meet Referee, including where to be positioned on deck during warm ups.
2. Receive instructions on which areas of the venue to patrol.
3. Discuss any special safety concerns.
	* 1. Periodically walk through hallways, seating areas, separate warm up/warm down pools, athlete rest areas, and other areas as assigned.
		2. With another adult of your gender, periodically patrol same gender locker rooms.
		3. Immediately inform the Meet Referee or Meet Director if there are unauthorized people on deck, and if there is any inappropriate camera use in the locker rooms or in and around the venue.
	1. **Duties of the Meet Marshal**
		1. Marshals shall have full authority to warn or order to cease and desist, and with the concurrence of the Meet Referee, to remove or have removed from the swimming venue anyone behaving in an unsafe manner, using profane or abusive language, or whose actions are disrupting the orderly conduct of the meet.
		2. Marshalsshall identify and report anyone who refuses to follow their instructions to the Meet Referee and/or Meet Director for further action.
		3. Ensure swimmers behave in a safe manner
4. No running on deck and no horseplay
5. No abusive language
6. No operation of recording devices in the locker rooms
	* 1. Ensure that all non-athlete adults on deck are displaying proper and current USA Swimming credentials and notify the Meet Referee or Meet Director of any situations where this is not the case.
		2. Monitor warm ups and in-water breaks.
7. Feet first only, in a cautious manner, for all pre-meet warm up sessions, in-water breaks, and separate warm up/warm down facility or lanes. **ABSOLUTELY NO DIVING.**
8. Warm ups at the start of a session: Enter at the start end of the pool only, not the turn end or sides of the pool.
9. All in-water breaks: swimmers may enter at the start or turn ends, but not from the sides of the pool.
10. Separate warm up/warm down facility or lanes: swimmers may enter from either end, but not from the sides.
11. Alert the Meet Referee or the Meet Director of dangerous overcrowding.
12. At least one Meet Marshal shall be stationed at both the Start and Turn ends of the pool.
13. If sufficient officials are available, the Starter and/or Referee will supervise pre-session warm ups as well.
14. Athletes must be actively swimming during warm ups, no socializing.
15. Notify the swimmer’s coach if a swimmer is behaving or acting in an unsafe manner.
16. Sprints/starts.
	1. Make sure lanes are cleared before sprints/starts begin.
	2. Swimmers may start from the blocks or the deck and must exit at the other end of the pool.
	3. Swimmers should not be permitted on the blocks when a swimmer is in the water for a backstroke start.
17. Use appropriate language and **project a calm manner.**
18. Do not touch athletes.
19. Do not leave the meet without the approval of the Meet Referee or Meet Director.
	1. **Penalties for violating warm up and in-water break procedures**
		1. Penalties are as follows:
20. The initial violation will be address with a warning to the swimmer and the swimmer’s coach.
21. If there is a repeat violation, the swimmer shall be removed from part or all of the remaining time in that warm-up period.
22. An egregious violation shall be addressed with disqualification from the swimmer’s next individual event.

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| Date of Revision | Policy Section(s) | Changes Made |
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# Policy 20: Bylaws, Policies and Procedures Approval Process

Effective Date: *April 26, 2014*
Last Revision Date: *N/A*

***Scope:*** *To establish the procedures for the creation, revision and adoption of Wisconsin Swimming bylaws, policies and procedures.*

* 1. **General Process Regarding Changes to Bylaws & Policies and Procedures**
		1. Changes or additions to Wisconsin Swimming Bylaws, policies, or procedures can be brought to the Rules Committee by any other LSC committee or sub-committee for consideration.
		2. The Rules Committee will present changes or additions to Wisconsin Swimming policies and procedures to the LSC Board of Directors for action. Upon approval by the LSC Board of Directors, the policies and/or procedures will become effective and the Rules Committee will present the changes or additions at the next LSC House of Delegates meeting.
		3. The proposed changes will be formatted in the manner used by the USA

Swimming Rules and Regulations Committee:

1. Table of contents;
2. R-1, R-2, etc. for Bylaws, Policy, or Procedure changes; and
3. HK-1, HK-2, etc. for Housekeeping changes;
	* 1. Presentation at the Wisconsin Swimming House of Delegates Meeting:
4. The Rules Committee Chair will present the proposed bylaw, policy or procedure changes along with a Table of Contents.
5. In the absence of the Committee Chair, the Rules Committee Vice Chair or designee will present the proposed bylaw, policy, or procedure changes.
6. The changes will be presented by its indicator, R-1, R-2, HK-1, HK-2, etc.
7. If a Wisconsin Swimming House of Delegates member requests discussion of a proposed bylaw, policy, or procedure, the member will ask for the item to be “pulled”, meaning it is “pulled” for discussion.
8. Items will be voted upon with the potential following dispositions:
	1. Approved or approved as amended
	2. Rejected
	3. Sent back to the LSC Rules Committee for review, including possible review by the USA Swimming Rules and Regulations Chair.
	4. Withdrawn
	5. **Bylaws Amendments**
		1. Changes to Wisconsin Swimming Bylaws mandated by USA Swimming will become effective per USA Swimming’s directives. No action by the Wisconsin Swimming House of Delegates is required, however, these changes will be reviewed at the next Wisconsin Swimming House of Delegates meeting.
		2. Proposed amendments to Wisconsin Swimming Bylaws other than those required by USA Swimming will be presented to the Wisconsin Swimming House of Delegates after review and approval by the Board of Directors. Per the Bylaws, such amendment(s) shall become effective by a two-thirds vote of the members present and voting.
	6. **Policies and Procedures Approval Process**
		1. Policies and Procedures will become effective upon approval of the LSC Board of Directors. However the proposed policies and procedures are presented to the House of Delegates where they will be further discussed. If the disposition of the House of Delegates is to send the legislation back to the LSC Rules Committee, the LSC Rules Committee will take the House of Delegates discussion under advisement.

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# Policy 21: Nominated and Appointed LSC Positions and Term Limits

Effective Date: *April 26, 2014*
Last Revision Date: *N/A*

***Scope:*** *This policy delineates the process of establishing the Nominating Committee on an annual basis, and describes the process of nominating and electing members of the Board of Directors, Committee Chairs and Coordinators. This information is extracted from the Wisconsin Swimming, Inc. Bylaws.*

* 1. **Composition/Election of Nominating Committee Members**
1. Members of the Nominating Committees are elected annually by the House of Delegates at the January Meeting of the House of Delegates.
2. Committee Composition
3. Immediate Past General Chair;
4. No fewer than five (5) individual members, who shall be members of the House of Delegates;
5. No more than 2/5 shall be members of the Board of Directors;
6. The Immediate Past General Chair shall not be part of the 2/5 requirement; and
7. In no case shall the General Chair serve on the Nominating Committee.
8. If a member of the Nominating Committee resigns or becomes unable to participate;
9. The General Chair shall appoint a replacement with the advice and consent of the Board of Directors; and
10. At the next House of Delegates a replacement shall be elected.
11. TheBoard of Directors shall elect a Nominating Committee if the House of Delegates cannot act in a timely manner.
12. Athlete representative shall comprise twenty percent (20%) of the Nominating Committee.
13. The Chair of the Nominating Committee shall be elected by a majority vote of the Nominating Committee members, promptly after the Committee members are elected.
	1. **Duties of the Nominating Committee**
		1. The Nominating Committee prepares the slate of candidates for election of the Board of Director Officers, Committee Chairs, Coordinators, and the Regular and Alternate members of the Board of Review, which takes place at the Annual Meeting.
		2. The Committee may nominate one or more candidates for each position.
		3. Nominations by the Nominating Committee shall be published by distributing a slate of candidates corresponding to the positions for which they have been nominated.
14. Distribution of the slate of candidates will be distributed to each member of the House of Delegates and to each Group Member.
15. The distribution shall be not less than twenty (20) calendar days prior to the election.
16. The distribution may be combined with the notice of the meeting.
	* 1. Additional Nominations may be made from the floor of the House of Delegates by any member of the House of Delegates who is eligible to vote.
		2. Meetings of the Nominating Committee shall take place within Wisconsin Swimming territory when called by the Chair or any three (3) members of the Committee, with a minimum of seven (7) days’ notice required. Meetings may also take place by Conference Call.
		3. Quorum
17. A quorum for any meeting of the Nominating Committee shall consist of not few than four (4) members.
18. The Committee shall act by a majority vote of its members voting in any meeting at which a quorum is present.
	* 1. Voting at the House of Delegates
19. The Nominating Committee Chair shall conduct the election at the Annual Meeting.
20. The vote shall be by ballot or by acclimation if such a motion is made and passed.
21. Ballots shall be destroyed following the vote.
	1. **Cycle of Elections by the House of Delegates**
		1. Eligibility
22. Only individual Members in good standing shall be eligible to hold office and must maintain their eligibility throughout their terms of office.
	* 1. Election Cycle
23. Odd-numbered years: General Chair, Finance Vice-Chair, Age Group Committee Chair, Secretary, Safety Coordinator, and Officials Committee Chair.
24. Even-numbered years: Administrative Vice-Chair, Senior Committee Chair, Treasurer, Technical Planning Committee Chair, and Registration/Membership Coordinator.
	1. **Terms of Office**
		1. The term of all elected members of the Board of Directors shall be two (2) years.
		2. Consecutive Term Limitations:
25. Except for the Secretary, Treasurer and Registration/Membership Coordinator, no Individual Member who has been elected by the House of Delegates and has served four (4) successive years shall be eligible for re-election to the same position until a lapse of two (2) years.
26. A portion of any term served to fill a vacancy in the position shall not be considered in the computation of this successive terms limitation.
27. Each person elected to a position shall assume office effective September 1st and shall serve until a successor is elected.
28. Appointed

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| Date of Revision | Policy Section(s) | Changes Made |
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# Policy 22: Spectators with Disabilities Viewing Guidelines

Effective Date: *April 26, 2014*
Last Revision Date: *N/A*

***Scope:*** *This policy provides the guidelines for spectator viewing for persons with disabilities for venues within Wisconsin Swimming jurisdiction.*

* 1. **General Information**
		1. Wisconsin Swimming promotes equitable spectator viewing for persons with disabilities during their swimmer’s race(s).
		2. All swimming venues within the jurisdiction of Wisconsin Swimming shall earnestly attempt to provide fair and equitable spectator viewing for persons with disabilities to the extent possible by facility design.
		3. Facilities constructed after the 1993 enactment of the Americans with Disabilities Act of 1990 are held to that Act’s new construction requirements for spectator seating.
		4. Facilities constructed prior to 1993 are required to make facility accommodations, unless they are impractical or cost prohibitive.
		5. It is impossible to guarantee unobstructed lines of sight for every race requested, just as this cannot be guaranteed for all spectators in the venue without disabilities.
		6. Applicable sections of the Americans with Disabilities Act of 1990 (with no changes in the 2008 Amendments to the Act):
1. The ADA Title III provision that “no individual shall be discriminated against on the basis of disability in the full and equal enjoyment of the goods, services, facilities, privileges, advantages or accommodations of any place of public accommodation” clearly extends to sports stadiums. The ADA further provides that facilities constructed after January 26, 1993 must be “readily accessible to and usable by individuals with disabilities.”
2. Sec. 12183. New construction and alterations in public accommodations and commercial facilities except as provided in subsection (b) of this section, as applied to public accommodations and commercial facilities, discrimination for purposes of section 12182(a) of this title includes:
	1. A failure to design and construct facilities for first occupancy later than 30 months after July 26, 1990, that are readily accessible to and usable by individuals with disabilities, except where an entity can demonstrate that it is structurally impracticable to meet the requirements of such subsection in accordance with standards set forth or incorporated by reference in regulations issued under this subchapter; and
	2. With respect to a facility or part thereof that is altered by, on behalf of, or for the use of an establishment in a manner that affects or could affect the usability of the facility or part thereof, a failure to make alterations in such a manner that, to the maximum extent feasible, the altered portions of the facility are readily accessible to and usable by individuals with disabilities, including individuals who use wheelchairs. Where the entity is undertaking an alteration that affects or could affect usability of or access to an area of the facility containing a primary function, the entity shall also make the alterations in such a manner that, to the maximum extent feasible, the path of travel to the altered area and the bathrooms, telephones, and drinking fountains serving the altered area, are readily accessible to and usable by individuals with disabilities where such alterations to the path of travel to the bathrooms, telephones, and drinking fountains serving the altered area are not disproportionate to the overall alterations in terms of cost and scope (as determined under criteria established by the Attorney General).
	3. **Spectator Viewing Accommodation Requirements**
		1. All venues shall make spectator-viewing accommodations for persons with disabilities, within reason.
		2. Viewing accommodations shall apply to heats in which the disabled spectator’s swimmer competes.
		3. Seating shall also be provided for one individual accompanying the spectator with a disability.
		4. The seating arrangements shall not interfere with the performance of the duties of the Officials.
		5. The Meet Director or Meet Referee shall be contacted in advance of the meet in order to provide time to accommodate the request. Requests made the day of the meet may not be possible to accommodate.
		6. A Meet Marshal shall be assigned to the selected area for the duration of the swimmer’s race to maximize the spectator’s line of sight.
		7. Issues regarding non-compliance with this policy are to be addressed to the Wisconsin Swimming Disability Chair.
	4. **Deck Options Recommended for Spectator Viewing**
		1. Seating in the Starter/Referee area, which is generally less congested.
		2. Seating at the corner of the start or turn end of the pool.
		3. Seating with the Timers behind the starting block.
		4. Other arrangements compatible with facility design.

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| Date of Revision | Policy Section(s) | Changes Made |
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**Policy & Procedures Manual**

**Wisconsin Swimming, Inc.**

# Policy 23: Wisconsin Swimming Delegates to the USA Swimming House of Delegates and Aquatic Sports Convention and Other USA Swimming-Sponsored Events

Effective Date: *September 1, 2014*
Last Revision Date: *N/A*

***Scope:*** *This policy establishes the Wisconsin Swimming, Inc. delegates to the USA Swimming House of Delegates/Aquatic Sports Convention. It delineates the voting delegates, financial support provided and the duties and responsibilities of the Delegation.*

* 1. **Voting Delegation Established Under Bylaws**
		1. It shall be the duty and privilege of the following Officers and Representatives to attend the USA Swimming Annual Meeting (Aquatic Sports Convention) to represent Wisconsin Swimming, with voting rights (six (6) total votes):
1. General Chair
2. Administrative Vice Chair
3. Age Group Committee Chair
4. Senior Committee Chair
5. Elected Senior Athlete Representative
6. Coaches Representative
7. Up to three (3) non-voting Athlete Representatives
	* 1. If any of the voting Delegates are unable to attend, alternates shall be selected by the General Chair.
	1. **Additional Non-Voting Delegates from Wisconsin Swimming**
		1. The following members of Wisconsin Swimming, Inc. are also invited to attend the USA Swimming House of Delegates/Aquatic Sports Convention. They shall attend the relevant educational sessions to ensure that Wisconsin Swimming remains current with the rules and regulations, policies and procedures, and bylaws necessary to remain in good standing with USA Swimming LSC requirements.
8. Members of Wisconsin Swimming appointed to USA Swimming National Committees
9. The Immediate Past General Chair (for 2 years)
10. Officials Chair
11. Rules Chair
12. Registration/Membership Chair
13. Treasurer
14. Safe Sport Chair
15. One member of the Wisconsin Swimming, Inc., contingent to the Central Zone Board of Review
16. Other Officers/Chairs designated by the General Chair with the advice and consent of the Board of Directors.
	* 1. These are non-voting members
		2. If any of the non-voting Delegates are unable to attend, alternates may be selected by the General Chair.
	1. **Expenses Reimbursed by the LSC**
		1. Hotel Room
17. Double occupancy with another Delegate or where no other Delegate is available to share a room: room is completely covered
18. Single occupancy: 50% covered by the LSC, 50% covered by the Delegate
	* 1. Travel Expenses
19. Reasonable Coach airfare expenses – no Business or First Class
20. Car/Van rental at convention to help transport delegation members
	* 1. Per Diem
21. Provided to all voting and non-voting Delegation members
22. Commensurate with the location of the meeting
23. Provided in advance to athlete representative if requested
	1. **Athlete Representatives**
		1. Shall be accompanied/chaperoned by a parent, legal guardian, or other adult family.
		2. Chaperone hotel, reasonable travel costs and per diem will be provided by Wisconsin Swimming.
		3. If no elected Athlete Representatives are able to attend, Athlete Representative(s) will be selected by the General Chair, with the advice and consent of the Senior Chair.
	2. **Delegate Expectations/Responsibilities**
		1. Shall attend the meetings commensurate with their elected/appointed positions, and voting members must attend the Central Zone and USA Swimming House of Delegate sessions.
		2. Shall attend, if available, additional sessions important to the LSC, as requested by the General Chair.
		3. Athlete Representatives shall attend all athlete sessions as well as the Central Zone and USA Swimming House of Delegate sessions.
		4. All Delegates shall prepare a written report of the sessions attended and submit them to the Treasurer and Webmaster for posting at least two (2) weeks prior to the Annual HOD Meeting.
		5. Meeting reports shall be posted on the Wisconsin Swimming website two (2) weeks prior to the October BOD/HOD meetings.
	3. **Other Meetings Sponsored by USA Swimming**
		1. USA Swimming offers additional workshops, usually every 1-2 years, specific to elected and appointed LSC Board positions. Expenses for these meetings and workshops are usually covered by USA Swimming. If expenses are not covered, the LSC will reimburse reasonable hotel and travel expenses and a per diem commensurate with the meeting location, if the individual is asked to attend the meeting by the General Chair or Board of Directors.
		2. Analternate may be sent by the LSC if the Board Member is unable to attend.

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| Date of Revision | Policy Section(s) | Changes Made |
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# Policy 24: Annual Wisconsin Swimming House of Delegates Meeting

Effective Date: *September 1, 2014*
Last Revision Date: *June 3, 2015*

***Scope:*** *Effective September 1, 2014, the mandatory Annual House of Delegates Meeting for Wisconsin Swimming, Inc., will commence. At the Annual Meeting, the following will occur: election of Officers of Wisconsin Swimming, voting on the Fall/Winter Meet Schedule and LSC Championship meets, participation in relevant education sessions regarding LSC and Club administration.*

* 1. **Annual and Regular Meeting**
		1. The annual meeting of the House of Delegates of Wisconsin Swimming, Inc., shall be held at the end of April or beginning of May each year. Regular meetings of the House of Delegates shall be held on the fourth Tuesday of the months of January and October. At the annual meeting, the following LSC business shall be conducted:
1. Election of the Officers and the Committee Chairs/Coordinators listed in section 605.1, in accordance with section 606.2 through 606.6.
2. Voting on the Fall/Winter Meet Schedule and all LSC Championship Meets for the following year.
3. Other business relevant to the function of the LSC.
	* 1. Effective January 1, 2015, the annual Wisconsin Swimming, Inc. club registration fee shall be raised to $500, of which $300 will be refunded to the club if a duly appointed Group Member Representative for the club attends the annual meeting 24.4.
	1. **Annual Meeting Committee**
		1. Chair: Admin Vice Chair
		2. Composition: minimum four (4) others
	2. One (1) athlete
	3. Three (3) others, may be non-board members
	4. **Annual Meeting Planning Timeline**
4. Site Selection by September 1
5. Determined by the Board of Directors
6. Rotate between Southeast, West and North Regions of the LSC
7. Swimposium to be held in Southeast Wisconsin due to airport access for USA Swimming speakers. Swimposium to be applied for every three (3) years.
8. Agenda and General Format
9. Determined by the Board of Directors, the General Chair, and the Annual Meeting Committee
10. One General Education session, followed by choice of education tracts
11. Survey of membership at the annual meeting for potential future topics
	1. **Criteria for Partial Refund of Club Registration Fee**
		1. If the Group Member Representative, or their designee, signs in and attends the full Annual Meeting program, including the House of Delegates meeting and the educational sessions, the club will receive a $300 refund from the $500 annual Wisconsin Swimming Club Registration Fee.
	2. **Annual Meeting Fees**
12. There will be no fee for the registered Group Member Representative and the

Athlete Representative who attend the Annual Meeting.

1. Additional attendees from the Club will be charged a reasonable amount determined by the Board of Directors.
	1. **Hotel Accommodations**
2. If a block of hotel rooms with reduced rates is obtained, these rooms will be made available on a first come/first serve basis.

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| Date of Revision | Policy Section(s) | Changes Made |
| June 3, 2015 | 24.2 | Housekeeping: Format Rule consistent with other Rules |

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# Policy 25: Wisconsin Swimming LSC Zone Championship Competitions

Effective Date: *April 25, 2015*
Last Revision Date: *June 12, 2015*

***Scope:*** *The purpose of this policy is to outline the policies for the Wisconsin Swimming LSC Central Zone 14 and Under Championship Meet and Central Zone Open Water Meet.*

* 1. **Zone Coach Selection Process**
1. 14&U Central Zone Championships – Number of coaches assigned to represent Wisconsin Swimming will be determined by the Wisconsin Age

Group Chair. The number of coaches will be based upon location and estimated Wisconsin athletes attending the competition.

1. The three (3) clubs with the most Zone athletes from the previous 14&Under Zone Championships shall each be represented by their club coach.
	1. If one (1) or more of these automatic coaching positions is declined, the position will be filled from the ballot selection.
2. The remaining coaches will be selected by ballot at the prior Short Course 12&U State Championships.
	1. Nominations will be taken by the Wisconsin Swimming Age Group Chair the month prior to the Short Course 12&U Wisconsin State Championships.
	2. Each Wisconsin team is allotted one (1) vote.
3. Coaching staff positions will be assigned by the Wisconsin Age Group Chair.
4. Selected coaches will be notified and coaching staff will be posted to the Wisconsin Swimming website by the Annual WI LSC meeting.
5. Selected coaches shall sign the “Wisconsin Swimming Coach/Staff Code of Conduct.”
6. Open Water Zone Championships - Number of coaches assigned to represent

Wisconsin Swimming will be determined by the Wisconsin Age Group Chair. The number of coaches will be based upon location and estimated Wisconsin athletes attending the competition.

1. Two (2) clubs with the most athletes from the previous Open Water Championships shall each be represented by their club coach.
	1. If of one (1) or more of these automatic coaching positions is declined the position will be assigned by the WI Age Group Chair.
2. The remaining positions will be assigned by the WI Age Group Chair.
3. Coaching staff positions will be assigned by the WI Age Group Chair.
4. Selected coaches will be notified and coaching staff will be posted to the Wisconsin Swimming website by the Annual WI LSC meeting.
5. Selected coaches shall sign the “Wisconsin Swimming Coach/Staff Code of Conduct.”
	1. **Expenses/Stipends:** The following expenses will be reimbursed for the Central Zone 14&U and Open Water Championship meets for the WI coaching staff:
6. Coach Expenses and Stipends are preapproved by Wisconsin Swimming up to $3,100 (Open Water) and $10,000 (14&U Zone Championships) or $13,100 in total for both championships.
7. 14&U Central Zone Championships
	1. The coaching staff will be awarded $595.00.
		1. All coaches are required to coach two (2) sessions per day.
8. The Head Coach will receive an additional $400.00 for a total of $995.00.
	* + 1. The Head Coach is required to coach at all sessions of the competition.
9. Central Zone Open Water Championships
	1. The coaching staff will be awarded $250.00.
		1. All coaches are required to coach at all sessions of the competition.
10. Travel
	1. Current IRS mileage reimbursement rate up to amount determined appropriate by the Wisconsin Age Group Chair.
	2. Car/Van rental for group coach travel.
	3. Reasonable airfare expenses.
11. Hotel Expenses
	1. Hotel costs are completely covered.
	2. If single occupancy is requested: 50% covered by the LSC, 50% covered by the coach.
	3. Single occupancy may be allowed based upon odd number and gender situations.
	4. Zone Team Director is allowed single occupancy.
12. Per Diem
	1. Per Diem will be reimbursed based upon the IRS guidelines for competition site.
13. Additional expense requests must be approved by the WI LSC Board of Directors.
	1. **Coach Outfitting:** Central Zone 14&U Championships & Open Water Championships
		1. Zone Coach Apparel will be provided by the Wisconsin Zone Team Sponsor.
14. Zone coach outfit will be chosen by the Zone Team Director.
	1. Coach outfitting will include the following:
		1. Polo/T-Shirts for each day of competition
		2. Zone Team Warm-Up jacket
		3. Zone Team bag
15. Coach Outfitting can include additional items as determined by Zone Team Director.
	1. **Athlete**
		1. Athlete-Wisconsin 14&U Zone responsibilities
	2. Wisconsin 14&U Zone Team athletes must prove Yearly USA Swimming Membership and qualifying times for all entered events.
	3. Wisconsin 14&U Zone Team athletes must sign the Wisconsin Swimming athlete code of conduct.
	4. Wisconsin 14&U Zone Team athletes must purchase the following Team Wisconsin Uniform.
		* 1. Team Wisconsin Warm-Up Jacket
			2. Team Wisconsin T-Shirt (3)
			3. Team Wisconsin competitive cap
			4. Team Wisconsin Suit
	5. Additional Wisconsin Zone Team uniform items will be optional.
		1. Athlete-Wisconsin Open Water responsibilities
16. Wisconsin Open Water Zone Team athletes must prove Yearly USA Swimming Membership and qualifying times for all entered events.
17. Wisconsin Open Water Zone Team athletes must sign the Wisconsin Swimming athlete code of conduct.
18. Wisconsin Open Water Zone Team athletes must purchase the following Team Wisconsin Uniform.
	1. Team Wisconsin T-Shirt (1)
19. Additional Wisconsin Zone Team uniform items will be optional.
	1. **Wisconsin Zone Team Sponsorship and Wisconsin Zone Team Vendor**
		1. The following guidelines will be followed in selecting a Zone Team Sponsor:
20. The Wisconsin Age Group Chair will solicit bids for new sponsorship six (6) months prior to the end to the current sponsorship deal.
	1. Bids from a minimum of three (3) dealers must be solicited (ex Speedo, TYR, and Area).
	2. Wisconsin Zone Team Sponsor will be selected by the Wisconsin Swimming Board of Directors.
		1. The following guidelines will be followed in selecting a Zone Team Vendor:
21. Zone Team Vendors will be solicited by the Wisconsin Zone Team Director.
	1. Zone Team director will create RFP
22. Zone Team vendors will be selected annually.
23. Bids from Zone team vendors will be solicited at least ten (10) days prior to the Annual Meeting, annually.
	1. At least three (3) vendors must be solicited for bids, but they need not all submit bids.
24. Zone Team vendor will be selected by the Wisconsin Board of Directors at Annual Wisconsin LSC meeting.
	1. **Wisconsin Zone Team Director**
		1. Wisconsin Zone Team Director Responsibilities
25. Set up all lodging and travel arrangements for Zone 14&U and Open Water Championships.
26. Set up room blocks for Wisconsin Zone athletes and families for 14&U and Open Water Championships.
27. Register and enter all Wisconsin Zone athletes in 14&U and Open Water Championships.
	1. Design entry/registration protocol, forms, and documents.
	2. Ensure all entries are proved and all athletes are eligible.
	3. Shall be available at Long Course State Championships for

 registration and questions.

1. Be available to answer questions regarding Zone 14&U and Open Water Championships.
2. Solicit bids from prospective Zone Team Vendors.
	1. Coordinate Zone Coach and Athlete outfitting with Wisconsin Age Group Chair.
3. Work with Zone Team Vendor to insure athlete outfitting needs.
4. Create annual Budget for 14&U and Open Water Championships.
	1. Budget to be submitted to Wisconsin Age Group chair prior to the Annual WI LSC Meeting.
5. Coordinate 14&U Zone and Open Water Zone team functions with Hosts.
	1. Warm-up times, Team Dinners, Team Pictures, etc.
6. Attend both 14&U and Open Water Championships.
	1. Be available on deck to answer athlete parent questions.
	2. Trouble shoot any issues at 14&U and Open Water Zone Championships.
	3. Support Coaching staff at 14&U and Open Water Zone Championships.
7. Assist in local travel, lodging, and logistical issues.
8. Work with bid winner to deliver athlete outfitting items to athletes at 12&U and Open Water Championships as well as 13&Over championships if applicable.
9. Distribute awards, Team Pictures at 14&U and Open Water State Championships.
10. Serve as assistant Head Coach at 14&U and Open Water State Championships.
11. Submit Post competition report to the Wisconsin Age Group Chair for both 14&U and Open Water Zone Championships.
	* 1. Zone Team Director Compensation
12. Zone Team Director will receive $2,000.00 for the services listed in 25.6.1.
13. Zone Team Director will be reimbursed at the same rate as the coaching staff for travel, expenses, and per diem.

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| Date of Revision | Policy Section(s) | Changes Made |
| June 3, 2015 | All | Housekeeping: Format Rule consistent with other Rules |
| June 12, 2015 | 25.6.2 A. | Changed 25.7.1 to 25.6.1 |

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# Policy 26: LSC Recognition

Effective Date: *April 25, 2015*
Last Revision Date: *April 26, 2019*

***Scope:****. The purpose of this policy is to recognize outstanding performance by Wisconsin Swimming athletes, coaches, officials and volunteers. In the absence of a qualified candidate, an award may not be given annually.*

* 1. **Athlete and Coach Award Recognitions**
		1. Athlete of the Year
			1. Long Course Age Group Female and Male Swimmer of the Year
			2. Long Course Senior Female and Male Swimmer of the Year
			3. Short Course Age Group Female and Male Swimmer of the Year
			4. Short Course Senior Female and Male Swimmer of the Year
			5. Short Course Female and Male Breakout Swimmer of the Year
			6. Open Water Swimmer of the Year
			7. Female and Male Sportsmanship Award
		2. Short Course IMX Individual High Point Champion
			1. An award will be presented to each overall individual IMX high point winner from the previous short course season.
			2. Age categories shall be: 9-Under, 10, 11, 12, 13, 14, 15, 16, 17, and 18.
			3. Recipients shall be notified by the Coach Representative(s).
		3. Coach of the Year
			1. Long Course Age Group Coach of the Year
			2. Long Course Senior Coach of the Year
			3. Short Course Age Group Coach of the Year
			4. Short Course Senior Coach of the Year
		4. Nomination Process
			1. Automatic Nominations
				1. Athlete automatic nominations for Swimmer of the Year will be earned by achieving one of the following:

Wisconsin State Championship High Point Winner or Open Water Champion

Wisconsin LSC Record Holder

Top three finish at a Zone Level Meet (Speedo Sectionals, Zone Championships, Mid-States All Stars, Zone Open Water Championship)

Top 8 finish at a Level 2 Meet

Top 16 finish at a Level 3 or above Meet

Individual NAG Top 10 Finisher in one of the following events:

1. 10&U: 50/100/200/500(400m) Free, 50/100 Back, 50/100 Breast, 50/100 Fly, 100/200 IM;
2. 11-12: 50/100/200/500 (400m)/1000 (800m) Free, 50/100/200 Back, 50/100/200 Breast, 50/100/200 Fly, 100/200/400 IM;
3. 13&O; 50/100/200/500 (400m)/1000 (800m)/1650 (1500m) Free, 100/200 Back, 100/200 Breast, 100/200 Fly, 200/400 IM.
	* + - 1. Coach automatic nominations for Coach of the Year will be earned by achieving one of the following:
4. Direct coach of Age Group Team Winners (10 and Under, 11-12 13-14, 15-16; 17 and Over of each gender)
5. Direct coach of Individual or Relay NAG Top 10 Finisher
6. Direct coach of State Record Holder
7. Coach of Record for a Top 8 finishing athlete or relay at a Level 3 meet or higher meet.
	* + 1. Disability Swimmers/Coaches
				1. The Disability Chair will nominate eligible individuals.
				2. Disability Achievement Award may be conveyed, with a maximum of one award conveyed annually.
			2. Write-In Candidates
				1. Write-In nominations of candidates will be accepted through 11:59:59 pm on March15th
			3. Finalists
				1. The Technical Planning Committee will limit each pool of nominees in the Swimmer of the Year and Coach of the Year categories to five finalists before April 1st.
				2. All nominees will be invited to the LSC Awards Banquet. A ballot of finalists will be sent to the LSC House of Delegates voting members and posted on the LSC website.
		1. Voting Process
			1. Voting for all Athlete and Coach awards occurs at the Annual Meeting in the spring.
			2. Female and Male Sportsmanship Award shall be voted on by the eligible Athlete Representatives only.
			3. All Athlete, and Coach awards in Section 26.1, and the ConocoPhillips 66 Outstanding Service Award in Section 26.4 shall be voted on by Board of Director voting members, the registered Club Voting Delegates and Athlete Voting Delegates present.
	1. **Virtual Club Championship Team Award**
		1. A banner will be presented to the club with the highest Virtual Club Championship score from the previous short course season.
			1. Recipients shall be notified by the Coach Representative(s).
	2. **Officials’ Recognition Awards**
		1. Officials of the Year
			1. Starter/Referee of the Year
			2. Stroke and Turn of the Year
			3. Lifetime Achievement Award
			4. See the “Officials of the Year Awards” policy located on the Wisconsin Swimming Officials web page for details of the nomination and selection processes.
		2. New Officials Recognition Program
			1. Newly certified Stroke/Turn Officials:
				1. Officials polo and name badge
			2. Newly certified Starter/Referee Officials
				1. Whistle/lanyard and brass bell
	3. **ConocoPhillips 66 Outstanding Service Award**
		* 1. Information will be sent to LSC members by the Administrative Manager after January 1st, with nominations accepted through March 15th.Voting shall occur at the Annual Meeting in the spring.
	4. **USA Swimming Life Member Award**
		* 1. Nominations may be made by any LSC member and submitted to the Board of Directors for consideration.
	5. **Awards in Development**
		* 1. LSC Hall of Fame

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| Date of Revision | Policy Section(s) | Changes Made |
| October 24, 2017 | 26.1,26.1.3, 26.1.426.426.5 | Additional awards New articles to cover nominations and votingRenumbered articleAdded Awards in Development |
| February 27, 2018 | 26.1.426.1.2 (new)26.2 (new)26.4 Others | Correction of date deadlines in Nominations; Added IMX Individual Champion award, Added Virtual Club Team Championship Award; Revised to provide nomination info and deadlineMany other minor corrections |
| April 26, 2019 | 26.126.1.426.1.5 | Added Open Water Swimmer of the YearModified criteria for Automatic Nominations and nominee finalists Correction to Athlete of the Year award votingAdded Board of Directors to voting for all Athlete, and Coach awards in Section 26.1, and the ConocoPhillips 66 Outstanding Service Award in Section 26.4 |

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# Policy 27: LSC Photography Policy

Effective Date: *April 25, 2015*
Last Revision Date: *N/A*

***Scope:*** *The scope of this policy is to establish guidelines for the posting of photographs of athletes on the Wisconsin Swimming website or other social media platforms or that may go to the press.*

* 1. **General Guidelines**
		1. Publication on the Wisconsin Swimming website of a video or photograph of a single or small group of swimmers under 18 shall only be done with the consent of the parent/guardian.
		2. A parent or guardian has a right to refuse to have children photographed. The exercise of this right of refusal cannot be used as grounds for refusing entry into a swimming competition. Therefore, any photo that may go to press, on a notice board or other social media platform, be it through a member of the club or official photographer, should receive parental consent before publishing/displaying the photo, preferably in writing. A suggested form allowing parents to indicate refusal of consent is attached.
		3. In the case of open meets and other competitions where the host club has an official photographer present, all parents attending should be made aware of this in meet information. If photos are to be published anywhere, the individual parent should be given the opportunity to withhold their consent.
	2. **Standards for Photographs**
		1. All photographs must observe generally accepted standards of decency in particular:
1. Action shots should be a celebration of the sporting activity and not a sexualized image in sporting context.
2. Action shots should not be taken or retained where the photograph reveals a torn or displaced swimsuit.
3. Photographs should not be taken from behind swimming blocks at the start of a race or exhibit a child climbing out of the swimming pool.
4. Photographs should not be taken in locker rooms or bathrooms.

***Attachment*:**

1. Photography Consent Form

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| Date of Revision | Policy Section(s) | Changes Made |
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***Photography Consent Form***

[\_\_\_\_\_\_\_\_] may wish to take photographs (individual and in groups) of swimmers under the age of 18 that may include your child during their membership in Wisconsin Swimming. All photos will be taken and published in line with the Wisconsin Swimming policy.

Parents have a right to refuse agreement to their child being photographed.

As the parent/caregiver of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ allow the following:

Take photographs to use on Wisconsin Swimming’s website

Consent given Consent refused

Take photographs to include with newspaper articles

Consent given Consent refused

Take photographs to use on club notice boards

Consent given Consent refused

Video for training purposes only

Consent given Consent refused

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dated: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please return this form to: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Attachment A, Policy 27*

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**Wisconsin Swimming, Inc.**

# Policy 28: Swimmers with a Disability

Effective Date: *April 21, 2017*

***Scope:*** *This policy provides direction to LSC Members for all elements relating to meet entry inclusion and accommodation of swimmers with a disability. Where conflicts between USA Swimming and LSC policy appear, USA Swimming shall prevail.*

1. **General Statement**
	* 1. Swimmers with a disability are highly encouraged to participate in any WI sanctioned or approved meets. "Disability" is defined as a permanent physical or mental impairment that substantially limits one or more major life activities. It is not necessary to have an International Paralympic Committee or any other classification. For more information, see Article 105 of the USA Swimming Rulebook and the disability swimming section of the USA Swimming website.
		2. Wisconsin Swimming recognizes the ability of swimmers to determine which of the following three general Para-groups are applicable based on their disabilities, as established by USA Swimming:
			1. P1 - non-ambulatory (wheelchair bound): limited use of all four extremities.
			2. P2 - dwarfism, multiple limb deficiencies, ambulatory with assistance, can be wheelchair bound with high functioning upper body.
			3. P3 - single limb deficiencies, visual impairments, and intellectual impairments, ambulatory without significant assistance.
2. **Entry Procedures**
	* 1. The coach or UNAT swimmer should contact the meet host at the time of the entry if any disability accommodations are needed. Between the time of entry and the start of the meet, the coach, meet host and meet referee should discuss and decide any special accommodations and seeding arrangement. An example of an accommodation would be extra time or assistance getting up on the block, personal assistant, in water start etc.
		2. For other than LSC Championship Meets, entry and seeding arrangements must not have an unreasonable impact on any session timeline and must not adversely affect the opportunity for all swimmers to fairly compete. Appropriate seeding arrangements include but are not limited to:
			1. swimming out of event by completing an intermediate distance of a longer race in the swimmer's actual age group, or
			2. swimming out of age group with swimmers of a different age who are achieving comparable times, or
			3. special lane assignments for a deaf swimmer near a strobe light, or
			4. a swimmer needing to enter and exit the pool from the side.
3. **Entry into Regular Season Meets with No Time Standards**
	* 1. Swimmers with a disability may enter any LSC sanctioned meet for which there are no time standards. The swimmer's coach is responsible for determining readiness for a particular event and the swimmer is seeded appropriately in a way that does not adversely affect the meet timeline.
4. **Entry into State Championship Meets**
	* 1. Swimmers with a disability shall compete in the appropriate meet for their actual age group.
		2. Wisconsin Swimming shall accept the “USA Swimming Para Swim APPROVED Motivational Time Standards” for qualification of para-athletes seeking to compete in Wisconsin Swimming LSC championship meets.
		3. Separate divisions shall be established for certain designated events at these meets for para-athletes giving them the opportunity to compete in finals, score team points and receive awards.
5. **Personal Assistants**
	* 1. Swimmers with a disability may need help from personal assistant who can assist with meet routines, tapping, starts, safety provisions, personal care etc.
		2. Personal assistants should be regarded as disability accommodations.
		3. Personal Assistants shall be provided by the athlete and allowed on deck with the approval of the Meet Referee. Service dogs should be allowed on deck if requested.
		4. Personal Assistants may not coach unless they are registered as Coach Members. Personal Assistants must not interfere with meet operations.
		5. USA Swimming membership requirements and insurance issues:
			1. USA Swimming membership is not required.
			2. Personal Assistants are protected by USA Swimming general liability insurance
			3. Personal Assistants do not have the benefit of excess accident insurance.
			4. Recommend that long term Personal Assistants become Non-Athlete Members of USA Swimming in order to have general liability insurance and excess accident insurance.
6. **Places and awards**
	* 1. For other than LSC Championship Meets, places and awards for swimmers with a disability can only be earned in the swimmer's actual event and/or age group. At the discretion of the meet host, an award mechanism specifically designed for swimmers with a disability may be implemented.
7. **Proof of Time**
	* 1. Swimmers with a disability are subject to the same proof of time requirement as any other swimmer as stated in the meet announcement, or as these policy rules are applied.
8. **Entry into Central Zone Meets**
	* 1. Please consult the meet announcement and appropriate websites/manuals for current rules concerning entry into the Zone Meets. Swimmers with a disability who have question about competing on the WI Zone Team should contact the WI LSC Swimming Disability Chairperson. at least two months prior to the zone meet entry deadline for information.

|  |  |  |
| --- | --- | --- |
| Date of Revision | Policy Section(s) | Changes Made |
| 1/30/2019 | 28.1; 28.2; 28.4; 28.6 28.8 | Revise to implement USA Swimming recommendations for Para-Groups at LSC Championship Meets |

**Policy & Procedures Manual**

**Wisconsin Swimming, Inc.**

# Policy 29: Document Retention and Destruction

**Effective Date**: *October 24, 2017*

***Scope:*** *This policy establishes procedures for the retention, maintenance and destruction of LSC records, consistent with applicable legal requirements.*

***Background:*** *The Sarbanes-Oxley Act of 2002 forbids purging of documents when any organization, nonprofit or for-profit, is under federal investigation. It makes it a crime to alter, cover up, falsify or destroy any document to prevent its use in an official proceeding. It provides guidelines for the retention of financial, legal and historical documents and guidelines for the proper disposal of records.*

*Failure on the part of employees to follow this policy can result in possible civil and criminal sanctions against Wisconsin Swimming, Inc., its leadership and its employees and possible disciplinary action against responsible individuals (up to and including termination of employment).*

* 1. **Key Elements**
		+ 1. This policy covers: employee records, accounting and tax records (e.g., bank statements, audits, IRS forms), legal documents (e.g., articles of incorporation, tax-exempt application, the determination letter, contracts, intellectual property documents, real estate records), board-related records (minutes, policies, resolutions), and e-mails and voicemails.
			2. The applicable retention period is dictated by statute and in other cases, it is a matter of judgment.
			3. The information listed in the retention schedule below is intended as a guideline and may not contain all the records Wisconsin Swimming, Inc., may be required to keep in the future.
			4. Questions regarding retention of documents not listed in this chart should be directed to the General Chair.
			5. When under federal investigation or where litigation is either ongoing or imminent, or even if that becomes a possibility, all document destruction must stop, and documents must be preserved.

***Practical Tips***

* *Indicate the legal and/or desired retention periods for all records (and double check with legal counsel regarding retention periods for your unique organization).*
* *Retention of various business documents is mandated by law. Become familiar with these requirements, as the retention period varies depending on the document.*
* *Equal care should be given to electronic documents and voicemail. Network and individual computer backup systems need systematic attention and should be part of regular risk-management.*
* *Maintain a good filing system: Categorize various records appropriately so they are easy to find. Purging old, outdated documents is also a good practice.*
	1. **Document Retention Schedule**
		1. WSI business records and documents must be maintained by the responsible individual and for a minimum amount of time as specified in the following table.

| **File Category** | **Item** | **Responsible Individual** | **Retention Period** |
| --- | --- | --- | --- |
| **Corporate Records** | Articles of Incorporation | General Chair | Permanent |
| Bylaws, Policies/Procedures | Rules Chair | Permanent |
| Board/Committee meeting agendas and minutes | Secretary | Permanent |
| Conflict-of-Interest disclosure forms | Secretary | 4 Yrs |
| Corporate resolutions | Secretary | Permanent |
| **Finance and Administration****Finance and Administration** | Financial statements (external audit) | Finance Chair | Permanent |
| Financial statements (internal audit) | Finance Chair | 3 yrs |
| Payroll records and summaries | Treasurer | Permanent/7 Yrs or PR  |
| Journal Entries |   | Permanent |
| Bank deposits and statements | Treasurer | 3 Yrs /7 Yrs |
| Bank resolutions | Treasurer | 2 Yrs |
| Charitable organizations registration statements (filed with [State] Attorney General) |  |  |
| Chart of accounts |   | 7 Yrs |
| Expense reports |   | 7 Yrs |
| Expense analysis/Expense distribution schedule | Treasurer | 7 Yrs |
| General ledgers and journals (includes bank reconciliations, fund accounting by month, payouts allocation, securities lending, single fund allocation, trust statements) | Treasurer | 7 Yrs |
| Accounts payable ledger and schedules | Treasurer | 7 Yrs |
| Investment performance reports |  | 7 Yrs |
| Investment consultant reports |  | 7 Yrs |
| Investment manager correspondence | 7 Years |  |
| Investment records | Treasurer | 7 Yrs after sale of investment |
| Equipment files and maintenance |  | 7 Yrs after disposition |
| **Finance and Administration****Finance and Administration****(continued)** | Contracts and agreements |  | 7 Yrs after all obligations end |
| Contract (expired) | General Chair | 7 Yrs |
| Contract (still in effect) | General Chair | Permanently |
| Investment manager contracts |  | 7 Yrs after all obligations end |
| Correspondence - general | General Chair | 2 Yrs/3 Yrs |
| Correspondence - legal and important matters | General Chair | Permanent |
| Correspondence - with customers and vendors | General Chair | 2 Yrs |
| Credit card records (documents showing customer credit card numbers) | Treasurer | 2 Yrs |
| Depreciation schedule | Treasurer | Permanent |
| Duplicate deposit slips | Treasurer | 2 Yrs |
| Grant records | General Chair and Finance Chair | 7 Yrs after completion of grant period |
| Invoices (to customers, from vendors) | General Chair | 7 Yrs |
| **Insurance Records** | Policies - occurrence type |  | Permanent |
| Policies - claims-made type |  | Permanent |
| Insurance records, current accident reports, claims, policies, etc. | General Chair | Permanent |
| Insurance records (expired) | General Chair | 3 Yrs |
| Accident reports |   | 7 Yrs |
| Fire inspection reports |   | 7 Yrs |
| Safety (OHSA) reports |  | 7 Yrs |
| Claims (after settlement) |  | 7 Yrs |
| Group disability records |  | 7 Yrs after end of benefits |
| **Real Estate** | Deeds |  | Permanent |
| Leases (expired) |  | 7 Yrs after all obligations end |
| Mortgages, security agreements |  | 7 Yrs after all obligations end |
| Purchase agreements |  | 7 Yrs after disposition requirement |
| **Tax** | IRS exemption determination and related correspondence |  | Permanent |
| IRS Form 990s |  | Permanent |
| **Tax****(Continued)** | Withholding tax statements | Treasurer | 7 Yrs |
| Correspondence with legal counsel or accountants, not otherwise listed |  | 7 Yrs after return is filed |
| Timecards |  | 3 Yrs |
| Tax returns and worksheets | Treasurer | Permanent |
| **Communications** | One set of all communication documents kept on-site and one set kept off-site |  |  |
| Press releases |  | Permanent |
| Annual reports |  | Permanent (5 copies) |
| Other publications |  | 7 Yrs |
| Photos |  | 7 Yrs |
| Press clippings |  | 7 Yrs |
| **Donor services** | Fund agreements (paper and digital copies |  | Permanent |
| Correspondence - acknowledgment of gifts and grant requests |  | Permanent |
| Donor fund statements |  | Permanent |
| **Community Philanthropy** | Records from advisory committee or family fund meetings, including minutes, if any, and lists of grants recommended for approval. |  | 7 Years |
| Scholarship grant records, including applications if foundation staff participates in selection decisions |  | 7 Years |
| Approved grants - all documentation supporting grant payment, including application/recommendation, due diligence, grant agreement letters, grant transmittal letters, and post-grant reporting information, if any. |  | 7 Yrs after completion of funded program, or date of grant if general operating support |
| **Community Philanthropy****(Continued)** | Foundation funding requests, correspondence, and reports (funding received). |  | 7 Yrs after completion of program |
| Declined/withdrawn grant applications |  | 3 yrs |
| Foundation funding requests (denied) |  | 3 Yrs |
| **Consulting Services** | Consulting contracts/filed | General Chair | 7 years after all obligations end |
| **Human Resources** | Employee personnel files/records | General Chair | 6 Yrs after separation/Permanent |
| Personnel files (terminated employees | General Chair | 7 Yrs |
| Retirement plan benefits (plan descriptions, plan documents |  | Permanent |
| **Human Resources****(Continued)** | Employee medical records |  | Permanent |
| Employee handbooks |  | Permanent |
| Workers comp claims (after settlement |  | 7 Yrs |
| Employee orientation and training materials |  | 7 Yrs after use ends |
| Employment offer letter |  | 7 Yrs after all obligations end |
| Employment applications  |  | 3 Yrs |
| IRS Form I-9 (store separate from personnel file |  | Greater of 1 yr after end of service, or 3 yrs |
| Resumes |  | 1 yr |
| **Technology** | Software licenses and support agreements |  | 7 Yrs after all obligations end |
| **Library** | Other foundations' annual reports |  | 2 Yrs |
| Directories and periodicals |  | 2 Yrs |
| **General Administration** | Correspondence - chief executive and general |  | 7 Yrs |
| Appointment calendars - chief executive |  | 7 Yrs |
| **Board of Review** | Administrative Review Board | Administrative Board of Review chair | Permanent |
| WSI Board of Review and Findings (archival: replaced by Zone Board of Review in 2015) | General Chair | Permanent |
| **Registration** | Registration records (Individual and team USA Swimming membership) | Registrar | 3 Yrs |
| **Meet Records** | Meet sanctions and approvals | Sanctioning Coordinator | 3 Yrs |
| Meet Financial Statements | Treasurer | 3 Yrs |
| Meet Results | Meet Director or Designee | 1 or 2 Yrs |
| \*Meet Supporting Documents - Referee and Starter Master Heat Sheet, Timing system printed output, Lane timer sheets, Relay cards, Positive Check-In and Scratch Sheets, Electronic Meet Management system backup. | Meet Director or Designee | 1 or 2 Yrs, \* This information must be readily available (48 Hour Notice) for review by the Meet Referee or LSC Times and Recognition Committee personnel. |

* + 1. Retention of Meet Supporting Documentation
			1. Meet hosts are required to retain the following meet related documentation for a period of two years from the conclusion of the meet:
				1. Referee and Starter Master heat sheets.
				2. Timing System printed output.
				3. Lane Timer sheets.
				4. Relay Cards
				5. Positive Check-in/Scratch sheets.
				6. Electronic meet management system backup
			2. This information must be readily available (48 hours’ notice) for review by the Meet Referee or LSC Times and Recognition Committee personnel.
			3. After years, this information shall be destroyed by shredding.
	1. **Electronic Documents and Records**
		1. Documents will be retained as if they were paper documents.
		2. Any electronic files, including records of donations made online, that fall into one of the document types on the above schedule shall be maintained for the appropriate amount of time.
		3. If a user has sufficient reason to keep an e-mail message, the message should be printed in hard copy and kept in the appropriate file or moved to and “archive” computer file folder.
		4. Backup and recovery methods shall be tested on a regular basis.
	2. **Emergency Planning**
		1. Wisconsin Swimming, Inc., records shall be stored in a safe, secure and accessible manner.
		2. Documents and financial files that are essential to keeping Wisconsin Swimming, Inc. operating in an emergency will be duplicated or backed up at least every week and maintained off-site.
	3. **Document Destruction**
		1. Wisconsin Swimming, Inc.’s chief financial officer *(Finance Chair)* is responsible for the ongoing process of identifying its records, which have met the required retention period, and overseeing their destruction.
		2. Destruction of financial and personnel-related documents will be accomplished by shredding.
		3. Document destruction will be suspended immediately, upon any indication of an official investigation or when a lawsuit is filed or appears imminent.
		4. Destruction will be reinstated upon conclusion of the investigation.
	4. **Compliance**
		1. Failure on the part of employees or leadership to follow this policy can result in possible civil and criminal sanctions against Wisconsin Swimming, Inc., its employees or leadership and possible disciplinary action against responsible individuals.
		2. The chief financial officer *{Finance Chair}* and Finance Committee will periodically review these procedures with legal counsel or the organization’s certified public accountant to ensure that they are in compliance with new or revised regulations.

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**Wisconsin Swimming, Inc.**

# Policy 30: Crisis Management Plan

**Effective Date:** October 28, 2014

**Revision:** October 24, 2017

**Scope:** This policy provides directions for responding to unanticipated incidents.

* 1. **What is a Crisis Management Plan?**
		1. A Crisis Management Plan is an organized procedure to respond to an unforeseen incident.
		2. Wisconsin Swimming, Inc. is a Local Swimming Committee of USA Swimming, Inc. which is a not for profit organization that provides education, training and competitive opportunities for swimmers at all levels and ages.
		3. This crisis management plan for Wisconsin Swimming prepares for two different types of incidents: a pool incident and a non-pool incident.
	2. **General Information:**
		1. Crisis Communication Team is composed of:
			1. Information Officer (appointed by the General Chair)
			2. General Chair
			3. Legal counsel, if indicated
			4. USA Swimming Representative, if indicated
			5. LSC Spokesperson (appointed by the General Chair)
		2. Back-up Team Members:
			1. Administrative Chair
			2. Senior Chair
			3. Age Group Chair
		3. Key Stakeholders
			1. Board of Directors – Information Officer possesses email addresses and phone numbers.
			2. Clubs – contact emails and phone numbers through LSC Registrar/website.
			3. Coaches – emails through the LSC Registrar and website.
			4. Facility personnel, if applicable
			5. Media/Public – contact local newspaper and television networks as appropriate.
		4. Process
			1. Information Officer gathers and confirms all the information from relevant sources (involving other team members in this process as indicated).
				1. Determine what happened, when, and where.
				2. Identify the cause/issue.
				3. Determine the reaction to the incident and possible repercussions.
				4. Information Officer convenes Crisis Communication Team via conference call. Team will be alerted by all contact phone numbers and email addresses in possession of the Information Officer.
			2. Crisis Team determines appropriate response to crisis and develops plan and timetable.
				1. Determine what needs to be done and when it needs to be done.
				2. Determine what to say, who will say it, to whom it will be said and when.
				3. Determine whether to be proactive or reactive.
			3. Information Officer informs appropriate stakeholders of the situation and response.
				1. Description/background of situation and the response are communicated to stakeholders by established timetable.
				2. Stakeholders are given contact information for the Information Officer as well as other contact information that may apply in the situation.
				3. LSC Spokesperson makes any necessary public statements to the news media, direct meetings of membership, or others as appropriate.
				4. Crisis Team monitors situation and reacts accordingly.
		5. Best Practices:
			1. Do not say “No Comment” – Ever.
			2. Return phone calls and emails promptly.
			3. Be obsessive about details.
			4. Have one person designated to talk to the media.
			5. Be honest, relate only facts.
			6. Share information with appropriate stakeholders and share information with the Wisconsin Swimming House of Delegates at its next meeting.
			7. Do not “wait it out” or “go silent”.
			8. Contact information for the Information Officer is readily available.
	3. **Pool Incident**
		1. A pool incident may be a serious accident that occurs in the pool venue that shall include the pool itself, spectator seating, locker rooms, rest rooms, swimmer relaxation area, any cool down or warm up area, pool facility entrance or other area associated with the pool.
		2. The Meet Director or designee shall:
			1. Know the location of the response procedure manual for the pool facility and follow it when an incident occurs.
			2. If no pool facility crisis plan is known or is incomplete, proceed as follows:
				1. Know the location of the Life Guard on duty to contact the Life Guard quickly when needed.
				2. Know the telephone number for emergency help, especially is it is a number other than “911;” if more assistance is needed than a Life Guard, call the emergency number
				3. Know the facility entrance door closest to the pool, i.e., address or door number/name or other means of describing the entrance closest to the pool to provide to emergency response personnel.
				4. Assign a person to meet emergency response personnel and lead them to the incident site.
				5. Assign a person to clear a path for the emergency response personnel to proceed without hindrance from entrance to the incident site.
				6. Insure that the parent(s) or guardian, when the person is a minor, is knowledgeable about the incident.
				7. Establish a crisis control center, likely and an office or large hallway
				8. Assign a person(s) to promptly: (These records may be made in the crisis control center)

Identify witnesses and obtain names, addresses, and telephone numbers of witnesses to the incident; and

Record witnesses’ relations to the person(s) involved in the incident;

Record witnesses’ observances of the incident -- be obsessive about getting details; and

Record date, time, and location of the incident as well as any reason for the incident to have occurred.

* + - * 1. Complete Wisconsin Swimming “Report of Incident” immediately after the incident and submit to the Wisconsin Swimming Safety Coordinator, whose name and address is provided on the form.
				2. Notify the Wisconsin Swimming General Chair (Name and contact information is on the Wisconsin Swimming website), provide information on the incident and forward a copy of the “Report of Incident.”
				3. Refer any inquiry to the General Chair for Wisconsin Swimming and who:

Follows up with individuals involved with the incident; and

Reports on the incident to Wisconsin Swimming, Inc. Board of Directors and to the House of Delegates at their next meetings.

Confers with the LSC Spokesperson as needed.

* 1. **Illegal Incident**
		1. An illegal incident may by the arrest of a Wisconsin Swimming, Inc. Officer, initial investigation of embezzlement, a lawsuit filed against Wisconsin Swimming, Inc. or similar matter.
		2. The General Chair, unless he/she is personally involved with the incident, then the Administrative Chair, will confer with the LSC Spokesperson for Wisconsin Swimming, Inc.
		3. The General Chair
			1. Recruits legal counsel with knowledge in the subject of the incident;
			2. Seeks concurrence of the Executive Committee in his/her recommendation for legal counsel;
				1. Executive Committee members include the General Chair, who chairs the Executive Committee, the Administrative Vice Chair, Senior Chair, Age Group Chair, Finance Chair, Senior Athlete Representative (by age), Coach Representative, and one other at-large Athlete Representative;
				2. Executive Committee quorum is at least four members in attendance, including the General Chair with at least 3 days’ notice required. (Bylaw 605.8)
			3. Asks advice of legal counsel regarding any type of investigation, internal or by whomever and follows through
			4. Completes written report for Board of Directors and House of Delegates with a copy to USA Swimming.
			5. Informs the Board of Directors and the House of Delegates of the incident at their next meetings.
	2. **Rented or Donated Facility Incident**
		1. An incident in a rented or donated facility may be a fire or a collapsed roof or similar matter.
		2. The person who identifies the incident or other volunteer:
			1. Calls for emergency help by dialing 911 and giving the location/address of the incident and the nearest facility entrance to the incident;
			2. Assigns a person or team of persons to help or ensure all individuals vacate the facility;
			3. Assigns a person to meet the emergency personnel and to escort them to the site of the incident;
			4. Assigns a person(s) to identify individuals who observed the incident, obtaining name)s), address(es), telephone number(s), e-mail(s) and description(s) of his/her observations;
			5. Contacts the General Chair who contacts the facility owner to alert him/her of the incident.
			6. Completes the USA Swimming Incident Report and gives a copy to the General Chair who function as the spokesperson for the incident, to the Safety Coordinator whose name and address appear on the Report with a copy to USA Swimming
		3. The General Chair informs the Board of Directors and the House of Delegates of the incident at their next meeting.

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| --- | --- | --- |
| Date of Revision | Policy Section(s) | Changes Made |
| October 24, 2017 | All | Renumbered from Policy 27 to Policy 30 |

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# Policy 31: Wisconsin Swimming Website Posting of Photographs

**Effective Date: October 28, 2014**

**Revision:**  October 24, 2017

**Scope:** To establish guidelines for the posting of photographs of athletes on the Wisconsin Swimming website (adapted from the USA Swimming Safe Sport Model Photography Policy).

* 1. **General Guidelines**

Publication on the Wisconsin Swimming website of a photograph or video recording of a single or small group of swimmers under 18 shall only be done with the consent of the parent/guardian.

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| --- | --- | --- |
| Date of Revision | Policy Section(s) | Changes Made |
| October 24, 2017 | All | Renumbered from Policy 28 to Policy 31 |

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# Policy 32: Children’s Online Privacy Protection Act (COPPA) Compliance

**Effective Date:** October 28, 2014

**Revision:**  October 24, 2017

**Scope:** This policy is to ensure Wisconsin Swimming complies with the Children’s Online Privacy Protection Act (<http://www.coppa.org/comply.htm>).

1.
2.
3.
4.
5.
6.
7. 1. **COPPA General Information**
		1. Effective April 21, 2000, The Children’s Online Privacy Protection Act applies to the online collection of personal information from children under 13.
		2. Wisconsin Swimming shall include in its privacy policy maintained on the website a policy specific to the requirements of COPPA, including information specific to when and how it will seek verifiable consent from a parent and what responsibilities the website operator has to protect children’s privacy and safety online.
	2. **Privacy Policy Location**

To locate the COPPA policy, click on the Privacy Policy at the bottom of the Wisconsin Swimming web site at [www.wisconsinswimming.org.](http://www.wisconsinswimming.org/)

|  |  |  |
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| Date of Revision | Policy Section(s) | Changes Made |
| October 24, 2017 | All | Renumbered from Policy 26 to Policy 32 |

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**Policy 33: Wisconsin Swimming Scholarship**

**Effective Date**: 1-30-19

**Scope**: To award Wisconsin Swimming Scholarships to active members of the WI Swimming LSC who embody Wisconsin Swimming’s mission statement: “Athletes, coaches, officials, and volunteers working together to promote excellence in swimming through competition, education, support, and leadership.”

* 1. **General Information**
		1. Two individual scholarships may be awarded annually in behalf of two graduating seniors who are active members in the WI LSC.
		2. Each scholarship is a one-time $1,000 award which that will be sent directly to the institution each recipient plans to attend in the fall.
		3. Recipients must be well-rounded student athletes who have demonstrated dedication to academics, school, service and other extracurricular activities.
		4. Recipients must have demonstrated excellence in leadership, character and sportsmanship.
	2. **Eligibility**
		1. To be considered for a Wisconsin Swimming Scholarship award, all of the following requirements must be met. All applicants must:
			1. be registered members with USA Swimming and WI Swimming who actively participate on their club team; and
			2. be student-athletes in good academic standing to become a high school graduate in the current calendar year; and
			3. have plans to further their education by attending a four or two year university, college or technical school, no later than the fall of the current academic year.
	3. **Applications**
		1. Timeline:
			1. Applications will be available beginning January 1 of the current year.
			2. Applications will be due by March 1 of the current year.
			3. Scholarships shall be awarded at the LSC Annual Banquet.
		2. Applicant Information to be included:
			1. Name
			2. Age
			3. High School
			4. GPA
			5. Future Plans
				1. College/University Name
				2. Intended Academic Major/Degree
			6. Swim Team/Club
			7. Years as a WI Swimming Member
	4. **Supplemental Application Requirements**
		1. Written Essay**:** Applicants will be required to submit an essay of 1,500 words or less, that includes the following components:
			1. How the applicant has demonstrated leadership, character and sportsmanship in and/or out of the pool;
			2. A description of one lesson learned from swimming, with examples of how it has helped when applied both in and/or out of the pool
			3. A description of the applicant’s plans and goals for the future
		2. Letter of Recommendation: A minimum of 1 letter of recommendation is required, and a maximum of 3 will be accepted, with the following requirements:
			1. The author of the recommendation shall specify the nature of their relationship to the applicant.
			2. Recommendations to be considered shall not be authored by family members or teammates.
		3. Résumé: Submittal of a résumé is not required, but may be submitted optionally.
	5. **Selection of Award Recipients**
		1. The General Chair shall establish a fair and impartial Selection Panel as a LSC special committee. The panel shall be comprised as follows:
			1. 2 LSC Board of Director members,
			2. 1 community member/parent of a swimming alumnus,
			3. an LSC state athlete rep (who is not applying for the scholarship), and
			4. the Senior Coach of the Year from the prior year.
		2. Selection Process**:**
			1. Applicant names and team/club names will be kept anonymous from the Selection Panel until the recipients have been selected.
			2. The Panel shall review all valid applications to select two Scholarship award nominees.
			3. Award nominations by the Panel shall be submitted to the LSC Board of Directors for approval.

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**Policy 34: LSC Use of Social Media**

**Effective Date**: October 22, 2019

**Scope**: Provide guidance to LSC committees, staff and membership on use of social media sites and applications such as Facebook, Twitter, Instagram, and others.

* 1. **Background:**  Wisconsin Swimming believes social media is an effective method of communicating in today’s market to reach members with event coverage, accomplishment acknowledgment, swimming motivation, swim resources and other LSC information. WI Swimming also acknowledges its expectation to uphold USA Swimming’s Safe Sport guidelines
	2. **Goals and Intent**:
		+ 1. To promote member knowledge of Wisconsin Swimming events, resources and elected representatives.
			2. To motivate members towards swimming achievements.
			3. To illicit a positive attitude towards the LSC and its involvements.
			4. To create a community feel amongst LSC members.
			5. To broaden the membership’s awareness of WI Swimming and USA Swimming nationally and internationally.
			6. To provide athletes and non-athletes with helpful apps, information and understanding.
	3. **Expectations and Content:**
		+ 1. Use social media in an appropriate manner for all athlete age levels/abilities.
			2. All social media posts will be positive in nature and empower athletes and their families.
			3. All social media posts will adhere to USA Swimming’s safe sport guidelines
			4. All photographic posts will capture the general nature of the event not a specific swimmer unless specific permission is granted from the photographed athlete.
			5. WI Social Media platforms will be kept current and be active.
			6. Parental permission must be obtained for Athlete Representatives under the age of eighteen (18) to have admin privileges on any WI‐LSC athlete-administered social media page
	4. **Involvement and Oversight:**
		+ 1. The WI Athlete Junior and Senior Reps and designated board member/athlete liaison will have access to all social media passwords and account information.
			2. Only currently elected junior and senior reps and the adult oversight such as WI General Chair or Athlete Liaison will have administrative privileges on WI LSC social media pages.
			3. All designated “posters” or admins for WI LSC social media will follow common sense guidelines and when in question check with another rep, designated adult or board member.
			4. Athlete Junior and Senior Reps will be the primary designated posters on WI LSC social media. Athlete reps may appoint a specific athlete social media designee as needed.
			5. A designated board member/athlete liaison will be designated to provide social media oversight. This person will be responsible for maintaining his/her own social media presence to observe WI LSC social media post in action.
			6. Designated posters will be kept to a minimum committee to ensure WI LSC branding and vision are consistent.
			7. LSC committees should provide information and material suitable for posting to the designated social media posters as needed.
			8. In order to post a picture in which a minor athlete’s face is prominent, it is necessary to obtain permission from that individual to post the picture on a social media site.

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| **Date of Revision** | **Policy Section(s)** | **Changes Made** |
| October 22, 2019 |  | New policy established |