



POLICY & PROCEDURES MANUAL

Last revised **April, 2020**

Changes since January, 2018 are highlighted in **RED**

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1.0 Middle Atlantic Swimming

1.1 Organization

Middle Atlantic Swimming, Inc. (MAS) is one of 59 Local Swimming Committees (LSC) with responsibility delegated by USA Swimming, Inc. (USA-S) to manage swimming competition in Delaware, eastern Pennsylvania and southern New Jersey. MAS operates under ByLaws approved October 14, 1996 and amended frequently thereafter. MAS is governed by its House of Delegates (Article 604), a Board of Directors (Article 605), elected and appointed Officers (Article 606) and various Divisions, Committees and Coordinators (Article 607) as provided in the ByLaws.

1.2 Objectives

The objectives and primary purpose of MAS shall be the education, instruction and training of individuals to develop and improve their capabilities in the sport of swimming. MAS shall promote swimming for the benefit of swimmers of all ages and abilities, in accordance with the standards, rules, regulations, policies and procedures of the Federation Internationale de Natation Amateur (FINA), USA Swimming and MAS.

1.3 Mission Statement

Middle Atlantic Swimming advocates the growth and development of a diverse swimming community through education, innovation and a commitment to excellence.

(approved Jan, 2006)

1.4 Vision Statement

Strong leaders. Innovative coaches. Fast swimming.

1.5 Core Values

We believe in a positive environment. We will provide fun and rewarding experiences in a safe and healthy environment that is conducive to success.

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

We believe in excellence. For over half a century, Middle Atlantic has consistently placed athletes on the US Olympic swim team. We will continue to provide the best programs and encourage every swimmer to develop to his/her fullest potential.

We value leadership. We will demonstrate personal and organizational leadership in all that we do, and we will encourage leadership qualities in our athletes.

We value innovation and creativity. We will find creative ways to develop, improve and promote our programs, as well as to be innovative in our teaching and coaching techniques. We will maintain financial security, and continue to be open to innovation in all areas of administration and programming.

1.6 Statement of Principles, Ethical Behavior, Conflict of Interest

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

Those who serve MAS must do so without personal gain in order to avoid any institutional loss or embarrassment and to behave in such a way that the organization's trust and public confidence are enhanced. It is important to avoid any real conflict of interest as well as to avoid even the appearance of a conflict of interest.

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

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

The following seven items reflect specific expectations by MAS. These items cannot and do not completely define what is acceptable. They are intended rather as guidelines and not a precise road map to what is acceptable conduct.

Each individual must find his or her own way within this guidance.

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

All individuals who participate with MAS will disclose the nature and extent of an actual or potential conflict of interest when it occurs in the evaluation of an issue and will avoid evaluating and voting on the matter involved. This includes the award of contracts, the purchase of goods and services, the award of contracts for professional services and the allocation of MAS resources for individual use.

(updated Oct/2014)

1.7 Code of Conduct

Membership in USA /Middle Atlantic Swimming is a privilege that comes with responsibility. Members, both athlete and non-athlete, will be held to the standards detailed in the USA Swimming Rulebook, Articles 304 (Code of Conduct) and 305 (Athlete Protection Policies). The privilege of membership may be withdrawn or denied at any time when a member or prospective member's conduct is inconsistent with the mission of the organization or the best interest of the sport and those who participate in it.

Parents, both those who are members and those who are not, are expected to conduct themselves in a way that reflects well upon the Middle Atlantic Swimming organization, including, but not limited to exhibiting good

sportsmanship, using appropriate language and displaying respectful behavior at swim meets, practices and any other swimming-related activities.

(revised Nov, 2014)

Section 2

2.0 Membership

Middle Atlantic Swimming (MAS) is comprised of Groups and Individuals as defined in Article 602 of the Middle Atlantic Swimming ByLaws. Any of the above may become members of MAS by completing the requirements set forth below. All memberships in MAS include membership in USA Swimming.

USA Swimming memberships are valid January 1 through December 31 (except Single-Meet Open Water memberships which are valid only for the day of the event). Membership applications received after September 1 are valid through December 31 of the following year.

2.1 Group Membership

2.1.1 Club

Club memberships require the affiliation of at least one Athlete member and one properly credentialed Coach member. A Club member is entitled to compete under its name and to field relays at sanctioned swim meets.

2.1.2 Affiliated Group

An Affiliated Group (AffilG) membership is available to any group that supports the sport of competitive swimming and the objectives and programs of MAS. AffilG members are not required to have coach and/or athlete members. Applications for AffilG membership may be obtained from the MAS Office.

2.2 Individual Membership

Individual memberships are divided into two categories – Athlete and Non-Athlete. There are various categories within each type.

2.2.1 Athlete memberships

2.2.1.1 Annual Athlete

- a. All swimmers must be current Athlete members of USA Swimming in order to participate in any sanctioned USA Swimming meet, including Middle Atlantic meets. A swimmer may compete representing their Club or as an UN-attached swimmer.
- b. Swimmers participating with a Club are expected to process their membership applications with their Club Registrar. Unattached swimmers may send their application to the MAS office - Attn: Registration Coordinator.

2.2.1.2 Outreach Athlete

- a. Outreach Athlete membership is available to qualified athletes in accordance with USA Swimming guidelines. The purpose is to make membership available to athletes who might otherwise not be able to afford regular membership. Other than the membership fee, an Outreach Athlete member is not distinguishable from any other Athlete member.
- b. Applications for Outreach membership can be obtained from your MAS Club and are available on the MAS website. Applicants must be eligible for one of the need-based programs listed on the Outreach Application form. A copy of the documentation confirming eligibility for participation in the Outreach Program must be submitted with the application.

2.2.1.3 Single-Meet Open Water (Athlete)

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- a. A Single-Meet Open Water membership is available for any individual not currently registered as an athlete with USA Swimming; such membership allows participation in sanctioned MAS Open Water competitions on that day.
- b. Applications for Single-Meet Open Water membership are generally provided by the event host or sponsor and must be submitted prior to participation in the competition.

2.2.2 Non-Athlete Memberships

Any individual interested in the purposes and programs of MAS may become a Non-Athlete member. All Non-Athlete members must satisfactorily complete and maintain the membership requirements noted in Article 502 of the USA Swimming Rulebook.

2.2.2.1 Coach Non-Athlete

- a. Anyone who coaches swimmers at a USA Swimming practice or competition must be a Coach member of USA Swimming and must have completed all safety training and other coach education programs as noted in the USA Swimming Rulebook.
- b. Applications for Coach membership should be submitted through their Club Registrar, or may be sent to the MA office – Attn: Registration Coordinator.

2.2.2.2 Non-Coach Non-Athlete

- a. All members of the MAS Board of Directors must be a current Non-Athlete member. All members of a MAS Committee must be a current Non-Athlete member. (*Note: Athlete members are required to be Athlete members.*)
- b. All Officials, Meet Directors and Operational Risk Directors at sanctioned MAS meets must be Non-Athlete members.
- c. Applications for Non-Athlete membership may be submitted through a Club Registrar or may be sent to the MAS office.

2.2.2.3 Lifetime Membership

- a. Individual Non-Athlete Lifetime memberships are available with USA Swimming; payment can be made over a three-year period. Contact the MA office for more information.
- b. Coaches who are Life Members must maintain current coach certifications as required by USA Swimming.

2.3 Proof of Membership

1. Members can use 'Deck Pass' to confirm their membership status with USA Swimming. Members can use Deck Pass to print a copy of their membership status
2. A current water-marked roster printed from a club's USA Swimming Club Portal is 'proof of membership' for Athlete members.
3. The MAS Registration Coordinator can provide email proof of membership for both athletes and non-athletes. This should only be utilized after all other avenues have been pursued.
4. No other 'proof' than those above may be considered to be a valid confirmation of membership status.

2.4 Transfer of Membership

2.4.1 Athlete Members

1. Current Athlete members that wishes to transfer
 - (a) from one MAS Club to another MAS Club,

Section 2

- (b) from a MAS Club to UN-attached status,
- (c) from UN-attached status to representing a MAS Club, or
- (d) from registration in another LSC to registration with MAS –

must submit the MAS Transfer/Release form signed by the athlete or his/her parent. The purpose of this form is to record the affiliation intent of the swimmer. Although a swimmer may change their registration at any time, USA Swimming Rule 203.3 requires that 120 consecutive days must pass from the date of a swimmer's last competition representing a prior Club before a swimmer may represent a new club in USA Swimming competition. The transfer form must be submitted even if the athlete has not competed with the last 120 days.

2. MAS requires that a swimmer transferring from a MAS Club must leave behind no unpaid fees. Upon receipt of a completed Transfer/Release form, USA Swimming will notify the head coach of the previous Club that a Transfer request has been submitted to MAS. If MAS is notified by the previous Club of any court judgment for non-payment of fees and until such time as that judgment is satisfied, the swimmer may compete with MAS but may not attach to or represent the new Club.
3. The Transfer/Release form is available on the MAS website and should be sent to the MAS office. A fee as established by the MAS Board (see website) is required to process the transfer of the registration of an Athlete from one MAS Club to another MAS Club, or from UN-attached status to a MAS Club. There is no fee for changing from a specific Club attachment to UN-attached status, or to transfer from an LSC other than MAS to a MAS Club.
4. Indication of an Athlete's intent to transfer to another Club (e.g., through receipt of registration materials for that Athlete from the new Club) will be cause to UN-attach the swimmer pending receipt of the proper Release/Transfer form and fee.
5. An athlete must have a current Athlete registration with USA-S in order for a Transfer/Release form to be processed.

2.4.2 Non-Athlete Members

Non-athlete members wishing to change their club affiliation should send email notice to the MAS office at Registration@maswim.org. There is no fee for transfer of a non-athlete membership.

2.5 Membership Fees

1. Registration fees are set annually by the MAS Board of Directors. A portion of all Individual registration fees is sent to USA Swimming according to the fees established by the USA Swimming House of Delegates.
2. Current registration fees are posted on the MAS website.
3. Early registration discounts are offered.

a. Club

The annual Club registration fee shall be discounted for Club registrations received at the MAS office prior to the start of the registration (calendar) year:

Registration from September 1 through October 31 of prior year	\$100
Registration from November 1 through December 31	\$150
After January 1 of the current year	\$300

The Registration Fee for new Clubs registering for the first time, and for college clubs consisting only of college swimmers, shall be \$100 (without further discount).

b. Athlete

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Annual athlete membership registrations (except for Outreach athletes) which are sent electronically (via e-mail) to the MAS office no later than October 15 of the prior year shall be eligible for a discount, as shown in the MAS Registration Fee table on the MAS website.

Payment for such registrations must be post-marked by October 15 to receive the discount. The discount amount shall be determined by the MAS Board. No discount will be given to any membership application received on a paper Athlete registration form.

4. The registration fee for any Club-affiliated Athlete who registers three (3) days or less before the start of a sanctioned MAS meet at which they intend to participate, or who registers at a MAS sanctioned meet (with the intention of participating at that meet), shall be twice the normal fee. This additional fee is intended to encourage athletes to register in a timely manner through their Club to insure consistent registration information. The additional fee shall not apply to athletes who register as UN-attached and compete as such at the meet, or to athletes registering with another LSC.
5. Credit Card payment can be accepted for Individual Athlete or Non-Athlete membership applications only according to the policy in Section 4.1.3 herein.
 - a. Registration using a credit card requires that you contact the MA Office and talk with a staff person. Information left in a voice message or in an email will NOT be processed.
 - b. The appropriate application form must be completed and received at the office before a registration will be processed.
 - c. A processing fee will be added to each membership application processed with a credit card.

Section 3

3.0 Governance

Middle Atlantic Swimming is governed by the House of Delegates, the Board of Directors and the Executive Committee as described in the MAS Bylaws. The administrative work of the organization is carried out by MAS committees and the Middle Atlantic staff.

3.1 House of Delegates

Membership in the House of Delegates, along with the duties and powers assigned to this body is defined in Article 604 of the Middle Atlantic Bylaws.

The annual Middle Atlantic House of Delegates meeting will be held in April. The meeting date will be established by the MAS Board of Directors.

3.2 Board of Directors

The members of the Board of Directors, along with the duties and powers assigned to this body, is defined in Article 605 of the Middle Atlantic Bylaws.

The present (2017) Middle Atlantic Board of Directors consists of:

General Chair	Admin Vice-Chair
Senior Vice-chair	Age Group Vice-chair
Operations/Development Vice-chair	Finance Vice-chair
Secretary	Treasurer
Technical Planning Chair	Safety Chair
Officials Chair	Diversity Chair
Coach Representatives (2)	At-Large (2)
Athlete Representatives (sufficient to constitute 20% of the Board of Directors)	

In April, 2017, the MAS adopted revised ByLaws which reduces the number of members of the Board of Directors. This change will be phased in over the next two years. Beginning in April, 2019, the members of the Board of Directors will be:

<i>General Chair</i>	<i>Administrative Vice-Chair</i>
<i>Performance/Competition Vice-Chair</i>	<i>Operations Vice-Chair</i>
<i>Finance Vice-Chair</i>	<i>Secretary</i>
<i>Safe Sport Chair</i>	<i>Operational Risk Chair</i>
<i>Coach Representative</i>	
<i>Athlete Representatives (sufficient to constitute 20% of the Board of Directors)</i>	

3.2.1 Meetings

Meetings of the MAS Board of Directors are generally held on the 2nd Monday of each of the following months: May, June, July, October, November, January, February and April. Additional meetings may be scheduled, when necessary.

Items for consideration and unapproved minutes shall be sent to all members of the Board of Directors and posted on the MA website no less than seven (7) days prior to each meeting. Any items not on the published agenda must be approved by a 75% majority of those present and voting for the item to be added to the Agenda, and will require a subsequent 75% majority for approval or adoption.

Section 3

3.2.2 Orientation

New members of the Board of Directors should be acquainted with the philosophy of the organization and the makeup of the community it services. Each new Board member should:

- Understand the general duties of a Board member and the duties and powers specific to their office.
- Be familiar with Robert's Rules and the rules of the organization, as well as any ethics statements and/or conflict of interest agreements.
- Understand which committees they serve on and/or chair, know which committees report to them and understand the composition and responsibilities of each committee.
- Be familiar with any other responsibilities outside of their committee work.
- Be introduced to all Board members and staff.
- Know how to reach the staff and have access to any needed contact information
- Understand where the money to support the MAS Budget comes from and how it is spent.
- Be aware of the past so that present planning, direction and actions make sense and can be viewed in context.
- Be guided by the mission and vision statements along with organization's values. These principles should be kept at the forefront of the decision-making and strategic planning processes.

Each Board member will have access to the MAS Dropbox.

3.2.3 Attendance

Election to the Middle Atlantic Board of Directors (the "Board") implies a dual responsibility: (a) to perform the specific duties and responsibilities of each Board position as defined in Article 606.7 of the MAS ByLaws; and (b) to participate and conduct the business of MAS as a member of the Board as defined in Article 605.6 of the Middle Atlantic ByLaws.

In order to assure that all Board members effectively participate in the operation of MAS, elected Board members are expected to attend and contribute to the business conducted at all regularly scheduled meetings of the Board – and are subject to the following **MAS Board Attendance Policy**:

- a. Board members are expected to attend all regularly scheduled Board meetings in-person. Any Board member that cannot attend a regularly scheduled meeting should notify the General Chair no less than twenty-four (24) hours, or as soon as is practically possible (whichever is earlier), prior to the scheduled time of the meeting.
- b. In the event that a regularly scheduled meeting of the MAS Board is conducted via conference call or web/video-based media, Board members are expected to participate in such meetings.
- c. Non-participation in two (2) regularly scheduled Board meetings within the previous twelve (12) months shall be considered to be a violation of this policy.
- d. The General Chair shall contact any Board member that is in violation of this policy and discuss with that member their interest and commitment to further participation on the Board. The General Chair shall present the results of such contact to the Board at the next regular meeting of the Board and the Board shall determine whether such member shall be removed from the Board. In the event of any such removal, the member shall be replaced according to procedures in Article 606.9 of the MA ByLaws.
- e. Athlete members are encouraged to participate in all meetings of the Board, including participation via conference call or web/video-based media at regular *on-site* meetings.

3.3 Executive Committee

Makeup of the Executive Committee, along with the duties and powers assigned to this body, is defined in Article 605.7 of the MAS Bylaws.

Section 3

3.4 Standing Committees

The administrative work of Middle Atlantic Swimming (MAS) is carried out by the various committees as noted in the MAS Bylaws, Article 607.

3.4.1 Committee Appointments

All members of a MAS standing committee must be an Individual Member of USA Swimming as described in Article 602.1 of the MAS Bylaws. Each Committee Chair (or Coordinator) shall propose members for appointment to the committee. Specific membership requirements for certain committees are provided in Article 607.3 of the Bylaws. Committee members shall be appointed for a two-year term, and can be renewed; terms should be staggered so that approximately one-half of the committee members shall be appointed in any given year.

3.4.2 Mission Statement of the Committee

Each committee shall establish a Mission Statement which is to be reviewed annually. The Mission Statement shall be forwarded to the MAS Board of Directors (the 'Board') for approval.

3.4.3 Goals of the Committee

Each committee shall establish goals for the committee and a timetable or action plan for achieving these goals. The goals, timetable and action plan shall be distributed to the respective Vice-Chair to whom the committee reports.

3.4.4 Functions of the Committee

The functions of the committee may include but are not limited to the following:

1. To study and evaluate existing programs of MAS;
2. To create and develop new programs for MAS for recommendation to another committee or to the Board;
3. To advise the Board through the Vice-Chair to whom the committee reports;
4. To consider items which have been referred to the committee from the MAS Board, from another committee or from the MAS membership;
5. To present resolutions for action items that should be referred to the Vice-Chair for consideration by the Board ;
6. To implement the policies of the Board and MAS;
7. To prepare a budget for the projects and committee administration in the next fiscal year;
8. To conduct the committee projects and operate the activities of the committee within the approved budget for the current fiscal year.

Section 3

3.4.5 Responsibilities of Committee Chair or Coordinator

The responsibilities of the Committee Chair (or Coordinator) include:

1. Propose athlete and non-athlete members for appointment to the committee;
2. Schedule all meetings of the committee;
3. Propose an agenda for committee meetings;
4. Preside at all meetings of the committee and guide the business of the committee;
5. Prepare a report to the Vice-Chair of the activities of the committee since the last committee meeting;
6. Serve as the spokesperson for the committee;
7. Work with the respective Vice-Chair and the MAS staff liaison to manage the programs and activities of the committee within the approved budget;
8. Assume responsibility for the committee's compliance with the policies of MAS;
9. Assume responsibility that the committee meets and fulfills the goals and obligations of the committee.

3.4.6 Operation of Standing Committees

1. Minutes shall be kept of all committee meetings, including conference calls. A copy of the committee meetings shall be sent to the MAS staff liaison and shall be available to any Board member; items relating to personnel, including discussions relating to the advancement and certification of officials, may be kept in separate files maintained by the committee and not available for general distribution.
2. The Committee Chair shall provide an Executive Summary to the respective Vice-Chair prior to all meetings of the MAS Board summarizing any meetings and/or committee action taken since the previous Board meeting. (MAS will provide a form for such Executive Summary.)
3. Any action deemed by the Committee to require discussion or action by the Board (or another MAS Committee) shall be highlighted in a section of the Executive Summary; the Vice-Chair shall be responsible that such items are considered by the Board.

3.4.7 Equal Opportunity to Participate

It is the intent and purpose of MAS to provide an equal opportunity to its athletes, coaches, administrators and officials to participate in the governance of MAS without discrimination on the basis of race, color, religion, age, gender, disability or national origin. No conditions or restrictions for participation in the governance of MAS may be imposed unless otherwise set forth in the MAS Bylaws.

3.4.8 Open Meetings Policy

All meetings of Committees shall be open to all members of MAS except in those situations where by majority vote of the body it would be in the interests of MAS to hold closed sessions (e.g., those relating to corporate or committee personnel or legal matters).

3.4.9 Roberts Rules of Order

At all meetings of MAS committees, Roberts Rules of Order shall be the governing procedural rules, unless otherwise modified in the MAS Bylaws or the MAS Policies and Procedures Manual.

3.4.10 Confidentiality Items

Items which are of a confidential or sensitive nature, should not be disclosed outside the setting of the committee. Members who knowingly divulge this information may be subject to disciplinary action.

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4.0 Financial

Financial controls and procedures are essential and serve as a system of checks and balances to protect Middle Atlantic Swimming (MAS) and its staff and volunteers from a risk. These policies must be followed in order for MAS to serve its primary mission in support of the growth and development of the swimming community.

4.1 Cash Management

4.1.1 Deposits and Cash Receipts

Office Personnel shall have the following duties regarding MAS cash receipts:

1. Office staff shall prepare all cash and checks received for deposit by stamping each check with the approved bank stamp and recording each item on a bank deposit slip or similar listing.
2. All deposits shall be made into the MAS general accounts. Deposits shall be made in a timely fashion, but no less frequently than once per week.
3. The office staff member who processes the deposit of cash and checks will not be the same person who performs the monthly bank reconciliations.
4. All incoming monies (checks, cash) shall be promptly recorded into the current bookkeeping software system of MAS by the appropriate member of the office staff.
5. Any documents accompanying monies for deposit will be separated and appropriately handled or filed.
6. Checks deposited via Remote Deposit Capture Device (“Scanned Checks”) shall be marked as electronically deposited.
7. Scanned Checks shall be stored in a safe in the Middle Atlantic Offices. Scanned Checks shall be batched together by deposit day and by week.
8. Scanned Checks shall be retained for a period of 60 days or as otherwise indicated by a Bank’s Services Agreement.
9. Scanned Checks shall be shredded when the 60 day retention period expires.
10. Cash is to be counted, bundled and deposited in a timely manner. Un-deposited cash will be stored in the MAS office safe.

4.1.2 Customer Credits

1. Customer (e.g., Clubs) credits will be entered and tracked in the MAS accounting system, by MAS staff.
2. Customers who request a reimbursement of their credit balance will receive payment in accordance with section 4.1.4, Cash Disbursements.
3. Customers who request to maintain a credit balance will be required to provide an email address and will receive an emailed statement at least one time per year.

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4. If a customer requests reimbursement of a balance greater than or equal to the value of 10 non-athlete registrations, the transaction must be approved by the Treasurer or Finance Vice-Chair. In lieu of approval, the MAS office staff may provide a report at the next MAS board meeting listing credit transaction in excess of \$200.
 - a. This shall not apply to transactions where registration files are sent to the office in more than one file within a 30 day period (e.g. athletes and coaches sent separately).

4.1.3 Credit Cards Payment

1. Middle Atlantic Swimming will accept a credit card payment for Individual member applications only (see Section 2.5.5 herein for additional information).
2. A processing fee will be added to each membership application processed with a credit card.

4.1.4 Cash Disbursements

1. Vendors must submit an itemized invoice for payment. Volunteer members must submit a written or electronic request, with supporting receipts, for reimbursement of expenses. No payments will be processed without original invoices, receipts or similar documentation.
2. All payments and disbursements will be accounted for in the current MAS accounting system. The invoice/request for payment will be entered into the MAS accounting software by office staff.
3. Copies of invoices, reimbursement requests and supporting receipts will be stored electronically in the transaction on the MAS accounting system as well as in the MAS electronic document storage location.
4. Approval for payments will be deemed granted if the requested amount is within the current year approved MAS budget and not yet spent or appropriated. The MAS Board of Directors must approve any request for payment in excess of the remaining unspent budgeted amount.

PAPER CHECKS

1. Physical control of all checks will be with the MA office personnel. Unused checks will be kept in a locked safe in the MAS office.
2. All payments will be issued from the Middle Atlantic office.
3. In order to maintain internal controls, a different employee, other than the employee who enters expense details in the MAS accounting software, will be responsible for actually printing the checks.
4. Printed checks will be forward to a MAS Board member who has banking authority to sign checks. The signatory will review supporting material to ensure the disbursement is legitimate.
5. Office personnel shall not have signature authority on MAS checks.
6. Unless decided otherwise by the MAS Board of Directors, the Treasurer, the Finance Vice-Chair, the General Chair and/or the Administrative Chair shall be authorized to sign checks for MAS. Checks for an amount less than \$5,000 shall require one authorized signature; checks for an amount of \$5,000 or more shall require two authorized signatures.

ELECTRONIC PAYMENT

1. Vendors for recurring monthly or periodic expenses (i.e. utilities, phone, other services, etc) can be paid through the online banking system of MAS bank.

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2. An MAS Employee will initiate the transaction on the bank's online banking site and enter the details of the electronic payment into the MAS Accounting Software, according to the procedures for invoices.
3. The bank's online banking site will require approval by an MAS Board authorized signatory to the account, before the payment is actually released and paid. The signatory will review supporting material to ensure the disbursement is legitimate.

4.1.5 Purchases

1. When purchasing gear, equipment, supplies or similar items, or procuring services for MAS that cost more than \$500, MAS shall use one of the following methods, depending on the budgeted or estimated cost of the purchase.
 - a. Small Purchase Process – purchases between \$500 and \$5,000 require three direct or over-the-phone quotations of rate, cost, etc. Such quotes may also be obtained via the Internet;
 - b. Mid-Purchase Process – purchases between \$5,000 and \$10,000 require that the purchaser obtain three written estimates of the total cost. This process does not need to be a sealed bid process;
 - c. Large Purchase Process – purchases totaling over \$10,000 require that there be three (3) sealed bids. An Invitation for Bids (IFB) notice must be prepared and sent to at least three reputable vendors. The IFB should include a complete, accurate and realistic specification and description of the goods or services to be procured, the location where the bid form and specifications may be secured, and the time and place where bids should be submitted. The purchasing committee shall open all proposals at the same time and evaluate the price/value proposition. If detailed specifications for the goods or services cannot be prepared and the primary basis for awarding the contract is not cost, then the Mid-Purchase process may be used.

Each Committee Chair is responsible to ensure that the committee adheres to the appropriate process when making purchases.

2. Purchases of less than \$500 that are included within the approved MAS budget can be made without any additional approvals.
3. Each Committee Chair is responsible to ensure that the committee adheres to the appropriate process when making purchases.
4. Regardless of the process followed, a report to the Board shall be prepared setting forth the date that searches/calls were made, the responses received, the parties contacted, the prices obtained, etc. If three vendors are not available for a specific goods or services, a statement explaining the final procurement will be prepared and filed. Such report may be included in a committee report to the Board, when appropriate.
 - a. Whenever possible, as least two of the bids obtained hereunder should be solicited from vendors located within the geographic boundaries of MAS.
5. The Finance Committee can grant a waiver for the procurement process. If such a waiver is granted, the Finance Committee will notify the MAS Board as to the reason for the waiver at the next scheduled Board meeting.
6. While it is the responsibility of each committee to be diligent about controlling the expenditure of MAS funds, awards should be made to the vendor who provides the best value proposition to MAS for that purchase.

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7. Anyone involved in the procurement of goods or services for MAS shall be subject to the MAS Code of Conduct as stated in Section 1.6 of this Policy manual.

4.1.6 Other Cash/Check Policies

1. Office personnel are not authorized to make transfers between MAS cash accounts. The Finance Vice-Chair, Treasurer or designee will initiate all inner account transfers. *MAS Staff can provide input for the transfer.*
2. Office personnel shall notify the payee of any check outstanding for more than 60 days that the check will be cancelled if not cashed within 180 days. After 180 days, any outstanding check will be assumed lost and payment will be cancelled. It will be the responsibility of the payee to request issuance of a replacement check.
3. MAS will impose a charge of \$20, plus any related bank charges, for any deposited check that is returned for insufficient funds (“NSF”) or due to a closed account. MAS will send a letter to the individual who wrote the check. A copy of the letter may be sent to the club’s treasurer, via first class mail. The club will have 5 business days to resubmit a check for the full amount due MAS. Any club or individual who fails to make good on the check and pay the service charge will be referred to the MAS Board of Directors for action.

4.3 Cash Reserve Policy

4.3.1 Purpose

The purpose of the Cash Reserve Policy is to define the categories, the calculation and the investment approach for Middle Atlantic LSC’s excess cash reserve. The policy will enable USA Swimming to support strategic business practices and to:

- Manage cash flow interruptions.
- Minimize the need for working capital borrowing.
- Meet commitments, obligations or other contingencies.
- Generate investment income.

4.3.2 Definitions

Middle Atlantic LSC shall consider three classes of cash, as defined below:

1. Operating Reserve
 - Cash required to financially operate the organization for a period of time, should business conditions require such a reserve
 - Funds to meet unfunded and unexpected organization needs.
 - Funds for emergency and emerging needs of subsidiaries.
 - Funds to make up a deficiency in budgeted revenue, either in results or collection experience
 - **50% of Program Services Revenue. Program Service Revenue is calculated in the CPA Prepared Financial Statements**

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- If the Operating Reserve is and has been less than 75% of the targeted reserve level for two consecutive years, the Board of Directors, in the absence of any extraordinary circumstances, will adopt an operational budget that includes a projected surplus sufficient to rebuild the Operating Reserve Fund to its targeted reserve level over the following two years.
2. New Program Reserve (NPR)
 - To support new programs defined during the annual budget process
 - New programs are programs that have not been FUNDED nor BUDGETTED within the last 5 years
 - **Defined during the annual budget process**
 - **No greater than 25% of Operating Reserves**
 3. Investment Reserves
 - Any extra cash, not covered by Operating Reserve or New Program Reserve

4.3.3 Investment Approach

The Operating Reserve and the New Program Reserve will be invested in Money Market Funds, held at more than 1 institution. The Investment Reserve will be invested according to the Investment Policy Statement approved by the Board of Directors.

4.3.4 Policy Oversight/Review

In accordance with section 606.11 of the MAS bylaws, this policy shall be managed by the finance committee.

This policy will be reviewed every four years (in the fiscal year that Olympic Trials are held) by the Finance Committee or sooner if conditions warrant. Any changes thereto will be approved by the Board of Directors.

4.4 Investment Accounts

1. The MAS Finance Committee will oversee the Operating Reserve, the New Program Reserve and the Investment Reserve
2. Any investments will be in accordance with the Investment Policy Statement adopted by the MAS Board of Directors
 - a. The Investment Policy Statement will be reviewed, at least annually, by the Finance Committee. Any suggested changes will be presented to the Board of Directors for approval.
3. All MAS accounts shall be managed in accordance with Article 606.11 of the MAS ByLaws relating to Depositories and Banking Authority.
4. The members of the MAS Finance Committee are as designated in Article 607.3.8 of the MAS ByLaws; the duties of the Finance Committee are as prescribed in Article 607.4.4 of the ByLaws.

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4.5 Reporting, Reconciliations and Month End Processes

4.5.1 Monthly office Processes

1. Within five (5) days after the end of each month, office personnel will reconcile the following:
 - a. Monthly Registrations reported by USA Swimming vs Monthly registrations reporting by the MAS accounting software. Any variances will be explained in the report.
 - b. The bank balance of all bank accounts vs the balance according to the MAS accounting software
2. The Finance Vice-Chair or Treasurer will review those reconciliations each month and report any unusual variances to the MAS Board of Directors.

4.5.2 Monthly Reports

1. The Finance Vice Chair or Treasurer will present the following reports to the Board of Directors at their monthly meeting (along with discussion of major variances)
 - a. Balance Sheet
 - b. Prior Month Income Statement
 - c. YTD Income Statement

4.5.3 Quarterly Reports

1. In addition to the reports presented monthly, at the end of each quarter the Finance Vice Chair or Treasurer will prepare and present to the Board of Directors the following reports (along with discussion of major variances)
 - a. Budget vs Actual
 - b. Investment Portfolio Performance
 - c. Investment Portfolio Rebalancing Recommendations

4.5.4 Annual Process

1. An outside auditor will review the MAS financial statements annually. This review shall be completed no later than the end of the third month after the end of the MAS fiscal year.
2. An outside accountant will prepare and file the annual tax return(s) for MAS, based on the approved financial statements. The tax return(s) will be reviewed by the Finance Committee, and submitted to the appropriate agencies.
3. The Finance Vice-Chair or Treasurer will submit a copy of all pertinent financial reports to USA Swimming within five (5) months after the close of the MAS fiscal year, as provided in Article 509 of the USA Swimming Rules and Regulations. These reports will also be presented to the MAS Board of Directors.
4. The Finance committee will also review all MAS internal controls and update the internal control document. The findings shall be reported to the MAS Board of Directors.

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4.6 Budgeting

1. The House of Delegates, at its annual meeting, approves the Middle Atlantic Swimming budget. This budget is for the period beginning September 1 and ending August 31.
2. In January, the Finance Vice Chair will provide the Division Chairs the prior two years actual expenditures as well as the prior year's budget.
3. The Division chairpersons are asked to review their programs, confer with their committees, and prepare a statement of their needs for the next fiscal year.
4. All proposals for the budget must be submitted to the Treasurer by the February Board of Director's meeting in order to be considered.
 - a. If a new program is being proposed, full documentation; including, a statement of why the program should be funded and a breakdown of program cost is required.
 - b. Any current program which requests a significant change in funding must present full documentation; including, a statement of why the program should be funded.
5. The Finance Vice Chair or Treasurer constructs the proposed annual budget for presentation to the Board of Directors at the March meeting.
 - c. The budget will be entered into the LSC's accounting software for tracking and reporting.

4.7 Middle Atlantic Travel Policy

1. Approved business-related travel expenses incurred by all MAS travelers are reimbursed in accordance with the organization's travel policy. MAS will pay for reasonable travel expenses directly tied to the business activities and performance of duties for MAS (e.g., meetings, workshops, seminars, conventions and other relevant activities, when approved by the appropriate MAS Officer or Committee Chair). Funds for such travel shall have been provided in the MAS Budget.

4.7.1 Travel Policy Guidelines

Travel Policy Category	Travel Policy Guidelines (Detail)
Air Travel	<p>Purchase lowest available economy airline tickets. Book reservations as far in advance as possible to take advantage of lower fares. At a minimum, travelers should purchase airline tickets twenty-one (21) or more business days in advance</p>
Airfare – Class of Service	<p>Lowest Available Economy Class Airfare for all travel (domestic and international). Business class can only be booked at the traveler's expense.</p>
Airfare – Lowest Available Fare on Connecting Flights <i>(* USA Domestic Travel only)</i>	<p>Connecting Flights For US Domestic Travel, taking a one-stop connecting flight is required when airfare savings is more than \$250 (comparing lowest available fare vs the traveler's preferred fare/route); this policy is enforceable as long as the total one-way flight time does not exceed over two (2) hours</p> <p>Alternate Airports Travelers are encouraged to price flights for alternative airports for travel to cities where multiple commercial airports exist (e.g. Boston, New York, Philadelphia, South Florida, Dallas, Houston, Chicago, Los Angeles, San Francisco, etc.).</p>

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<p>Airfare – Ticket Cap Amount <i>(*USA Domestic Travel only)</i></p>	<p>USA Domestic Travel: Ticket Cap Amount at \$600 If the USA domestic airfare ticketed amount exceeds \$600, the traveler must include an explanation with the reimbursement request.</p>
<p>Airfare Amount Threshold- Domestic <i>Traveler Consideration</i></p>	<p>USA Domestic Travel: Lowest Available Fare - \$100 Airfare Amount Threshold In consideration of the employee’s and/or volunteer’s time when traveling domestically on behalf of Middle Atlantic Swimming, one may select a preferred flight and/or carrier within a two-hour time window of the desired/arrival time as long as the fare difference is not over \$100 when compared to the lowest available fare offered ** Two Hour Time window example: <i>if the traveler wants to leave at 4 PM, the time range to check for flight options would be from 2PM to 6PM (two hours on each side).</i></p>
<p>Travel Policy Category</p>	<p>Travel Policy Guidelines (Detail)</p>
<p>Airfare Amount- International Upgrades <i>Traveler Consideration</i></p>	<p>International Travel (excluding Mexico and Canada-see domestic): Lowest Available Fare – \$350 Upgrade Amount Threshold In consideration of the employee’s and/or volunteer’s time and comfort (i.e. better seating, securing an upgradable fares, co-pays, any combination) when traveling internationally on behalf of Middle Atlantic Swimming, one may select an upgradeable fare as long as the fare difference is not over \$350 when compared to the lowest available fare offered.</p>
<p>Passport and Visa</p>	<p>When traveling internationally for MAS or USA Swimming, all travelers must obtain the necessary visa and comply with the immunization and passport requirements imposed by destination country.</p>
<p>Unused Airline Tickets – Traveler Responsibility</p>	<p>It is the responsibility of the traveler to advise and change/cancel their reservation Utilization of the unused tickets can only be applied to MAS travel bookings. Charges for re-ticketing, schedule changes, etc. are reimbursable if incurred for a valid business reason and approved prior to travel. If there is a change in an itinerary that results in additional cost, the traveler must provide notification to the Finance Vice Chair or Treasurer upon completion of travel.</p>
<p>Travel Policy Category</p>	<p>Travel Policy Guidelines (Detail)</p>
<p>Ground Travel Policy – Car Rental</p>	<p>A traveler may avail of rental cars when it is more advantageous to MAS than other means of commercial transportation, such as taking a taxi. The standard size is intermediate and/or midsize. When traveling with a group, rental cars should be shared to minimize costs.</p>
<p>Ground Travel – Car Rental <i>When picking up vehicle</i></p>	<ol style="list-style-type: none"> 1. Refuel before returning the vehicle to the rental agency to avoid high fuel surcharges 2. <u>Do not</u> purchase “<i>Fuel Purchase Option</i>” wherein the renter prepays the amount of full-tank as you will not get refunded for the unused fuel 3. All employees and passengers must wear seatbelts. Most if not all local governments require drivers and their passengers to wear seatbelts.

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Travel Policy Category	Travel Policy Guidelines (Detail)
Ground Travel – Car Rental <i>In the event of an accident and/or damage</i>	In the event of a personal or rental car accident while on Middle Atlantic Swimming business travel, employees must take the following steps: <ol style="list-style-type: none"> 1. Report the accident to local authorities and obtain a copy of the police report. 2. Contact the rental company and complete an accident report (this does not apply for personal/private car accident). 3. If possible, take pictures of the damage to the vehicles involved in the accident (using mobile phone camera if available) and exchange accident/insurance information.
Ground Travel – Personal Car	Personal car or vehicles may be used if it saves time and is less expensive than renting a car, taking a taxi or using alternate transportation. When two or more people on MAS business share a vehicle, only the driver may claim reimbursement for mileage, parking and toll charges. If a traveler prefers to take his/her vehicle on approved MAS business, mileage costs up to the equivalent airfare expense may be claimed. (To determine the equivalent airfare, use the on-line booking tool—at least 21 days prior to departure date—to plot the trip and then print the screen before purchase.) Mileage reimbursement amounts will be in accordance with the IRS regulations
Ground Travel – Other Modes of Transportation <i>(continuation from previous page)</i>	Expenses for Taxis, Airport Shuttles or Public Transportation for business purposes are reimbursable with receipts. Travelers may use their personal cars to and from the airport. Travelers will be reimbursed for actual parking expenses and mileage. (**mileage to and from the airport is calculated as mileage from home to and is reimbursed at current IRS rates.) Economy (level) airport parking should be utilized.
Hotel Policy	Travelers are expected to use best judgement when making hotel bookings and should always look for the most reasonable rates within that market, whenever possible.
Hotel - Incidentals	Hotel incidentals will not be reimbursed with the exception of internet connection fees. Employee and volunteers should opt for the least expensive connection charges whether that is wireless, Ethernet/cable, or via the business center.
Hotel Cancellation	Travelers are responsible for reviewing and adhering to hotel cancellation policies at the time of booking. No-shows or late cancellation charges are the responsibility of the traveler unless caused by circumstances beyond traveler's control. A fair and reasonable evaluation will be administered and decision determined by USA Swimming.

4.7.2 Per Diem Allowance (Meals)

1. When appropriate, MAS will provide travelers a per diem allowance to defray a portion of meal costs. The daily rate for per diem will be pro-rated for partial days and reduced if meals are provided by USA Swimming or other groups (sponsors, LSCs, workshops, coaches, etc.).
2. Travelers are encouraged to participate in meals provided by MAS or USA Swimming in the form of hospitality suites or dinners at convention, workshops, committee meetings, etc.

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3. For domestic travel, MAS follows current IRS regulations for per diem reimbursements utilizing the High- Low method for different cities within the contiguous United States. These rates are published annually and can be found online at IRS.gov
4. For Hawaii, Alaska, and international cities, MAS provides 70% of the published IRS rates for those locations. International rates begin upon arrival in a foreign country and end upon departure from the foreign country. The “High” domestic rates are used for all cities in Canada and Mexico.
5. Travel, meal and lodging expenses covered by any other organization are not eligible for reimbursement by Middle Atlantic.

4.7.3 Seminars and Workshops

1. Middle Atlantic will provide transportation, meals and lodging for various seminars and workshops hosted by USA Swimming. Attendees must meet the criteria for attendance, and be appointed by the appropriate committee chair or General Chair.
2. MAS personnel shall be reimbursed for mileage when traveling to present a Middle Atlantic clinic or workshop that is outside the member’s local area of residence. This includes presentations at clinics or workshops for Officials, Meet and/or Operational Risk Directors, etc. It is not intended to reimburse travel by MAS members to attend regular MAS House of Delegates, Board of Directors or various committee meetings.

4.8 Reimbursement for Expenses for Director of Competition

1. Middle Atlantic (MAS) will reimburse the Director of Competition for expenses incurred in association with performing the duties of the position (“Required Duties”) as directed by the Middle Atlantic Board of Directors.
2. Reimbursement will be in accordance with MAS travel policy. Receipts are required for all MAS Travel expenses.
3. Expenses will not be reimbursed unless a written Expense Report is submitted and approved, in the format determined by the MAS Finance V-Chair. Expenses will be reimbursed monthly. The Expense Report must include:
 - a. The individual’s name
 - b. The travel date, meet/event name and location
 - c. An itemized list of all expenses for which reimbursement is requested.
4. Reimbursement for mileage travelling to/from meets and other meetings associated with the Required Duties shall be for the actual mileage at the IRS Standard Mileage Rate for business, as published by the IRS. Tolls will be reimbursed at the actual rate incurred.
5. Hotels shall be reimbursed at the actual rate charged, including applicable taxes. Convenience and proximity to other venues on the individual’s itinerary shall be considered in determining the need for overnight stays.
 - a. Meals and incidental expenses shall be reimbursed as incurred. In lieu of receipts a meal stipend of up to the following will be allowed: Breakfast - \$7; Lunch - \$11; Dinner - \$23.
6. The Middle Atlantic Personnel Committee will establish a monthly allowance as reimbursement for cell phone (both voice and data).

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4.9 Officials Expenses and Reimbursement

4.9.1 Middle Atlantic meets

1. MAS will reimburse the hotel accommodations for the Meet Referee and the Admin Referee at all MAS Championship and related meets when those officials have been assigned/approved by the MAS Officials Chair and the official resides more than twenty-five (25) miles from the meet location. Said meets will generally include the MA Senior Championships, the Junior Olympic Championships, the MA Silver Championships, and any other designated meets of a comparable level (e.g., the Mid-Winter Classic), when officials are assigned by the MA Officials Chair.
2. Additional rooms for other senior officials at those meets (i.e., Referee, Starter, Chief Judges) will be reimbursed at the discretion and approval of the MAS Officials Chair.
3. Travel allowance (i.e., mileage) will generally not be paid for officials attending such meets.

4.9.2 Eastern Zone meets

1. MAS will pay for, or provide, travel and accommodations for up to two MA officials to attend an Eastern Zone Sectional or Age Group meet, on the following conditions:
 - a. The Officials must be available to work on each day of the meet (but are not required to work all sessions when there are multiple sessions each day.)
 - b. Officials with children participating in the meet must have an 'assigned' position at the meet or have the approval of the MAS Officials chair. An 'assigned' position is that of Meet Referee, Admin Referee, Deck Referee, Starter or Chief Judge.
 - c. Officials may be expected to share a room, when appropriate.
2. Mileage will be paid at the current IRS rate for charitable organizations.
3. An official can receive only one such subsidy per MAS fiscal year (i.e., September thru August.)
4. If appropriate, an official may be offered transportation via the MA Team bus in lieu of a mileage allowance.
5. **The amount of support available to any official shall not exceed the amount of the Level 1 support provided to MA Athletes as provided in section 7.1.2.5 herein.**

4.9.3 National meets

1. MAS will provide financial support to those MA Officials that attend and work at a USA Swimming 'National' meet – e.g., a Trials Class meet, National Championship, Junior National Championship, US Open, USA Open Water Championship, when –
 - a. The Official has an Assigned position at the meet – i.e., Referee, Starter, Chief Judge, or
 - b. The Official has no 'child' attending and participating in the meet.
2. **The amount of the support shall not exceed the amount of the Level 1 support provided to MA Athletes attending such meets (see section 7.1.2.5 herein). Officials that attend the Olympic Trials meet shall be eligible for support not to exceed the support for Athletes attending the Olympic Trials meet (see section 7.1.2.6).**
3. Covered expenses may include air transportation, hotel accommodations, or mileage (to be paid at the IRS rate for charitable organizations)
4. An official may receive support for only one National meet per MAS fiscal year.

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5. To receive support for a National meet, an official must have worked at least ten Middle Atlantic meet sessions within the previous twelve months, including at least four sessions at a Middle Atlantic Championship level meet (e.g., Senior Champs, JOs, Silver, etc).
6. Officials attending a National meet should apply to the Officials Chair for reimbursement. Total subsidies shall not exceed the MA budgeted amount for that fiscal year, and subsidies may be reduced as appropriate in order not to exceed the budget. The Application Form is posted on the MA Officials website (www.maswimofficials.org) (Note: officials expecting to work at a National meet should apply to the national Officials committee for acceptance to the meet.)

4.10 Meeting Attendance and Reimbursement

4.10.1 USA Swimming Convention Policy

The intent of this section is to identify those individuals eligible to attend and represent MAS at the USA Swimming annual convention. The USA Swimming convention is generally held as part of and in conjunction with the United States Aquatic Sports (USAS) annual meeting.

1. The General Chair, Administrative Vice-Chair, Senior Committee Chair, Age Group Committee Chair, Senior Coach Representative, and Senior Athlete Representative have votes at the USA Swimming Convention and shall attend the Convention. If any of the above delegates are unable to attend the Convention, an alternate representative shall be appointed by the General Chair to attend in their place. Delegates to the Convention will be reimbursed for any expenses not otherwise covered by MAS or USA Swimming.,
2. The General Chair, with the advice and consent of the Board, may appoint additional delegates to attend the Convention (up to the extent allowed) when additional votes are granted to MAS by USA Swimming; those voting delegates shall be reimbursed for any expenses not otherwise covered by MAS or USA Swimming provided that the delegate is currently active on at least one (1) MAS Committee and is active in Middle Atlantic affairs (other than as a Club Coach.)
3. In addition, any other MAS member who is an active member of a USA Swimming National committee shall be reimbursed for their expenses, provided that the representative is also currently active on at least one (1) MAS Committee.
4. The General Chair, with the advice and consent of the Board of Directors, may also designate one or more members of the MAS Office staff to attend the Convention; such staff employee shall be reimbursed for any expenses not otherwise covered by MAS or USA Swimming.
5. If the overall delegation of MAS members attending the Convention in any year consists of less than three (3) Coach members of MAS, the General Chair, with the advice and consent of the Board of Directors, may appoint an additional Coach member to attend the Convention, regardless of whether said Coach may have a vote at the Convention. Such Coach shall be reimbursed for any expenses not otherwise covered by MAS or USA Swimming. The Coach must be a registered member of MAS with fully certified coach credentials at the time of attendance at the Convention.
6. Travel arrangements for the Convention shall be in accordance with the MAS Travel policy. A *per diem* allowance based on the current IRS Domestic *per diem* rate for the appropriate city/county/state where the Convention is held will be issued to those delegates attending the Convention to cover food and miscellaneous expenses. The *per diem* allowance shall be prorated on arrival/departure days based on actual travel times to and from the convention and shall take into account meals which may otherwise be covered by MAS or USA Swimming.

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7. Any remaining budgeted funds (for Convention) may be divided between other MAS members with voting credentials at the Convention by reason of an affiliated governing body, such as ASCA or YMCA, provided such members are currently active on at least one (1) Committee in Middle Atlantic.
8. MAS delegates may leave the convention after adjournment of the House of Delegates meeting on the last day of the convention. MAS will not be responsible for additional expenses incurred by the delegate on the last day, such as late check-out, airline ticket change fees, etc. Travelers taking a “red eye” flight arriving after midnight are not entitled to the *per diem* allowance for the morning of their arrival.

4.10.2 Eastern Zone Meeting

1. Transportation, lodging and meeting fees will be provided for three (3) delegates from Middle Atlantic (MAS) to attend the Eastern Zone Meeting; delegates shall be appointed by the General Chair and approved by the Board of Directors. If an Eastern Zone Director is a member of MAS, transportation and lodging will also be provided for that Director. A *per diem* may be issued, depending on the length of stay and arrangements at the meeting.
2. Travel arrangements to the Eastern Zone Meeting shall be in accordance with the MAS Travel policy.
3. Any remaining (budgeted) funds may be divided among other attendees at the Eastern Zone meeting (at the discretion of the General Chair), provided that the attendee has a vote in the MAS House of Delegates and is active in Middle Atlantic (i.e., other than as a Club Coach.)

4.10.3 Seminars and Workshops

1. Middle Atlantic will provide transportation, meals and lodging for various seminars and workshops hosted by USA Swimming. Attendees must meet the criteria for attendance, and be appointed by the appropriate committee chair or General Chair.
2. MAS personnel shall be reimbursed for mileage when traveling to present a Middle Atlantic clinic or workshop that is outside the member’s local area of residence. This includes presentations at clinics or workshops for Officials, Meet and/or Operational Risk Directors, etc. It is not intended to reimburse travel by MAS members to attend regular MAS House of Delegates, Board of Directors or various committee meetings.

4.11 Document Retention Policy

1. MAS will retain records in an orderly fashion for time periods that comply with legal and government requirements.
2. Storage
 - a. Files currently needed for day-to-day operational activities will be stored in the MAS office. Employees should be sensitive to keep confidential files or materials in locked file drawers or locked offices when the employee is not present. Files that are no longer needed for daily functions should be archived (guidelines follow). Storage of archived records falling within the records retention schedule below. Files should be stored in boxes with similar items, dates and retention periods.
3. Record Retention Guidelines
 - a. The following holding periods will be utilized for the maintenance of the documents listed below.

Accounting Records

Accounts payable	7 years – Electronic Storage
Accounts receivable	7 Years – Electronic Storage
Audit reports	Permanent – Fireproof; Electronic Storage

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Expense reports	3 Years – Electronic Storage
Financial statements (annual)	Permanent – Electronic Storage
General ledger and general journals –	Electronic

Operations

Loan payment schedules -	7 years
Tax returns	Permanent – Fireproof; Electronic Storage
Trial balances (Annual) –	Permanent – Back Office
Void Checks-	Shred after 30 Days
Checks Deposited via Scanner	60 Days, then shred
Bank reconciliations -	Accounting Software
Bank statements -	Electronic @ Bank
Canceled checks -	Electronic @ Bank
Checks for capital purchases & important contracts (GT \$10,000)	Permanent Actg. – Back Office

Corporate Records

Board minutes –	Permanent – Electronic Storage
Bylaws, charter, articles of incorporation –	Permanent Fireproof
Business licenses -	Permanent – Fireproof; Electronic Storage Electronic Storage w/ Finance VC
Contracts - major (GT \$15,000)	Permanent – Electronic Storage
Contracts - minor	+ 4 years after completion
Insurance policies, accidents, claims	Life + 4 years Business Operations
Legal & tax correspondence	Permanent – Electronic Storage
Leases/mortgages	Permanent Fireproof

Employee Records

Benefit plans	Permanent – Electronic Storage
Employee disability benefit records	6 years – Office
Employee files (terminated)	5 years – Office
Employment applications	1 year – Electronic Storage.
Employment taxes	7 years – Payroll Vendor
Payroll records	7 years – Payroll Vendor
Pension/profit sharing plans	Permanent – Electronic Storage

4. Record Destruction

After each year end, a review of the files in the storage is performed by the staff, and any records falling outside the above retention schedule are destroyed.

Staff, Legal Counsel or members of the Board of Directors shall be instructed to inform the General Chair and Admin Vice Chair when document destruction (planned or otherwise) should be halted. The General Chair or Admin Vice Chair will in turn notify the staff and board members. Violation of such orders can result in immediate termination.

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5.0 Meets - Sanctioned, Approved, Observed

Three categories of meets are recognized by USA Swimming – Sanctioned, Approved and Observed. The requirements and conditions associated with each meet type are stated in Article 202 of the USA Swimming Rulebook. Middle Atlantic Swimming (MAS) is authorized by USA Swimming to grant sanctioned, approved or observed status for all such swimming competitions and related events involving competitive swimming within the geographical boundaries of MAS (see Article 202.1), except when national swimming competitions as defined by the USA Swimming Program Operations Division may be held within MAS. The process for obtaining approval from MAS for each meet type, and for reporting times from each meet for the SWIMS database, is included in this Section.

5.1 Sanctioned Meets

5.1.1 Definition

Sanctioned meets require that all competing swimmers be Athlete members of USA Swimming. In addition, key meet personnel such as the Meet Director, the Operational Risk Director and all Coaches and Officials must be non-athlete members of USA Swimming. As the local administrative arm of USA Swimming, Middle Atlantic Swimming is authorized to issue the sanction for all swimming competition and benefits, exhibitions, clinics and entertainment involving competitive swimming within its geographical boundaries. Sanctioned meets must be conducted under current USA Swimming rules and regulations.

5.1.2 Requirements and Conditions

1. The requirements and conditions for Sanctioned meets are listed in Article 202 of the USA Swimming Rulebook. All provisions of these sections must be followed by the hosting organization.
2. Clubs wanting to host a Sanctioned meet must follow the bid process and application procedures set forth in Sections 5.1.3 and 5.1.4 herein and the MAS Meet Director Handbook.
3. The application for a meet sanction must be submitted to MAS and must be accompanied by the appropriate fee as stated in the Meet Application Table on the MAS website.
4. The Meet Announcement for all sanctioned meets must be approved by the MAS Director of Competition before such information may be published; MAS will post the meet announcement on the MAS website for all open-competition, sanctioned meets.
5. The meet announcement must contain the items noted in Section 202.4.9 of the USA Swimming Rulebook.
6. MAS requires that the following information regarding finances be submitted by every organization receiving a sanction:
 - a. within 45 days after the event, a financial statement setting forth all receipts and disbursements in connection with the sanctioned event;
 - b. MAS also retains the right to require the organization to furnish, within 15 days after written request, all receipts and vouchers relating to the sanctioned event, whenever necessary.

No sanction to hold an event of any kind shall thereafter be issued to an organization that has failed or refused to file with MAS any statement or affidavit required under any subdivision of this Section 5.1 until the statement or affidavit is filed, or until such time as MAS may otherwise determine.

7. A (non-removable) identification band must be provided to and worn by each non-athlete member of USA Swimming, including coaches and officials, that is on-deck at a sanctioned meet; such

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identification band shall be issued following a review of that individual's membership/certification credentials and personal photo ID. A new identification band shall be issued for each day of such meet, and the credentials/photo ID must be re-checked if a replacement ID is issued.

5.1.3 Meet Schedule

1. The MAS Technical Planning committee shall develop and issue a proposed schedule of meet formats and frequency for the following season (September 1 thru August 31). The schedule shall include proposed dates for the MAS Championship meets (see Section 6.1). The proposed schedule shall be presented to the MAS Board no later than its February meeting.
2. Proposed dates for the MAS Championship meets shall generally not be available for clubs to host other sanctioned meets on those weekends.

5.1.4 MA Championship Meets – Bid process

1. Clubs wanting to host a MAS Championship meet should complete the MA Championship Bid application form available on the MA website.
2. The MA Championship Bid application form should be sent to the MAS Director of Competition no later than June 15 (of the previous year) for Short Course championship meets, and no later than August 1 (of the previous year) for Long Course championship meets.
3. The application must include all requested information and forms; applicants must also comply with the provisions in Sections 6.1.1 (Senior) and 6.1.2 (Age Group) herein.
 - a. If a Club wants to bid on a championship meet but cannot hold the meet on the proposed dates (e.g., due to facility un-availability or similar reason), the Club should promptly contact the Director of Competition and/or Technical Planning Chair to discuss possible alternate dates
4. Bids for MA Championship meets shall be reviewed and awarded by a committee consisting of: the MA Performance Vice-Chair, the MA Technical Planning Chair, the MA Coach Representative, the Senior MA Athlete representative, and either the MA Senior Chair (for Senior championship meets) or the MA Age Group Chair (for Age Group championship meets.) Input from the MAS Director of Competition shall be considered when reviewing and awarding the bids.
5. It shall be the intent that the awarding of bids for Short Course championship meets shall be made no later than July, and the awarding of bids for Long Course championship meets shall be made no later than October. Announcement of bid awards may be delayed if there are no acceptable bids as determined by the above committee, or negotiations between the committee and potential hosts are incomplete.
6. All championship meet hosts will be expected to sign a Championship Meet Agreement with MAS.

5.1.5 Club Meets -

1. Following publication of the proposed MA schedule, clubs wanting to host meet(s) during the following SC season must submit a Meet Application packet to the MAS Director of Competition by April 1. Clubs wanting to host meet(s) during the LC season are encouraged to submit a Meet Application packet by April 1 for those meets; however, applications for LC season meets will be accepted until October 1. The application packet should include:
 - a. The Meet Application form, including a summary of each meet the club wishes to host. There is no limit to the number of meets a club may request.

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- b. A Facility usage request form – confirmation of communications between the meet host and the facility in which the proposed meet(s) will be held.
 - b. State Code Compliance agreement – as appropriate for the state in which each meet will be held.
 - c. The proposed format for each meet. Meet formats described on the schedule may include A/BB/C, Distance, Last Chance, ‘Pentathlon’, Developmental and Mini- meets. Meet formats other than on the proposed schedule must be provided for review by the Director of Competition and must be approved by the Technical Planning committee.
2. Closed invitational, dual, intra-squad, “Q” meets, or any other meet generally not open to all athletes, should be included in the application packet so that all meet hosts are aware of the complete potential meet schedule on each weekend.
 3. Any A/BB/C meet, BB/C, sub JO or Senior meet may use either a Timed Final or a Prelims/Final format, or combination thereof.
 4. The MAS Director of Competition, in conjunction with the Technical Planning Chair, will review the meet applications and assist with any re-arrangements to the schedule that might be appropriate. A meeting for all potential meet hosts to review and discuss the schedule will be held in April, usually at the time of the MAS House of Delegates meeting.
 5. It is the intent that the meet schedule, including dates for the MA Championship meets, will be approved by the MAS House of Delegates at its annual meeting in April.

5.1.6 Sanction Application

1. For meets approved and listed on the MAS schedule, a sanction application must be submitted to the Director of Competition. Sanction applications for meets during the short course (SC) season (i.e., September thru April) **should be submitted beginning June 15 and not later than August 1** preceding the SC season. Applications for meets during the long course (LC) season (May thru August) should be submitted no later than January 15 preceding the LC season.
2. The sanction application packet should include:
 - a. Sanction application form
 - b. Electronic copy of the proposed meet announcement
 - c. a Team Manager (TM) events file (for posting on the MA website)
 - d. an Emergency Action Plan for the meet facility and any other emergency/related issue that may affect the meet (e.g., weather, mechanical pool problem, etc.)The sanction application fee must be sent separately to the Middle Atlantic office.
3. Each sanction application must designate a Meet Director and Operational Risk Director certified by MAS.
4. The Sanction application must designate a Lead Deck Referee or Officials Coordinator whose responsibility it will be that the required officials are present for each meet session.
5. Incomplete or incorrect applications will be returned to the applicant and no sanction will be issued until all omissions or errors are corrected. Once an application is complete, a sanction number will be issued.
6. The Director of Competition will notify any applicant promptly if a request for Sanction is being denied. The reason for any denial will be clearly stated in the denial notification.
7. Any significant changes to a previously sanctioned meet (format, dates, etc.) will generally require a new sanction application and fee. Requests for changes must be sent to the Director of

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Competition using the form provided on the Middle Atlantic website. Failure to notify the Director of Competition of such changes could result in fines or penalties, including the denial or suspension of future meet sanctions.

8. Failure to comply with the meet format or other provisions as stated in the Meet Announcement could result in fines or penalties, including the denial or suspension of future meet sanctions.

5.1.7 Denied Sanction Appeal Process

1. Any applicant whose sanction application has been denied by the Director of Competition shall have the right to appeal the denial to the Eastern Zone Sanction Appeal Panel (as provided in Article 202.3 of the USA Swimming Rulebook.) Procedures for the filing and conduct of such appeals shall be established by the Eastern Zone – and can be found at: <http://www.easternzoneswimming.org/misc/Sanction%20Appeal%20Process%20Handbook-Final%201-12-15.pdf>.

5.1.8 Additions to the Meet Schedule

1. A Club wishing to add a sanctioned meet to the schedule after the schedule has been approved must complete the 'Request to Add a Meet' form and submit it to the Technical Planning chair and the Director of Competition. If approved, the application packet should be submitted to the Director of Competition.
2. The application fee for meets added after the schedule has been approved shall be double the fee listed in the Meet Application Table (on the MAS website.)
3. Except in unusual circumstances agreed by the Technical Planning Chair and the Director of Competition, applications for all meets must be submitted at least sixty (60) days in advance of the meet.

5.1.9 Times

Times achieved at a Sanctioned Meet are considered official times for all purposes, and will be entered into the SWIMS database by the MAS Times Coordinator.

5.2 Approved Meets

5.2.1 Definition

An Approved Meet is a competition conducted in accordance with USA Swimming technical rules, but where not all athletes are members of USA Swimming - such as a closed competition (e.g., YMCA District or Championship meet), a club-hosted Invitational meet, or other similar meets. The host organization does not have to be a member of USA/Middle Atlantic Swimming.

Subject to review and approval by the MAS Director of Competition, MAS will recognize certain types of meets as follows:

- (a) Championship meets – a league or season-ending culminating meet (e.g., a YMCA League Championship or District meet);
- (b) Multi-team meets – a competition with three (3) or more participating teams and at least 100 swimmers.

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5.2.2 Requirements and Conditions

1. The requirements for an Approved competition are stated in Article 202 of the USA Swimming Rulebook. All provisions of this section must be followed by the hosting organization.
2. A MAS Approved Meet application must be submitted along with the application fee to the MAS Director of Competition no later than sixty (60) days prior to the first day of competition; applications received less than 60 days prior to the meet will be considered only after payment of the additional fee according to section 5.2.3 below. Applications will not be accepted less than thirty (30) days prior to the meet. The application must be accompanied by a complete meet announcement.
3. Other than YMCA sponsored meets, the application must include the names of the USA Swimming certified officials that will be present at the meet to observe and certify that the competition was in conformance with specified USA Swimming technical rules; at least two (2) certified officials must be present at each such meet session. YMCA sponsored meets must be sufficiently staffed by YMCA certified officials and affirmed on the application.
4. The meet host should send an electronic backup of the meet database to the MAS office seven (7) days prior to the start of the competition. The meet database should include ID numbers for ONLY those athletes who are registered members of USA Swimming. The resulting meet recon will be returned to the meet host with information regarding the registration status of those athletes with ID numbers in the meet database. The meet host should remove ID numbers from unregistered athletes and correct any other ID issues that are noted on the recon.
5. An electronic copy of the complete meet results should be submitted to the MAS office within seven (7) days following completion of the meet. When necessary, the results file shall be adjusted to give the correct swimmers name and team as per the recon report.

5.2.3 Fees

1. A non-refundable Application Fee must accompany the application. Fees are listed in the Meet Application Table on the MAS website. An additional \$50 fee is required for applications received less than sixty (60) days prior to the meet.
2. The host organization must pay a rebate fee to Middle Atlantic Swimming of \$ 0.50 per swim; this rebate fee is based on the total meet entries (except for relays), including non-USA Swimming members; the rebate fee is due seven (7) days after completion of the meet; failure to pay the rebate fee may result in times from the meet not being recorded in the SWIMS database.

5.2.4 Times

1. Times achieved by USA Swimming registered athletes will be entered into the SWIMS database following procedures established by the MAS Times Coordinator. It is the responsibility of the meet host to provide correct USA Swimming registration IDs for each USA Swimming member athlete.
2. The times achieved by member athletes at an Approved meet may be used for entry to any USA Swimming competition, or for any other purpose which requires an official time. This includes consideration for National Top 10, Middle Atlantic Top 10, Middle Atlantic records, and a Middle Atlantic Zone Team (subject to MA Zone Team regulations.)
3. Un-registered swimmers whose times from an Approved meet qualify for entry into a Middle Atlantic (Senior or JO) Championship meet or an Eastern Zone (Age-Group or Sectional) Championship meet may request, on a one-time basis per athlete, that those times be entered into

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the SWIMS database upon completion of their USA Swimming athlete registration; such request shall be made by the athlete or their coach to the MAS Times Coordinator.

5.3 Observed Meets

5.3.1 Definition

An Observed Meet is a meet held under rules other than those of USA Swimming (e.g., NFHS), but from which certain times may be used for entry into any USA Swimming competition. USA Swimming or YMCA certified officials must observe and provide verification that the swimmer complied with current USA Swimming technical rules. Meets other than a season-culminating championship meet must be specifically approved by USA Swimming. Middle Atlantic Swimming (MAS) will not consider applications for Age-Group format meets.

5.3.2 Requirements

1. The requirements for an Observed competition are stated in Article 202.8 of the USA Swimming Rulebook. All provisions of this section must be followed by the hosting organization.
2. An application to have a Meet recognized as an Observed meet must be submitted to the MAS Director of Competition at least thirty (30) days prior to the first day of the Meet. There is no application fee for an Observed meet. Applicants will be notified prior to the meet if the meet will be recognized as an Observed meet.
3. The Observed meet application must include the names of at least two (2) USA Swimming or YMCA certified officials that will be present at all meet sessions to observe the competition and make note of any swims that do not comply with current USA Swimming technical rules. **Such swims must be recorded in the database provided to MAS following the meet.**
4. Each application must also include the name of a meet representative who will be responsible for identifying those swimmers who are requesting that their times be uploaded into the SWIMS database, and for providing correct USA Swimming registration information (i.e., swimmer names and IDs) for those swimmers.
5. Following the meet, an electronic copy of the meet results database (e.g., a MM Backup file) should be sent to the MAS office (Attn: MA Times Coordinator); the database must include the USA Swimming ID numbers for ONLY those athletes who wish to have their times recorded in SWIMS. The meet host should remove USA Swimming ID numbers from other athletes in the meet database.
6. **Times for current USA Swimming athlete members with a valid USA Swimming ID number in the meet results database will be uploaded to SWIMS. Note: to ensure that the meet database information is correct, the meet representative may submit the meet database to the Times Coordinator (before or after the meet, but in any event before submission for uploading the results to SWIMS) to verify that names, ID numbers and membership are correct.**
7. **Current members with incorrect registration information in the results database (i.e., an incorrect name or ID number) and former members who are no longer current must pay a processing fee to have their times re-submitted. Swimmers that are not a current or former athlete member must join USA-S as athlete members and then pay a processing fee to have their times submitted to SWIMS. Said processing fee will be established by the MAS Board of Directors.**

Note: NCAA college meets no longer need apply for recognition as an Observed meet. All NCAA meets are now submitted to and recorded in the NCAA Times database under the jurisdiction of USA Swimming.

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5.3.3 Times

8. Times achieved at an Observed meet and recorded in SWIMS may be used for entry into any USA Swimming competition, or for any other purpose which requires an official time. This includes consideration for National Top 10, Middle Atlantic Top 10, Middle Atlantic records, and a Middle Atlantic Zone Team (subject to MA Zone Team regulations.)

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6.0 Meet Administration – Sanctioned Meets

6.1 Championship Meet Series (MAS Champs)

Middle Atlantic Swimming (MAS) championship meets designated as ‘MAS Champs’ meets include

- Senior Championships
- Age Group Championships
- Junior Olympics
- Silver Championships
- Bronze Championships
- Mini Championships

Other meets that may be designated as such by Tech Planning and the Senior or Age Group committees.

The MAS Champs meets shall be bid according to the process in Section 5.1.4 herein.

Additional provisions relevant to these meets, including responsibilities of MAS, are covered in sections 6.1.1 and 6.1.2 and/or included in a ‘Meet Agreement’ to be signed by MAS and the host Club awarded the meet.

6.1.1 MAS Champs Meets - Senior

1. The MA Senior Chair shall participate in the selection of the meet host for the Senior Championship meets, as provided in Section 5.1.4. The MAS Senior Committee retains ultimate responsibility for the SC and LC Senior Championship meets, including responsibility for designating the meet format (e.g., number of days, etc). The meets shall be primarily a Prelims/Finals format.
2. The qualifying Time Standards for each meet shall be established by the Senior and Technical Planning Committees and shall be published on the MAS website no later than November 1 (SC) and May 1 (LC).
3. The Meet Announcement shall be subject to review and approval by the MAS Senior Chair and the Director of Competition. The Meet Announcement shall be posted on the MAS website no later than three (3) months prior to the first day of the meet.
4. The host Club will be responsible for all financial and other aspects of the meet, including the Sanction request, the facility arrangements, the entry process and the reporting of the results. The host Club shall pay the designated rebate fee to MAS.
5. The host Club will be responsible for designating the Meet Director and Operational Risk Director for each meet, subject to approval by the MA Senior Chair and the Director of Competition.
6. The Officials Chair shall designate/approve the Meet Referee and the Admin Referee for each meet; the Meet Referee must be certified at that position. The Officials Chair shall have the option to designate either meet as an Officials Qualifying Meet (OQM).
7. An electronic entry process shall be used for all Senior Championship meets. The use of the USA Swimming Online Meet Entry (OME) process is highly recommended.

6.1.2 MAS Champs Meets – Age Group

1. The MA Age Group Chair shall participate in the selection of the meet host for the Age Group Championship meets, as provided in Section 5.1.4. The MA Age Group Committee retains ultimate responsibility for the SC and LC Junior Olympics (JO) Championships, the SC and LC Silver Championships, the SC Bronze Championships and the Mini Championships, including designation of the meet format for each meet (e.g., number of meet days, whether the meet is Prelims/Finals or Timed finals, etc.).

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2. The qualifying Time Standards for each meet shall be established by the Age Group and Technical Planning Committees so as to be consistent with the standards for other **MAS Champs** meets. Time Standards shall be published on the MAS website no later than November 1 (SC) and May 1 (LC).
3. The meet announcement shall be prepared by the meet host, and is subject to review and approval by the MAS Age Group Chair and the Director of Competition. The meet announcement shall be posted on the MAS website no later than three (3) months prior to the first day of the meet.
4. The host Club shall be responsible for all financial aspects and all other aspects of the meet, including the Sanction request, the facility arrangements, the entry process and the reporting of the results. The host Club shall pay the designated rebate fee to MAS.
5. The host Club shall be responsible for designating the Meet Director and Operational Risk Director for each meet, subject to approval of the MA Age Group Chair and the Director of Competition.
6. The Officials Chair shall designate/approve the Meet Referee and Admin Referee for the Junior Olympics and Silver Championship meets; the Meet Referee at those meets must be certified at that position. The Officials Chair shall designate/approve the lead (meet) Referee for the other meets, including when those meets are not conducted with a Prelims/Finals format. The Officials Chair shall have the option to designate either of the Junior Olympic meets as an Officials Qualifying Meet (OQM).

6.1.3 Other Meets

MAS Clubs are encouraged to host other sanctioned meets according to the regulations and procedures described in Section 5.1 of this Policy Manual. All times achieved and recorded at Sanctioned meets will be entered into the SWIMS database. All swimmers participating in a sanctioned meet must be Athlete members of USA Swimming; in addition, certain workers associated with the conduct of such meets must be non-athlete members of USA Swimming and have met all of the requirements thereof.

6.2 Meet Directors (MD) and Operational Risk Directors (ORD)

6.2.1 General

1. All MAS sanctioned meets hosted by a MAS Club must have a Meet Director and an Operational Risk Director that is certified by MAS, and **who will be present at all session of the sanctioned meet.** Sanction applications from non-MAS clubs must include a Meet Director and Safety/Operational Risk Director, but they do not have to be certified by MAS.
2. All MD and ORD must be non-athlete members of USA Swimming.
3. The certification program for MD and ORD shall be a responsibility of the MAS Director of Competition. The Director of Competition will maintain a list of the certified MD and ORD.

6.2.2 Meet Director

1. The requirements for certification as a Meet Director are included in the Meet Director handbook. MD certifications are for two (2) years from the date of certification, and must be renewed.
2. The MD certification program is managed by the MAS Director of Competition.
3. If a MD does not complete all the re-certification requirements, he/she must begin again with the initial certification process.

6.2.3 Operational Risk Director

1. **The requirements for certification as an Operation Risk Director are included in the Operational Risk handbook. ORD certifications are for two (2) years from the date of certification, and must be renewed.**
2. **The ORD certification program is managed by the MAS Director of Competition.**

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3. If an ORD does not complete all the re-certification requirements, he/she must begin again with the initial certification process.

6.3 Meet Entry process

6.3.1 Acceptance and Seeding of Missed Entries

1. Prior to published entry deadline -
Any entry which was submitted properly prior to the meet entry deadline and inadvertently overlooked by the Meet Director, must be considered to be an official entry to the meet. The Meet Director should take whatever action is necessary to include those swimmers in the proper events at the meet, and should re-seed any events when appropriate. Alternatively, the swimmer may be offered the chance to swim in any “open” lane, including an open lane in the first heat.
2. After the published entry deadline -
Entries which are received after the meet entry deadline should be accepted only when unusual or extenuating circumstances exist. When accepted, such entries are official and swimmers are eligible for all awards. The swimmers may be assigned to swim in an “open” lane if the events have already been seeded.
3. If the meet Recon report (see 6.4 herein) has already been submitted, the registration status of any additional swimmers accepted under 6.3.1 must be confirmed (see Section 2.3 herein).

6.4 Meet Reconciliation

The MD is responsible for assuring that all athletes entered in a sanctioned meet are current members of USA Swimming.

Ten full business days prior to the first day of the meet, a backup copy of the meet database must be sent to the MA Registration Coordinator to confirm that all athletes entered in the meet are properly registered. Any registration errors must be corrected prior to the meet, including the registration of athletes before or at the meet following procedures established by MA. Additional information regarding these procedures is included in the MA Meet Directors Handbook.

6.5 Financial

6.5.1 Fees

1. Sanction application fees are discussed in Section 5.1 herein.
2. The maximum entry fees for any meet hosted by a MAS club are as follows, unless an exception has been approved by the MA Board.

ENTRY FEES FOR SANCTIONED MEETS		
Type of meet	Individual	Relay
Mini	\$5.00	\$10.00
Club-hosted Short Course meet	\$5.00	\$10.00
Club-hosted Long Course meets	\$6.00	\$12.00
MA Age Group Championship meets	\$7.00	\$14.00
MA Senior Championship meets	\$7.00	\$14.00
Championship Meet Surcharge	Up to \$5.00	N/A
Time Trials	\$10.00	\$20.00
Time Trials – at Senior Champs	\$15.00	\$20.00

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Deck entries	Not to exceed twice the individual entry fee	Not to exceed twice the relay fee
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3. Clubs have the option to charge a \$15 per swimmer fee for entries submitted on a paper entry form, or up to an additional \$25 per swimmer when entries for more than five swimmers from an entering club are submitted via paper entry. These fees are at the option of the hosting Club, and are intended to encourage the use of electronic entries.
4. The USA Swimming Online Meet Entry (OME) process may be used for entry to Club hosted meets, as determined by the host Club.
5. Clubs hosting a long course (LC) meet may charge an additional surcharge per swimmer, not to exceed \$5 per swimmer unless approved by the MAS Board. Requests for a greater surcharge must be approved prior to submission of the meet sanction application. There is no rebate to MAS based on this surcharge, unless decided otherwise by the MAS Board.
6. Rebate Fees are to be paid to MAS by the hosting Club for all Sanctioned and Approved meets, as follows: (Unless indicated otherwise, the Rebate Fee is 20% of the Entry Fee.)

REBATE FEES			
Type of meet	Level	Individual	Relay
Mini	Sanctioned	\$1.00	\$2.00
Short Course meets	Sanctioned	\$1.00	\$2.00
Long Course meets	Sanctioned	\$1.20	\$2.40
MA Championship Meets	Sanctioned	\$1.40	\$2.80
Intra-squad meets *	Sanctioned	20% of entry fee	20% of entry fee
Closed invitational **	Sanctioned	20% of entry fee	20% of entry fee
Dual meets **	Sanctioned	20% of entry fee or \$1.00 per splash	20% of entry fee or \$2.00 per splash
Time Trials	Sanctioned	\$5.00	\$10.00
Deck entries	Sanctioned	20% of entry fee	20% of entry fee
Open Water	Sanctioned	\$1.00	N/A
Approved meets ***	Approved	\$0.50	\$0.00

* For Intra-squad meets, no Rebate Fee will be due if there is no fee associated with participation in the meet. Information relating to entry or participation fees must be included with the Sanction application for such meets.

** For Dual meet, Closed Invitational meets or other similar Club-hosted meets, the Rebate Fee is 20% of the entry fee, or \$1.00 per splash (\$2.00 per relay) if there is no entry fee.

*** For Approved meets, a \$.50 per splash is due for all individual entries in the meet, including non-USA Swimming member participants; there is no fee due for Relays.

6.6 Reports

The following reports are due at the completion of every Sanctioned meet:

- Meet Results – a full meet backup must be sent to the MAS Office within two (2) days of the conclusion of the meet.
- Rebate check – must be mailed to the MAS Office within **fifteen (15)** days of the conclusion of the meet.
- Officials report – the lead Referee (or an appointed designee) must list the officials that worked at the meet and their assignments in the USA Swimming Online Tracking System (OTS) within seven (7) days of the conclusion of the meet.
- Operation Risk Report – must be submitted electronically to the MAS Office within fourteen (14) days of the conclusion of the meet.

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- Meet Activity Report – Send to MAS Office within 45 days of the conclusion of the meet.
- Meet Financial Report – **Send to MAS Office within 45 days of the conclusion of the meet.**
- The Report of Occurrence forms should be submitted electronically online using the links provided.

6.7 Penalties

1. Meet Hosts are required to comply with the provisions of Articles 202.4 and 202.5 of the USA Swimming Rulebook, as well as any additional MAS requirements. As such, penalties will be imposed on all meet hosts that violate one of more of these requirements. All future meets may be suspended and future meet sanctions may be withdrawn if any fines are not paid promptly.

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VIOLATION	PENALTY
Late submission of sanction application	Up to \$25
Late submission of meet announcement	Up to \$25
Failure to make required corrections to meet information	Sanction not granted
Late submission of meet BackUp for recon	Up to \$50 per day late
Late payment of “splash” fees	Up to \$10 per day late
Failure to submit appropriate reports by deadline	\$10 per report
Blatant or repeated failure to follow meets rules and regulations established by USA Swimming and/or MAS	Loss of future meet sanctions

2. A Host Club may be fined \$100 per swim for allowing an un-registered swimmer to compete in a Sanctioned meet.

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7.0 Travel Fund Assistance Policy

***SUMMARY:** The Middle Atlantic Travel Assistance Policy provides support to any registered MAS swimmer that has achieved a specified Time Standard and who attends one of the MAS designated meets during each of the Winter, Spring and/or Summer seasons. When held as a separate meet, a 'Trials' meet is considered as a separate season. The applicable Time Standards and the meets approved for Travel support will be published on the MAS website by November 1 of each year. Eligibility requirements include registration and representation standards. College swimmers are not eligible for support during the college school year and must declare if they receive additional support. (updated Oct, 2018)*

7.1 Athlete Travel Assistance (Pool swimmers)

7.1.1 General

1. Middle Atlantic Swimming (MAS) will provide **Travel Assistance** to athletes participating in USA Swimming (USA-S) championship level meets, including Olympic and/or World Championship Trials ("Trials"), USA-S National Championships ("Nationals"), USA-S Junior National Championships ("Juniors"), the Eastern Zone (EZ) senior meets ("Sectionals"), and other comparable which are designated by the Travel Fund Committee (TFC) and approved by the MAS Board of Directors (the "**MEETS**").

"Nationals" shall be understood to include the USA-S Winter (SC or LC) National Championships, the USA-S (LC) National Championships, and any other senior USA Swimming National Championships and the US Open, when such meets are held. "Juniors" shall be understood to include the USA-S Winter Junior Championships (SC or LC), the Junior National Championships (LC), and the USA-S Futures Championships. "Sectionals" shall be understood to include the EZ Sectionals or SuperSectionals, and the EZ Championship Series Meets (SC or LC). A "Trials" meet may either be a separate meet or may be held in conjunction with another National Championship ("Nationals") meet.

Funding is also available for participants at designated USA-S and International Open Water and Adapted competitions, as approved by the MAS Board.

2. To receive **Travel Assistance** for a **MEET**, a swimmer must qualify for and participate in at least one Individual Event at the **MEET**. Participation only in a Bonus event at the **MEET** shall NOT satisfy this participation requirement. Swimmers who are disqualified from an event for either a technical stroke/turn violation or a false start may count that event for participation. Swimmers who take a Declared False Start, or are disqualified for failure to swim a deck-seeded event after they have checked in, or who fail to swim at Finals in an event for which they have qualified, except when such non-participation is for a medical or other reason that has been excused by the Meet Referee, may not count that event (i.e., a swimmer may not scratch from Finals in an event for which they have qualified and count that event toward participation.) Swimmers who are disqualified for unsportsmanlike conduct or because of a violation of a safety rule will receive **Travel Assistance** only after review and approval by the MAS Board of Directors (the "Board").
3. The **Travel Assistance** program is managed by the **MAS Travel Fund Committee ("TFC")**; the TFC shall be appointed annually as provided in Article 607.3.17 of the MAS ByLaws. The responsibilities of the **TFC** are defined in Article 607.4.11 of the MAS ByLaws.
4. For **Travel Assistance** purposes, the 'year' shall be the same as the MAS fiscal year – i.e., from September 1 through the following August 31. Specific **MEETS** for which **Travel Assistance** is provided will be designated annually by the **TFC** and shall be posted on the MAS website no later than November 1. Meets will be designated for the Winter (generally September – December), Spring (generally January – April) and Summer (generally May – August) seasons. **When held as a separate meet, a Trials meet is considered separately and is not included with other meets designated in that season.**

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Meets approved for the **Winter** season shall be limited to the USA-S Winter National Championships and the USA-S Winter Junior Championships.

Travel Assistance for meets during the **Spring** season other than those generally described in 7.1.1.1 above will be considered by the **TFC** when there is no 'National' level meet during that season, with the understanding that such meets need not occur during the January-April period. Requests for additional Spring meets must be submitted to the **TFC** by February 1; if approved by the **TFC**, the MAS Board will be notified and the meet will be posted on the website no later than February 15.

Travel Assistance for additional meets during the **Summer** season other than those generally described in 7.1.1.1 above will be considered by the **TFC**, with the understanding that such meets need not occur during the May-August period. Requests for additional Summer meets must be submitted to the **TFC** by June 1; if approved by the **TFC**, the MAS Board will be notified and the meet will be posted on the website made no later than June 15.

Requests for any additional meets, or appeals regarding meets not approved by the **TFC**, will be considered by the MAS Board only in unusual circumstances. Such requests must include a complete description of the meet and justification for why it should be supported.

1. **All meets must be USA-S Sanctioned meets and must be open to all MAS athletes that have achieved a qualifying time for the meet.**

(Note: it is the responsibility of all athletes to confirm that a meet is appropriately sanctioned when held. Not all meets may have received a sanction at the time they are recognized and approved by the TFC.)

6. A swimmer will be eligible to receive **Travel Assistance** for only one **MEET** during each season, except that a swimmer that attends a 'Trials' class meet shall be eligible to receive additional **Travel Assistance** for another **MEET** during the same season.

7.1.2 Travel Assistance Support

1. The amount of **Travel Assistance** provided to swimmers is based on their level of accomplishment, and not on the **MEET** that they attend. The **TFC** will issue three levels of **Time Standards** which will generally coincide with the Qualifying Time Standards for certain USA-S Championship meets.
2. *(this section deleted)*
3. A swimmer who achieves or has achieved a **Level 1 Time Standard** will receive the **Level 1 Award** regardless of which **MEET** they attend during each season. A swimmer who achieves or has achieved a **Level 2 Time Standard** will receive the **Level 2 Award** regardless of which **MEET** they attend during each season. A swimmer who achieves or has achieved a **Level 3 Time Standard** will receive the **Level 3 Award** regardless of which **MEET** they attend during each season. (Note: Level 3 Awards will generally not be available during the Winter season.) A swimmer may achieve their initial or a higher **Time Standard** at the **MEET** attended during any season and is eligible to receive the **Award** based on that initial or higher **Time Standard** (see 7.1.3.3).
4. The total **Travel Assistance** budget for each year shall be included in the annual MAS Budget; the **TFC** will determine the allocation of budgeted funds to each season. *(Note: a separate budget allocation is generally made for the Olympic Trials - see 7.1.2.6).* The basis for granting **Awards** to eligible swimmers is described in section 7.1.5.3;
5. The **Award** for each level of accomplishment is

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	<u>Winter/Spring</u>	<u>Summer</u>
Level 1	\$ 725	\$ 725
Level 2	575	575
Level 3	425	425

Note: above award levels are effective 2018-19.

In addition, a LC Stipend in the amount of \$200 shall be awarded during the Summer season only to any swimmer that has achieved a National LC time standard as specified in section 7.1.3.2 .

6. **Travel Assistance for Olympic Trials (OT)** is provided by a separate allocation in the MAS Budget and shall be distributed separately from the support of other Meets. The amount of **Travel Assistance for OT** shall be determined by the **TFC**, and is presently \$1200. To receive **Travel Assistance for OT** (beginning in 2016), a swimmer must have achieved at least one **OT** Qualifying Time after January 1 of the calendar year prior to the **OT** meet.

7.1.3 Time Standards

1. **Time Standards** for three levels of support will be established and published by the TFC no later than October 15 of each year or as soon thereafter as the appropriate standards are issued by USA Swimming. The **Time Standards** will remain in effect for the year – i.e., from September 1 through the following August 31.
2. Unless decided otherwise by the TFC, the **Level 1 Time Standards** shall be the qualifying times for the current season USA-S (SC) Winter Championships, the **Level 2 Time Standards** shall be the qualifying times for the current season USA-S (SC) Winter Junior Championships, and the **Level 3 Time Standards** shall be ‘Bonus’ qualifying time for the current season USA-S (SC) Winter Junior Championships. Unless decided otherwise by the TFC, the LC Stipend (see section 7.1.2.5) shall be the qualifying times for the summer USA-S National (LC) Championships. (*Note: it is assumed that the Summer LC standards will be significantly faster than the Winter SC standards.*)
3. The qualifying period for achieving a Time Standard shall be no earlier than the following dates one calendar year prior to the Meet (i.e., approximately 12-16 months prior to the Meet.):

Winter	September 1
Spring	January 1
Summer	June 1

7.1.4 Eligibility Requirements

1. Registration
 - a) To receive **Travel Assistance** for a **MEET**, a swimmer must be currently registered in MAS at the time of the funded travel.
 - b) The **Travel Assistance** provided to each swimmer shall be reduced based on the number of years that swimmer has been registered in MAS, as follows:
 - (1) First registration year in MAS – not eligible – i.e., no Award.
 - (2) Second registration year in MAS – 25% of **Award**.
 - (3) Third registration year in MAS – 50% of **Award**.
 - (4) Fourth registration year in MAS – 75% of **Award**.
 - (5) Fifth and subsequent years in MAS – 100% of **Award**.
 - c) To receive credit for a ‘registration year in MAS,’ the swimmer must be registered with MAS on December 1 of each year. Once determined, the ‘registration years in MAS’ for each swimmer will

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remain the same for the entire year – i.e., registration with MAS after December 1 will NOT increase the number of years toward determination of an Award.

d) Registration with MAS may be either through a Middle Atlantic Club or as an UN-attached athlete.

2. MAS Meet Participation

a) To receive **Travel Assistance**, a swimmer must have participated in at least two (2) MAS Sanctioned meets that are open to all MAS swimmers (i.e., not a closed competition) within the one-year period immediately preceding the **MEET** for which an award is requested. Participation in a MAS meet is as defined in paragraph 7.1.1.2 above. Participation in a sanctioned Time Trial, Dual, Intra-squad or other 'closed' meet does NOT qualify toward this MAS participation requirement.

b) As participation at MAS Meets by athletes receiving **Travel Assistance** is designed to present a positive role model experience to other swimmers, all applicants are expected to put forth a good faith effort in their MAS swims.

7.1.5 Application / Payment

1. In order to avoid any possible conflict with NCAA regulations, all **Travel Assistance** awards will be paid to the swimmer's respective Club (i.e., as registered at the time of the **MEET** for which support is requested). It is highly encouraged that a Club representative submit the **Request for Travel Assistance** form (available on the MAS website) to the MAS Office, Attn: Travel Administrator and include a copy of the **MEET** entry form and proof of participation at the **MEET**. The form should include any UN-attached swimmers associated with the Club.

UN-attached swimmers with no Club association at the time of the meet should contact the MAS Office regarding their support.

2. The deadline for submission of a completed **Request for Travel Assistance** form is as follows:

(a) for Winter MEETS, by December 31.

(b) for Spring MEETS, by April 30.

(c) for Summer MEETS, by August 25.

(d) for any other **MEET** or for **MEETS** which conclude on or after the above dates, fifteen (15) days following the last day of the **MEET**.

3. During each season, **Travel Assistance Awards** shall be first paid to all swimmers attending a **MEET** that have achieved a **Level 1 Time Standard**; and then to those swimmers attending a **MEET** that have achieved a **Level 2 Time Standard**; and then to those swimmers attending a **MEET** that have achieved a **Level 3 Time Standard**. If there are not sufficient remaining budgeted funds within any season to grant the full **Award** to all eligible swimmers at each respective Award level, then the available budgeted funds shall be equally distributed to those eligible swimmers at that Level, taking into account any reductions as noted in section 7.1.4.1b above. The LC Stipends shall be awarded during the Summer season as part of the awarding of the **Level 1 Awards**. Any remaining funds after granting the **Awards** in each season shall be added to and be available for **Awards** during the next season. (However, such un-awarded funds shall not be carried over from one year to the next – i.e., from Summer to the following Winter season.)

4. **When there is a Trials meet (other than OT), support for that meet shall be awarded consistent with when that meet occurs during the year (i.e. support for a Trials meet in June shall be paid after the Spring meets and before the Summer meets.)**

5. At the completion of the Summer season, the **TFC** shall meet to consider any appeals or late applications for the current year (see section 7.1.1.4), and to decide whether any remaining funds should be distributed to swimmers that did not previously receive a full **Award** payment. Late requests and appeals must be received at the MA office no later than October 1 or fifteen (15) days after the checks for Summer Travel

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Assistance have been mailed by the MA office, whichever is later; late requests and appeals will not be considered thereafter.

5. All **Travel Assistance** awards must be reviewed and approved by the Finance Vice-Chair before payment to any Club or individual.

7.1.6 College and post-High School swimmers

1. Swimmers shall be eligible to receive **Travel Assistance** for a period of four (4) years following graduation from High School, not counting the Summer season immediately following graduation. (If a swimmer does not graduate from HS, the year of their presumed graduation will be decided by the TFC and used for this purpose.) In certain situations (e.g., a swimmer with a remaining year of college eligibility), a swimmer may apply for an additional year of **Travel Assistance** by submitting specific justification to the **TFC**; such request must be submitted prior to any **Meet** for which support is to be requested.
2. Swimmers participating in a college program (NCAA, NJCAA, NAIA, etc) are NOT eligible to receive any **Travel Assistance** for the Winter or Spring seasons (i.e., generally September 1 through April 30). Swimmers participating in a college program may receive **Travel Assistance** during the Summer season if they meet the other requirements. The TFC will have sole responsibility to resolve questions regarding whether a swimmer is participating in a college program.

*Note: College athletes are reminded that it is their responsibility to insure that acceptance of MAS **Travel Assistance**, as well as any changes in their USA Swimming registration made to comply with the requirements of the MAS travel policy, does not interfere or violate any NCAA regulations or policies of their respective college which may apply.*

3. In order to receive **Travel Assistance** during the Summer season, a College swimmer must be registered with MAS and must represent Middle Atlantic at the **MEET** for which support is requested. Representation may be either with a MAS Club or as MA-UN; the MA representation may be part of a 'dual' representation when permitted by the **MEET** (e.g., Olympic Trials).
 - a. College swimmers will maintain their registration credit under 7.1.4.1 for all prior registration years with MAS. College swimmers that are not registered with MAS on December 1 (e.g., they are registered with their college team) will receive no additional registration credit for that year (see Section 7.1.4.1c). College swimmers may have their support reduced according to the provisions of 7.1.4.1b.
4. In order to remain eligible to receive the full MAS **Travel Assistance** in subsequent Summer seasons, a college swimmer must maintain their MAS registration and represent MAS in at least one sanctioned meet during each successive Summer season. For each Summer season in which a College swimmer does not meet this requirement, their **Travel Assistance** in subsequent years shall be reduced by 25% of the otherwise eligible support.
5. Swimmers participating in a college program are required to submit a **Travel Support Declaration** which acknowledges any additional financial support (i.e., other than from MAS) that the swimmer has received or will receive while attending the **Meet**; such support is understood to include any meet expenses which have been paid directly by their college program. The amount of **Travel Assistance** will be reduced by the amount of any such additional support. The **TFC** will solely determine how any directly paid expenses (e.g., airfare or hotel costs) will be allocated to the swimmer, and whether the **Travel Assistance** support for a college swimmer should be reduced accordingly. (The **Travel Support Declaration** form is available on the MAS website.)
6. Swimmers continuing to train and compete beyond the period allowed in 7.1.6.1 above may request additional consideration from the **TFC**. Any such request must include an explanation of the reason for which the swimmer is asking for such consideration. In response for such consideration, the **TFC** may

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require further activities by the swimmer, such as participation at MAS Senior Championship meets and/or participation at MAS clinics or workshops.

7. Swimmers age nineteen (19) or older (at the time of the Meet), including swimmers that are participating in a college program, are eligible only for Level 1 or Level 2 **Travel Assistance**. In addition, such swimmers are exempt from the MAS meet participation requirement in section 7.1.4.2 above.

Note: it is expected that college swimmers receiving Travel Assistance support from MAS are (a) training with a MAS club at the time of funding, and (b) not receiving additional funding from their college program to attend the MEET. MAS expects that college athletes not satisfying these criteria will not apply for MAS Travel Assistance.

7.1.7 Appeals

1. An Appeal of any decision regarding **Travel Assistance** may be made by the Club representative (or UN-attached swimmer) to the **TFC** by submitting a letter to the MAS Office; such appeal must be submitted by October 1 following the meet in question. Appeals may be referred to the MAS Administrative Review Board for resolution (see 7.1.5.4 above).

7.2 Open Water Athlete Travel Assistance

7.2.1 General

MAS will provide **Travel Assistance** to swimmers attending designated Open Water (**OW**) Championship events. The funding for **OW Travel Assistance** shall be included as a separate item in the MA Budget. Unless indicated otherwise below, the criteria and requirements will be the same as stated in section 7.1.4 above for 'pool' swimmers.

1. Meets – **OW Meets** eligible for support are USA Swimming Open Water **National and Junior National** Championships – 5K and 10K; any USA Swimming **Olympic/World** Trials class OW meet, and any other comparable OW meet which is approved by the MA Board of Directors prior to said meet (the “**OW Meets**”.)
2. Participation – an OW swimmer must enter and participate in the designated **OW Meet** in order to be eligible for **OW Travel Assistance**.
3. Registration – OW swimmers are subject to the same registration requirements as pool swimmers, as defined in section 7.1.4.1D above, and may have their OW Travel Assistance reduced accordingly.
4. MAS Meet participation / Time Standard – OW swimmers do not need to participate in a MAS Sanctioned meet during the qualifying period, but must satisfy the **Qualifying Time** Standard in either the 800m/1000yd or 1500m/1650yd Freestyle event for one of the meets as defined in section 7.1.3.2 .
5. The **OW qualifying time** must have been achieved on or after June 1 of the year prior to which OW Travel Assistance is requested. OW swimmers not presently competing in 'pool' competition or who have met a Time Standard prior to the qualifying period may request waiver of this requirement by the **TFC** or the **MA Board** by submitting such request to the TFC by October 1 following the Meet.
6. The **Award** amount shall be the same as the Summer award for 'pool' swimmers, based on the Time Standards from the meets in section 7.1.3.2 :

Level 1	\$ 725
Level 2	575
Level 3	425

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Note: above awards are effective beginning 2018-19.

However, any swimmer on a current USA Swimming National OW Team, or who finishes no lower than eighth (8th) place at the current National OW Championship meet (either 5K or 10K race), shall receive the **Level 1 Award** for the meet – including if the swimmer does not have a current **OW qualifying time**.

7. In any year, a swimmer that receives **OW Travel Assistance** may also receive no more than two other **Travel Assistance Awards** under 7.1 above, exclusive of support for Olympic Trials (see 7.1.2.6).

7.2.2 Deadline

The deadline for submitting the **Request for Travel Assistance** is fifteen (15) days following the last day of the MEET.

7.2.3 Payment

If awards to the number of eligible athletes exceeds the budgeted amount, the available funds shall be awarded first to those athletes with a Level 1 time standard, followed by athletes with Level 2 time standard and then to athletes with a Level 3 time standard. At any level, the available funds shall be allocated equitably among those qualified (on a percentage basis, when appropriate.)

7.3 Travel Assistance - Disability or Adapted Swimmers

- A. **Travel Assistance** may be available for swimmers that attend certain Disability or Adapted Swimming events, such as Paralympic Championships. Contact the Middle Atlantic office for additional information regarding these meets.
- B. The amount of support for athletes attending these meets will be determined by the MAS **Board** and will be equivalent to the support provided to other swimmers for comparable meets.

7.4 Travel Assistance – Club

***SUMMARY:** The MA Club Travel Assistance Program was established to support clubs which send a coach to USA Swimming LC National Championship meet during the summer. The level of support is based on and is intended to encourage Club participation in the USA Swimming Club Recognition Program.*

7.4.1. General

1. **Club Travel Assistance** will be provided to eligible MAS clubs that send at least one coach and one swimmer to a USA Swimming LC National Championships, an Olympic or World Championship Trials, a LC US Open, or a LC Junior National Championships held during the summer (i.e., from April 1 through August 31) of each year.
2. The Club must be registered with MAS at the time of the meet. The coach must be currently certified and registered with MAS at the time of the meet. At least one swimmer registered with the Club must represent and participate in the meet according to the conditions of 7.1.1.2 of the Athlete Travel Assistance policy.

7.4.2 Support

1. The **Club Travel Assistance** program shall be funded annually in the MAS Budget.
2. Each MA **Club** shall be eligible to receive only one **Award** during each year. The amount shall be the maximum award for which the Club is entitled for attendance at any eligible meet during the summer.

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3. The amount of support available to each **Club** shall be based on the Level of achievement in the USA Swimming **Club Recognition Program** as of the first day of the meet. (The support level shall be the highest level applied for at the time of the meet, even though that level is only recognized subsequent to the meet.) If a Club has not applied for or is not recognized in the **Club Recognition Program**, they are not eligible for an award. Information regarding the **Club Recognition Program** can be found on the USA Swimming website. The amounts of the **Award** are:

Level 1	\$ 400
Level 2	500
Level 3	600
Level 4	700

Note: above awards are effective beginning 2018-19.

Ref: <http://usaswimming.org/DesktopDefault.aspx?TabId=1618&Alias=Rainbow&Lang=en>

- C. Applications for **Club Travel Assistance** must be submitted to the MAS Office by August 25 or fifteen (15) days after the conclusion of a meet, whichever is later. Applications are available on the MAS website and must include proof that a coach and at least one eligible swimmer attended the meet (e.g., copy of airline or hotel receipt with traveler's name included on receipt.)
- D. Late requests and appeals will be considered according to the same procedures as described for Athlete support in section 7.1.5.4 herein.

(adopted by MA Board, October, 2010)

7.5 Team Travel Policies – USA Swimming

The following policies were adopted by USA Swimming and are mandated for all LSC and member Clubs in USA Swimming. All LSC and Club travel policies must include these policies. These items are Code of Conduct stipulations in the USA Swimming Rulebook.

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

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8.0 Open Water

8.1 Mission Statement

The Middle Atlantic Swimming Open Water Committee shall be responsible for the planning and implementation of the MAS Open Water program.

8.2 Objectives of the Open Water Committee

1. Oversee all aspects of Open Water (OW) swimming competition within the Middle Atlantic region **including local events, Eastern zone, and national or international events.** Encourage and assist in the development of new OW sanctioned events. Provide technical advice and support to clubs or organizations that host and run OW sanctioned events.
2. Review and recommend approval of sanction applications for OW events to be held in the Middle Atlantic designated LSC region.
3. Promote and support the conduct of Middle Atlantic Open Water Championships, both age group and open events.
4. Encourage and support the participation by Middle Atlantic swimmers in USA Swimming Open Water National Championship events.
5. Support the bid and assist with the meet administration for any MAS Club or organization planning to host a USA Swimming, Eastern Zone, National Championship or international event.
6. Conduct the training, orientation, clinics and seminars for officials and safety authorities for open water events. Recommend and manage the certification of Middle Atlantic OW officials (e.g., Referee and Judge). **Assist in identifying and approve the assignment of certified officials for MA sanctioned OW meets.**

8.3 Administration

All rules, regulations, and policies regarding pool events shall apply equally to open water events unless exceptions are noted in this Section.

8.3.1 Application to host Middle Atlantic Open Water Event:

MAS is the sanctioning organization for Open Water meets held in the Middle Atlantic LSC region. Any organization wanting to host a sanctioned OW swimming event must first obtain the concurrence of the MAS Open Water Swimming Committee. **(Note: sanctions can only be issued to USA Swimming member clubs or groups.)**

The following procedures should be following to obtain a sanction for any such OW event:

1. The application (and instructions) for obtaining a sanction for any OW meet in on the USA Swimming website at –

<https://www.usaswimming.org/resources-home/resource-programs-services>

2. The completed application form must be sent to the MAS Open Water Committee Chair (via the MA office) for review. All requested information and additional forms should be included with the submission;

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3. If there will be non-sanctioned events and/or Masters events conducted at the same time as the sanctioned swim, the information provided must clearly state that the MA sanction will not apply to those classifications. The meet information for those non-sanctioned and/or Masters events should be included for review to ensure that no inference of a USA Swimming or Middle Atlantic Swimming sanction can be drawn;
4. If the application is complete, the OW Chair will review and submit the application to the OW Application Approver at USA Swimming;
5. When approved by USA Swimming, the application form will be returned to MA and forwarded to the MAS Sanctioning officer (i.e., presently, the Director of Competition.) Any sanction application fees must be sent to the MAS office at that time.

8.3.2 Bids to host National Championship/International events.

Bids to host an Eastern Zone, National or International OW event must be received by the MAS OW committee in time for the committee to review the bid prior to presentation at the annual USA Swimming convention, generally no later than the first week in September of the year before the event. Any applicable USA Swimming and/or FINA rules would apply to those meets.

8.4 Open Water – Athlete Travel Support

8.4.1 General

Middle Atlantic Swimming will provide funding to supplement travel and other basic expenses for eligible MAS swimmers that participate in designated USA Swimming Open Water National Championship events or similar events.

The general provisions of the MAS Travel Fund regarding eligibility and financial distribution are covered in Section 7 of this Policy Manual; specific information relevant to OW events is in section 7.2 .

1. An Open Water swimmer may receive funding for a pool event and an open water event during the same season, but may not receive funding for more than a total of three pool and/or open water events per year (Sept 1 thru Aug 31).
2. Open Water swimmers that do not qualify for a USA Swimming National Championship on the basis of a pool qualifying time may request a waiver of that requirement (see Section 7.2.1.5).

8.4.2 Application for Funding

1. Swimmers applying for OW Travel Support should submit the Request for Travel Assistance form found on the MAS website. The deadline for submitting the application is generally fifteen (15) days following the last day of the OW meet.
2. The amount of support is consistent with the support for pool swimmers, as shown in section 7.2.1.6 herein, with the proviso that any swimmer that is on a current USA Swimming National OW Team or who places in the top eight (8) at a 5K or 10K **National** OW Championship meet shall receive the Level 1 award.

8.5 Club Run Open Water Meets

8.5.1 Entry Fees

Individual and relay entry fees for OW sanctioned events must be clearly stated in the Meet Announcement,

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8.5.2 Splash Fees

The splash fee for all Middle Atlantic Swimming sanctioned open water events will be one dollar (\$1.00) per individual or relay swimmer.

8.5.3 Sanction and operating procedure for Club Run OW Meets.

1. The MA Open Water committee shall maintain a 'Procedure Manual' which includes a detailed timeline to be followed for all MA sanctioned meets (except any USA-S or FINA hosted championship meet.)
2. The following general timeline is recommended for all Clubs hosting a sanctioned Open Water meet in MAS:
 - a. Submit a request to the OW Chair and the MAS Technical Planning Chair providing the proposed meet dates no less than sixty (60) days prior to the meet.
 - b. Submit the Open Water Sanction application to the MA OW Chair as provided in section 8.3.1.
 - c. When application has been approved by USA-S, the sanction fee must be sent to the MA office before a sanction will be granted.
 - d. Within fourteen (14) days after the event, submit an event Safety Report and the applicable rebate fee to the MA office.
 - e. Within forty-five (45) days after the event, submit a Meet Financial Report to the MA office.
 - f. The OW (Meet) Referee is responsible that the appropriate meet officials are entered in the USA-S Officials Tracking System (OTS).

8.6 Middle Atlantic Open Water Swimming Championships

1. Whenever possible, Middle Atlantic Swimming will conduct Open Water Championships in Age Group and/or Senior Classifications.

8.7 Eastern Zone Qualifiers

1. When held, the top two finishers in each age group in a Middle Atlantic Open Water Championships will be named to the MA Long Course Zone Team and afforded the same rights and privileges as their pool counterparts – i.e., travel supplements, uniforms, etc. (see Section 9.3)

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9.0 Eastern Zone Meets

9.1 Short Course

Beginning in 2018, the Eastern Zone (EZ) Age Group Short Course Championship Meet will be hosted by a local Club within the EZ and will have qualifying time standards. Any swimmer with a qualifying time may enter the meet and will compete as a representative of their local club team – i.e., Middle Atlantic will not organize a team or provide assistance to enter the meet. Information about the meet may be found on the Middle Atlantic website.

The meet is no longer an LSC All-Star Meet and is moving toward becoming an Age Group Sectional meet. As such, Middle Atlantic Clubs or teams may choose to consider this meet as a Championship meet for their age group athletes. Swimmers (or Clubs) should enter the meet on their own; entries will not be submitted by Middle Atlantic LSC. There is no funding or other support from Middle Atlantic for Clubs or swimmers that participate in this meet.

9.2 Long Course - Age Group Championship

The Long Course Zone meet (LC Zone Meet) is held in the summer and is open to any eligible swimmer that has bettered the posted qualifying time for an event in the meet.

9.2.1 Meet regulations

1. Each LSC may enter all swimmers who have a qualifying time in each individual event.
2. Each LSC may enter one or more relay(s) in each relay event.
3. A swimmer may swim a maximum of three (3) individual events per day, and a maximum of six (6) individual events for the meet.
4. A swimmer's age is governed by their age on the first meet day.
5. Relays will consist of MA Zone Team members who have qualified in an individual event at the meet. Relay participants will be chosen by the MAS Zone Coaching staff.

Note: If a swimmer is selected by the MAS Coaching staff to swim on a Relay on a day in which the swimmer has an individual event, that swimmer must participate on that relay or will be subject to a \$50 fine.

9.2.2 Athlete eligibility

1. Each Swimmer must have current registration with Middle Atlantic/ USA Swimming and be free of debt, claims or sanctions by MAS.
2. Each swimmer must have participated in three (3) MAS Sanctioned or Approved meets in the two previous years; swimmers with only one year of registration in MAS (i.e., current registration begins no earlier than September 1 of the previous year) must have participated in two (2) MAS Sanctioned or Approved meets during that period.
3. A swimmer must have achieved the Qualifying Time during the time period stated in the Meet Announcement.
4. Any swimmer, regardless of age, who has **participated** in an individual event at a USA Swimming National Championship (LC or SC), a USA Swimming Spring Championship, a

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USA Swimming Junior National Championship (LC or SC), the US Open, or a USA Swimming Trials Class meet - is NOT eligible to enter and compete at the LC Zone Meet.

5. Any swimmer 13 years or older who has **achieved** a current qualifying time in an individual event for any of the above meets (see 9.3.2.4) prior to the entry deadline for the LC Zone Meet - is NOT eligible to enter and compete at the LC Zone Meet.
6. Any swimmer 12 years or younger who has **achieved** a current qualifying time in an individual event for any of the above meets (see 9.3.2.4), but **has not competed** in that event at the qualified meet, may enter and compete at the LC Zone Meet - including the event for which they have the qualifying time.

9.2.3 Meet Entry

1. All meet entries will be submitted by Middle Atlantic Swimming (MAS).
2. Swimmers must submit their best qualifying time in an individual event, along with proof of this time (electronic meet results are preferred) to the MAS Zone Team Database Manager for entry into the LC Zone Meet. Times must have been achieved in LC meters and must be from a Sanctioned or Approved meet.
3. Entry fees for Individual Events are the responsibility of the swimmer and must accompany each entry. Relay fees will be paid by Middle Atlantic.

9.2.4 General Information

1. Middle Atlantic does not provide lodging, transportation or meals for the LC Zone Meet participants. The Zone Team Manager will obtain a block of rooms near the meet location. Information regarding reservations will be available to parents of swimmers who plan to attend the meet.
2. Zone team equipment, when offered, is available only to those swimmers who qualify for and **attend** the LC Zone Meet. Equipment is usually handed out at a Zone Team practice prior to the meet and it is the responsibility of the swimmer/parent to pick-up equipment at that time.

9.3 Long Course - Staff

A Team Manager, Head Coach and Assistant Coaches will accompany the LC Zone Team to the meet.

9.3.1 Coaches

1. Head coach

- a. Applications for the LC Zone Head Coach position will be available on the MAS website and must be submitted to the MAS office by July 1 of each year. Candidates for the Head Coach position are expected to have prior experience as a Zone Team coach
- b. The Zone Head Coach will be selected in July from the qualified applicants by a committee consisting of the Middle Atlantic General Chair, the Age Group Chair and the Senior Coach Representative.
- c. The responsibilities of the Zone Head Coach are;
 - Serve as Head Coach at the Summer LC Zone meet;
 - Actively encourage other coaches to apply for the Zone Team coaching staff;
 - Participate with the Age Group Chair and the Coach Representative to select the Assistant Coaches for the Team;
 - Assign each Coach (self-included) the responsibility for one age group;
 - Participate with the coaching staff and Zone Team Committee in selecting team captains;

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- Notify the Assistant Coaches of their duties and expectations before and during the meet;
- Be present throughout the entire meet;
- Conduct team meetings as needed;
- Organize the distribution of certificates and pins after the meet;
- Submit summation report to the LC Zone Team Manager at the conclusion of the meet.

2. Assistant coaches

- a. Applications for Zone Assistant Coach positions will be available on the MA website and must be submitted to the MAS office by July 1 of each year. The Assistant Coaching staff should be a mix of veteran Zone coaches and those for whom this will be their first Zone experience.
- b. The Zone Assistant Coaching staff will be selected in July by a committee consisting of the Middle Atlantic Age Group Chair, the MAS Coach Representative and the current LC Zone Head Coach.
- c. The responsibilities of the Zone coaching staff are:
 - Become familiar with the swimmers in their assigned age group;
 - Assist the Head Coach in selecting team captains;
 - Be responsible for their assigned age group through completion of the Meet;
 - Be present throughout the entire meet.

9.3.2 Team Manager

1. Responsibilities of the Long Course Team Manager are:
 - a. Applications - prepare application for coaches and swimmers; have the applications posted on the MAS website; monitor applications as received by the MAS office;
 - b. Work with the Zone Team Head Coach throughout the year;
 - c. Arrange hotel accommodations: reserve the appropriate number and type rooms, manage rooming lists, be aware of other facility considerations; Note: rooms generally need to be booked one year in advance of the meet;
 - d. Food: arrange for meals, including any special needs (diabetics, allergies, religious considerations);
 - e. Equipment bids – place orders, arrange for distribution at pre-meet practice and/or meeting, and manage reorders and distribution. (This is generally done a year in advance of each meet.);
 - f. Organize packets for swimmers, coaches,
 - g. Arrange for practice/meeting facility after team is selected;
 - h. Arrange for practice times at the meet;
 - i. Handle any Emergencies which may arise;
 - j. Be accessible to parents and answer questions throughout the year;
 - k. Prepare a budget for approval by the Finance Vice-Chair;
 - l. Account for monies received and disbursed;
 - m. Attend Managers meeting at meet; serve on Meet jury, if selected;
 - n. Prepare a post-meet report for the MA Board of Directors, including financial accounting for all receipts and expenses.

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10.0 Rules

10.1 Time Trials

1. Time Trials require a separate sanction, including when held in conjunction with a scheduled meet. Sanctioning requirements are the same as for any other meet.
2. Time Trials must be officiated by at least one Referee and one Starter, both of whom must be certified officials at those positions.
3. Swimmers must be Athlete members of USA Swimming on the day of the Time Trials.
4. If the Time Trials are held in conjunction with another sanctioned meet, swimmers do not need to meet the general entry criteria of the meet unless stated in the Meet Announcement. Time Trials shall be conducted as time permits, at the discretion of the Meet Director and/or Meet Referee
5. A swimmer may only swim one Time Trial per day in an event. Time Trials count in the total allowable events to be swum on one day.
6. Time Trials results must be submitted to the MA office in publication order, or in session order related to the session order of an accompanying meet.
7. Time Trials fees and rebates are established by the MA Board and are included in the Entry Fee table in Section 6.5.1 .

10.2 Scratch Rule

10.2.1 Individual scratch rule

Pre-Seeded Events

- b. Any swimmer not reporting for and/or competing in an individual pre-seeded Timed Final event or pre-seeded Preliminary event (i.e., when Finals are scheduled) shall not be penalized.

Deck-seeded Events

- a. Swimmers entered in a positive check-in individual event that is to be deck-seeded, in whole or in part, must check-in for that event in order to be seeded. Deck-seeded events shall generally close for seeding approximately thirty (30) minutes before the scheduled start of the event, unless noted differently in the Meet Announcement.
- b. Any swimmer who has positively checked in for a deck-seeded individual event and then does not swim that event will be barred from the next individual event in which the swimmer is entered, whether on the same or later meet day, unless the swimmer has notified the (Admin) Referee or Admin Official prior to the closing of the event that the swimmer wishes not to be seeded.
- c. Swimmers seeded into a deck-seeded event shall have the option to take a Declared False Start (DFS) by notifying the Deck Referee (or having their Coach notify the Deck Referee) of such intention prior to the start of the heat in which the swimmer is seeded.
- d. A swimmer who is entered in a positive check-in event but who has neither positively checked-in nor scratched from the event may still swim the event by reporting to the Referee before the start of the first heat of the event. Such swimmer(s) shall be placed in an open lane in the slowest heat, when available. Each meet host shall have the option as to whether additional heats will be created, if necessary to accommodate such swimmer(s); such notice shall be included in the Meet Announcement. At MAS hosted or MAS Championship meets, swimmers who would be seeded in the fastest heat (by virtue of the psych listing) when such heat is scheduled to swim at a Finals session do not have the option 'not to be seeded' and then elect to swim in a slower heat. However, such swimmers may enter specified distance events at the conforming Qualifying Time Standard provided that the swimmer is entered in at least one other individual event on that meet day; such provision shall be stated in the Meet Announcement.

Scratch-out Procedure – Club meets

- a. Clubs hosting a non-MAS championship meet have the option to follow a 'scratch-out' procedure whereby the host Club provides a list of each Team's entries in a session and the Team may then

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- indicate those of its swimmers who are not present at the session, or who choose to scratch one or several events at the session. The sheets are returned to the host club prior to the session and the events are seeded after those scratches are recorded. The 'scratch-out' policy and the specific procedure to indicate scratched swimmers should be included in the Meet Announcement.
- b. There shall be NO penalty for swimmers that have not been scratched from an event and then do not compete. This applies to both Timed Final events and the Prelims of Prelim/Finals events.
 - c. The host Club has the option to decide whether swimmers that were scratched from an event may still compete – usually by reporting to the Referee or Meet Director prior to the event.

Scratching from Finals

- a. Any swimmer qualifying for a Finals heat (C-, B- or A-Finals) in an individual event who then fails to compete in those Finals shall be barred from further competition in the Meet, including Relays, except as noted below. (Such swimmers may still compete in Time Trials associated with the Meet.)
- b. In the event of withdrawal or barring of a swimmer from competition, the Referee shall fill the Finals heats, when possible, with the next qualified swimmer(s). When the Finals heats have not been contested, the heats shall be re-seeded (if appropriate) unless reseeding will result in unnecessary delays in the meet.
- c. First and second alternates shall be announced with the Finals qualifiers. These alternates shall not be penalized if unavailable or if they choose not to compete in the Finals.
- d. When the C- and/or B-Finals have already been contested, the remaining Finals heats shall be swum with empty lanes (as appropriate) and without reseeding for the empty lane(s). (This assumes heats are swum in C-, B- and A-Finals order.)

Exceptions for Failure to Compete – no penalty shall be applied for failure to withdraw or compete in an individual event if:

- (1) a swimmer qualifying for a Finals heat notifies the Admin Referee, Admin Official or Clerk of Course within thirty (30) minutes after announcement of the Finals qualifiers for that event that the swimmer (a) wishes to scratch, or (b) may intend to scratch and further confirms their intention to scratch within thirty (30) minutes after the announcement of the results of that swimmer's last event in the Preliminary session. Failure to confirm such intention will result in the swimmer being seeded into the Finals of the event.
- (2) the Referee is notified in the event of illness or injury and accepts the notice thereof.
- (3) it is determined by the Referee that failure to compete was caused by circumstances beyond the control of the swimmer.

Declared False Start

- a. A swimmer may take a Declared False Start (DFS) in an individual Preliminary or Timed Final event by reporting to the Referee prior to the start of the race. Such declaration can be made by either the swimmer or their coach, and shall be treated as a Disqualification. (Note that there is generally no penalty for a 'No Show' swimmer when the Preliminary or Timed Final event has been pre-seeded prior to the meet.)
- b. At Finals, a Declared False Start or deliberate Delay of Meet False Start (or other action perceived to be an intentional non-compete action) is not permitted and will be regarded as a failure to compete and subject to the penalties stated in the previous sections.

Non-compete on final night of Meet

- a. A \$50 fine will be imposed on any MAS swimmer in a MAS-hosted or MAS Championship Meet who qualifies for Finals in a Prelims/Finals event on the final night of the Meet (or on the last day that such swimmer is entered in the Meet) and then does not compete in such event, unless such swimmer has legitimately scratched from said event or is otherwise subject to the above 'Exceptions for Failure to Compete'. Swimmers originally announced as Alternates in an event are not subject to such fine.
- b. A \$50 fine will be imposed on any MAS swimmer in a MAS-hosted or MAS Championship Meet that has positively checked-in and been seeded into the final heat of a deck-seeded event scheduled to swim at a Finals session, and then does not compete in such event. This fine is only applicable

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- to swimmers that would be seeded into the final heat were all eligible swimmers for that heat to have positively checked-in for the event (i.e., the fastest eight swimmers on the psych listing when eight swimmers are scheduled for the final heat.)
- c. Any MAS swimmer fined under sections a. or b. herein will be suspended from further competition in MAS-hosted or MAS Championship Meets until the fine is paid. All fines will be imposed via the swimmer's affiliated Club, unless such swimmer is Unattached. There will be no penalty on the Club other than the suspension of the swimmer from subsequent MAS-hosted meets.
 - d. Any appeal to the fines imposed herein must be submitted to the MAS Board of Directors within thirty (30) days of notification of the fine, and will be heard by the MAS Board at its next regularly scheduled meeting.

(Adopted by BofD - April 12, 2004)

10.2.2 Relay scratch rule

Pre-seeded Events

- a. Any relay team entered in a pre-seeded relay event that fails to compete in or report for that event shall not be penalized, nor shall any swimmer be penalized.

Relays Seeded at the Meet

- a. Any relay team entered in a relay event that is to be seeded at the Meet, in whole or in part, that checks-in for the relay and then fails to compete in or report for the event shall not be penalized. A Declared False Start shall be assumed for such relay. This shall apply regardless of whether said relay has been seeded to swim in a morning/afternoon session or an evening session, including at the Finals session of a Prelims/Finals meet.
- b. The above shall similarly be applied to any relay that qualifies for a Finals heat in a Prelims/Finals relay event. Relays in such event shall have the opportunity to 'scratch' prior to seeding of the Finals heat, and are encouraged to do so if they do not expect to compete at the Finals session.

10.3 Four Hour Rule

10.3.1 Background

USA Swimming Rule 205.3.1F states: "With the exception of championship and open water meets, the program in all other age group competition shall be planned to allow the events for swimmers twelve (12) years and younger to be completed in four (4) hours or less per session (prelims, finals, timed finals). Events for the same 12 & under swimmers shall be limited to one session per day, except for prelim/final meets where events for 12 & under swimmers may be offered in both prelims and finals" USA Swimming recently issued an interpretation which states that the rule does not apply to 'Open' or Senior events (i.e., no age specification) even if swimmers 12 years of age or younger are entered [letter dated September 14, 2013 from the Rules & Regulations Committee].

Middle Atlantic requires that Rule 205.3.1F (the "4-Hour Rule") shall apply to the following meet sessions:

- any Timed Finals session which includes events designated for swimmers aged twelve (12) years and younger (per Rule 205.3.1F);
- any Timed Finals session which includes events designated for swimmers aged thirteen (13) years and older, and allows entry of swimmers with "BB" or "C" level times in those events;
 - Exception: Timed Finals sessions at long-course (LC) meets which do not include events designated for swimmers aged twelve (12) and younger must be completed in five (5) hours or less;
- all mini meet sessions (i.e., for swimmers aged eight years and younger);
- sessions at all dual meets and intra-squad meets;
- any Prelims session at a Prelims/Finals meet that includes events designated for swimmers aged twelve (12) years and younger.

Meets (or sessions) exempt from the "4-Hour Rule" are:

- Middle Atlantic Senior and Junior Olympics Championships (SC and LC);

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- Middle Atlantic Silver and Bronze Championships (SC and LC);
- Distance meets (e.g., distance Freestyle of 400m/500yd or longer and/or 400 IM events only) where swimmers will be notified in advance of the time for their swim;
- Sessions consisting solely of Senior or 'Open' events (i.e., the events have no age restriction.) However, when such sessions are part of a meet where age specific events are scheduled in other sessions, the Senior (or 'Open') session –
 - Must be limited to events 400/500 yd/m or longer;
 - May include Qualifying Times that are age-specific;
 - May limit entry in the events to swimmers whose age group recognizes such events according to USA Swimming Rule 102.1.2;Any such restrictions herein must be included in the Meet Announcement.

An appropriate warm-up period must be provided prior to the start of any session, including any distance session consisting of Senior events only; the warm-up period is not included in the determination of the total session time allowed for any swimmer.

10.3.2 Procedure

The USA Swimming interpretation dated September 14, 2013 (letter from D.W.McAllen III, chair of the Rules & Regulations Committee) states that meets must be planned such that the affected sessions can reasonably be concluded within the specified time restriction. When sessions are appropriately planned, sessions that exceed four hours are not in violation of the rule and there shall be no requirement that the session be terminated before all scheduled Individual Events in the session have been concluded in order to comply with the rule.

Note: a copy of the September, 2013 letter is available at –

http://www.usaswimming.org/Rainbow/Documents/a80f4f02-0f47-472a-a487-4dde40814abd/Four%20Hour%20Rule_10.25.16.pdf

In order to insure compliance with the 4-Hour Rule, the following procedures are to be followed:

1. Any Club hosting a sanctioned meet having Timed Finals or Prelims sessions subject to the 4-Hour Rule must monitor the entries to those sessions in order not to exceed the four-hour limit for those sessions. A timeline using no less than a 20-second time interval and a 10-second Backstroke start adjustment should be used (note: if over/under starts will not be used, then a 30-second interval is required). The timeline should be run on the seeded session using appropriate meet management software (e.g., HyTek Meet Manager). No additional entries shall be accepted that will cause such session to exceed four hours. The Meet Announcement should include a statement regarding how entries that cause a session to exceed the 4-Hour Rule limit will be handled.
2. The Club must send a copy of the timelines for all meet sessions to the MA Director of Competition no less than ten (10) days prior to the meet or two days after entries close, whichever is later (note: the timeline should be sent at the same time that the meet database is sent to the MA office for the registration Recon). The timeline is also subject to review by the MA Tech Planning Chair. If appropriate, modifications to the meet or session format may be required in order to appropriately comply with the intent of the 4-Hour Rule. (Note: if the timelines are not sent to the MA office, the Club is subject to a \$50 fine and forfeiture of all entry fees for heats beyond the 4-hour limit. If necessary, the Director of Competition and/or the Tech Planning Chair may choose to review the timelines using the Recon meet back-up).
3. If teams participating in the meet will be offered the chance to 'scratch-out' swimmers at the meet prior to the final seeding of any session, the host Club must provide documented and definitive support that the amount of time estimated to be saved by this process is reasonable. Without such support, a 30-minute allowance will be accepted in the seeded pre-meet timeline (i.e., a pre-meet timeline may not exceed 4 hours 30 minutes.)

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4. If relays are scheduled, the relays may be dropped from a session to avoid exceeding the 4-Hour limit ONLY if the Meet Announcement clearly states that relays may be eliminated in order to comply with the 4-Hour Rule and indicates whether relay entry fees will be refunded.
5. A 'Session Report' timeline must be maintained by the Deck Referee showing the actual starting and finishing times for each session. A copy of these reports must be sent to the Director of Competition by the Meet Director within seven (7) days of the conclusion of the meet.

10.3.3 Penalty for non-compliance

Timed Finals and Prelims sessions which are appropriately planned with regard to the 4-Hour Rule will not be subject to penalties. Proper planning, in addition to monitoring the pre-meet timelines during the entry process, includes having adequate meet personnel trained and assigned to critical tasks at each session, insuring that meet equipment (timing system, computers, printers, etc.) are in proper working order, planning and execution of all sessions each day to assure that affected sessions will begin on time.

1. For not providing a pre-meet timeline at the appropriate time, a fine of \$50 will be assessed for the first violation in any season and a \$100 fine for any subsequent violation;
2. If a club submits a pre-meet timeline which (excessively) exceeds four hours, the Club must forfeit all meet entry fees for those heats beginning after the four hour limit was reached. In addition, Tech Planning may require that the format be modified in order to comply with the 4-Hour Rule;
3. Repeated and/or excessive violations of the 4-Hour Rule may result in the loss / revocation of a Sanction for a subsequent meet awarded to the Club, or possible loss of the right to bid on meets in the next season – as determined by the Director of Competition and the Tech Planning Chair.

A 'season' is understood to mean either the current SC season (Sept-April) or LC season (May-August.)

The above fines and penalties will be imposed at the discretion of the MA Director of Competition and the Tech Planning Chair subject to review by the MA Board of Directors. All fines must be paid before the next sanctioned meet awarded to a Club.

10.3.4 Options for Compliance

1. A Meet Host must monitor entries as they are received to insure that sessions subject to the 4-Hour Rule do not exceed the allowed time. The Meet Host may consider the following format modifications in order to avoid exceeding the 4-hour session limit. In all cases, notification of such possible changes should be included in the Meet Announcement. All changes to the meet format are subject to review by MA Technical Planning and/or the MA Director of Competition:
 - a. Split the session into separate sessions for each age-group – e.g., hold separate sessions for the 9-10 and 11-12 age group events.
 - c. Eliminate all relays from the session.
 - c. Accept no further entries when the 4-hour time limit is reached.
 - d. Reduce the number of allowed events for each swimmer - e.g., from 5 to 3 events per day. This must be applied to all swimmers in the session.
2. The meet information should include the statement that 'The Meet Director reserves the right to limit entries, events or heats in order to conform to MA/USA Swimming rules. Swimmers/teams eliminated from the meet due to time or space constraints will be given a full refund.'
3. Whenever action is taken to manage a session to comply with the 4-Hour Rule, all teams competing in that session must be notified of the change. Notification by e-mail to the Team Contact provided with each meet entry is acceptable, with a copy to the Director of Competition.

Adopted 13June05; rev 10Apr06; rev Nov, 2013; rev Jan, 2017

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10.4 Ten and Under Rules

10.4.1 Meet Formats

1. A/BB/C, BB/C and C meets are limited to swimmers nine (9) years of age and older, except as noted below; this restriction also applies to ‘unofficial’ swimmers at such meets. The youngest age events at such meets shall be designated as ‘9-10’ – and not as ‘10 & Under’.
2. Swimmers eight (8) years and younger who meet the qualification standards may enter events designated as ‘10&Under’ in A/BB, or any A and higher level meet, including the MAS Junior Olympics and related elite Age-Group meets.
3. **Mini-meets** are intended for and limited to swimmers eight (8) years of age and younger. Except as provided in item 4 herein, mini-meets require a separate sanction. Events for older-age swimmers may NOT be included at any mini-meet session.
4. MAS will sanction ‘**Developmental Meets**’ which may include both mini-age (8 and under) swimmers and 9-10 and/or 11/12 age swimmers. **At such meets, warm-up sessions must be arranged such that mini-age swimmers and 11/12 age swimmers are not scheduled in the same lane(s).**

10.4.2 Tech Suits

1. Beginning January 1, 2018, swimmers ten (10) years of age and younger may not compete in a ‘Tech suit’ at any Middle Atlantic sanctioned meet, including Mini-meets and Developmental meets. This restriction also applies to any swimmer age ten (10) years or younger that is competing in a ‘Senior’ designated event or other event for which there is no age restriction.
2. For the purpose of this rule, a ‘Tech suit’ shall be defined as a suit with bonded or meshed seams, or constructed with kinetic tape. Suits with stitched seams are NOT prohibited.
3. Swimmers recognized as wearing a prohibited suits prior to the start of an event (i.e., before the ‘long’ whistle) will not be allowed to compete while wearing such suit; swimmers recognized as having worn a prohibited suit during a competition shall be disqualified from the event and any time achieved shall not be recorded.
4. MAS expects that enforcement of this policy will be the joint responsibility of coaches and officials. Only the Referee shall be authorized to impose a disqualification for competing in a prohibited suit.
5. Beginning May 1, 2018, all meet announcements for MAS sanctioned meets (which include events for ten year old and younger swimmers, or senior events) shall include a notice regarding this restriction.

10.5 Deck Entries

1. For meets hosted by local clubs, deck entries may be accepted on the day of the meet provided that the meet information has indicated that Deck Entries would be allowed. Such deck entries should be “Unofficial” - i.e., the participants should not be eligible for scoring or awards. However, times achieved by the swimmer will be recognized as ‘official’, will be entered into the SWIMS database and may be used for subsequent entry to Middle Atlantic and USA Swimming meets. The swimmer’s performance should be included in the published meet results with an “X” to indicate Exhibition status. Acceptance of a Deck Entry should not prolong the meet session - i.e., entry should only be in an open lane and no additional heats should be created.
2. Any deck entry participant must meet all applicable meet entry requirements, including meeting the time standard for the event, if appropriate, and the participant may not exceed the allowable number of events for the day. If the participant has not previously been entered in the meet, then proof of current USA Swimming athlete registration must be provided.
3. For MA Championship Meets, Deck Entries will not be accepted. This includes entries on an unofficial basis. Note: such swimmer may generally participate at Time Trials at those meets, when offered.

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4. Any meet host wishing to allow deck entries at a meet must state it clearly in the meet announcement, including specific information about how to enter and on what basis the decision to allow entries will be made. (e.g., “space available.”)
5. Meet hosts may charge up to double the normal entry fee for deck entries.

10.6 Non-Conforming Times

1. A Non-conforming (NC) time is defined as an Entry Time recorded in a course venue other than the course in which the Meet being entered will be swum (e.g., a time recorded in a 25-yd pool used for entry into a Long Course Meet.)
2. All entry times – whether Conforming or Non-conforming – must be achieved in a USA Swimming Sanctioned, Observed or Approved Meet. (See MAS Policy Manual, Section 5 for definition of these types of Meets.)
3. Except as noted below, Non-conforming times must be accepted for entry to all Middle Atlantic Sanctioned Meets.
Exception: MAS may limit entry to MAS Championship Meets (i.e., Seniors, JOs, Silver, Bronze, Mini) to entry times achieved in the current season course – i.e., SCY and SCM for the Short-course Spring Meets, or LC only for the Long-course Summer Meets.
4. All Meet entries should be submitted using the actual time swum in the course in which the time was achieved. The Meet Host will convert all times, when necessary for seeding (see below.) When seeded together, either the submitted or converted time may be shown in the program; when seeded as ‘non-conforming’, the actual entry time should be shown in the program in the course in which it was swum.
5. If it becomes necessary for Meet Management to limit the number of heats in any event, swimmers entered with conforming times should have preference over those entered with Non-conforming times.

10.6.1 Meets with ‘A’ or better Qualifying Times (inc Championship Meets)

1. The Meet Information for all meets which have an ‘A’ or faster Qualifying Time (e.g., Seniors, JOs, etc.) must include an equivalent Qualifying Time for all three course venues (i.e., SCY, SCM, and LC). When the Qualifying Time is equal to a USA Swimming Time Standard, the corresponding Time Standard for the other course venues should be used. When a Qualifying Time is other than a Time Standard, an equivalent time for the other courses should be calculated using appropriate conversion factors; these can be obtained from the MA Office.
The above provisions also apply to Individual Events with a Qualifying Time which are held as part of a Meet which otherwise has no Qualifying Times.
2. For distance Freestyle events, the qualifying time should be provided for a comparable distance in the alternate venues – e.g., 400/500, 800/1000, or 1500/1650 m/yd, respectively. These events must always be seeded on a Non-conforming basis.
3. A swimmer may enter an event using their best time in any course venue, but that time must be equal or faster than the Qualifying Time for that course.
4. Entry times should NOT be converted by the sender.
5. Middle Atlantic Championships – i.e., Seniors, JOs, Silver Champs, Bronze Champs
Short Course
 - Entry times will be accepted in SCY, LC or SCM.
 - LC and SCM will be considered non-conforming and seeded according to USA Swimming procedures [USA Swimming Rulebook, Art 207.11.7 B].Long Course
 - Entry times will be accepted in LC, SCM or SCY.
 - SCM and SCY will be considered non-conforming and seeded according to USA Swimming procedures [USA Swimming Rulebook, Art 207.11.7 B].

Exception: when an Individual Event 400/500 m/yd or longer at a MA Championship Meet is ‘flighted’ with the slower heats at Prelims competing at the end of a session, the Meet Director (or Senior/Age Group Chair) may elect to convert non-conforming times to a conforming time using a

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consistent factor for all comparable times prior to seeding; this includes conversion of such times in distance Freestyle events.

6. Club-hosted Meets

- The Host Club may decide whether to accept LC entry times for a Short Course Meet.
- Entries from all three course venues must be accepted for a Long Course Meet.
- SCM entries must be accepted whenever SCY entries are allowed.
- The Host Club may decide whether to seed entry times from alternate courses as non-conforming.

10.6.2 A/BB/C, or Comparable Meets

1. An entry time from any course venue must be accepted. A Swimmer may enter using their best time in the course venue of their choosing.
2. Entry times from alternate course venues should be converted by the Meet Host and seeded together. Any exceptions to this practice must be approved by the MAS Director of Competition when the Meet Sanction is approved. The conversion factors in the Hy-Tek Meet Manager program are acceptable for this conversion.
3. A swimmer may not enter a meet with No-Time ('NT') if they have a time for the same event in a 'non-conforming' course. This includes corresponding distance Freestyle events.
4. Awards
 - The Host Club may choose whether to give Awards based on the 'Entry' time or on the time 'Swum' at the Meet.
 - When Awards are based on the Entry Time, the Hy-Tek Meet Manager program will compare the converted entry time to the Time Standard basis in the course being swum and award places based on that converted time. Note that this could result in a swimmer who has an 'A' time in a non-conforming course being scored with 'B' swimmers if the conversion results in a 'B' time in the course being swum, or vice versa.
 - When Awards are based on the time Swum at the Meet, the Time Standard for the Meet course will be used.
 - Middle Atlantic recommends that Awards be based on the time 'Swum' at the Meet.
5. Entries with 'NT' should be seeded in the first heats and awarded at the lowest time standard for the Meet.

10.6.3 Meets with Mixed Events Standards

Meets with some events having Qualifying Times (e.g., a Senior 'A' Meet) and other events with no Qualifying Times (e.g., A/BB/C for lower age groups) should be seeded according to the above guidelines. Entries should be submitted in the course venue in which they were swum. Each session or event can be seeded appropriately by designating how 'non-conforming' times should be seeded.

10.7 Deck Seeding

1. Deck Seeding/Check In Requirements
 - a. In meets with positive check-in events, swimmers shall report to the check-in desk by the announced check-in time for that event and confirm their intention to swim or scratch from the event.
 - b. When the announced check-in time has passed, the Admin Official (or Meet Director) will seed the event with those swimmers who have indicated their intention to swim the event.
 - c. A swimmer who is entered in such event but who has neither checked-in nor scratched from the event may still swim the event by reporting to the Referee before the start of the first heat of the event. Such swimmer(s) shall be placed in an open lane in the slowest heat, when available. Each meet host shall have the option as to whether additional heats will be created, if necessary to accommodate such swimmer(s); such notice shall be included in the Meet Announcement.

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10.8 Bulkhead safety

Any swimmer observed swimming under or through a Bulkhead – whether such Bulkhead is positioned in the center of the pool or at an end of the pool - by an Official or Safety Monitor at the Meet will be disqualified from that swimmer's next Individual Event or from the remainder of the Meet, as determined by the Meet Referee.

When there is a Bulkhead at the meet facility, the Meet Announcement should include the above notice, along with the words: **This policy will be strictly enforced.**

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11.0 Awards and Recognition

Middle Atlantic will annually present several Recognition Awards to its members. These Awards include: Coach of the Year, Athlete of the Year, Outstanding Service Award, Lifetime USA Swimming membership.

11.1 Coach of the Year

11.1.1. General

The Coach of the Year award shall be given to two coaches annually - one for Senior level coaching and one for Age-Group level coaching. The Award encompasses both the short course and the long course seasons. All Middle Atlantic/USA Swimming registered coaches are eligible for the award. The selection shall be based on accomplishments from May 1 through the following April 30.

11.1.2 Criteria

The Coaches Committee shall establish appropriate criteria for selection of the awards, which may be different for the Senior and Age Group categories. The selection criteria shall be published and made available to all MA coaches prior to the time at which selection will occur; such publication shall include notification on the MA website.

11.1.3 Selection Process

- a. The Coach of the Year award recipients shall be elected by the MA coaches attending and voting at the season-ending Long Course championships – i.e., the Senior Coach shall be elected at the Middle Atlantic LC Senior Championships, and the Age Group Coach shall be elected at the Middle Atlantic LC Junior Olympics Championships.
- b. The election of the Senior and Age Group Coach of the Year shall be conducted by one or both of the Coach Representatives in attendance at the meet. Balloting shall be scheduled so that the Award winner can be announced before Finals on the last day of the respective Championship meet.
- c. Nominees for each award shall be named by the Coaches Committee prior to the meet where the election will occur. Nominations shall be posted on the MA website; however, any MA coach may make additional nominations at the meet by notifying the Coach Representative at the appropriate time prior to the voting.
- d. Each registered MA Club will be allowed one (1) vote for each of the awards. Voting will be limited to those Clubs in attendance at the meet where the election is occurring.

11.1.4 Award

The nature of the Award shall be approved by the MAS Board. Funding for the Awards shall be included in the annual MA budget. A plaque listing the Award recipients shall be maintained at the Middle Atlantic office. The Award winners shall be prominently announced on the Middle Atlantic website and at the annual MA House of Delegates meeting.

11.2 Athlete of the Year

The criteria for selection of the Athlete of the Year awards are being developed by the Athletes Committee with oversight by the Admin V-chair. The criteria and nature of the Awards will be updated at a future time.

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11.3 Outstanding Service Award

11.3.1 General

The Outstanding Service Award is presented to a deserving volunteer member of Middle Atlantic Swimming in appreciation of their contributions to MA. The Award is presently sponsored by ConocoPhillips; a recognition certificate and appropriate memento is provided by USA Swimming and ConocoPhillips. The names of the recipients shall be maintained on a plaque in the MA office.

11.3.2 Nomination, Selection and Presentation

- a. Nominations shall be solicited by the MA Board each Spring. Nominations should be sent to the MA office by March 1. The nomination should include a description of the quality, level and years of service to USA Swimming and Middle Atlantic Swimming in elected or appointed positions.
- b. A selection committee, which shall include prior winners of the Award, shall be appointed by the General Chair. The committee shall determine the Award recipient, or may determine that there is no appropriate nominee in a given year. The committee shall notify the MA office of a recipient in a timely manner so that the office can submit the winner to USA Swimming and receive the Award prior to the annual House of Delegates meeting.
- c. When possible, the Award should be presented at the annual House of Delegates meeting.

11.4 Life Membership in USA Swimming

- a. When deemed appropriate, MA shall award a Life Membership in USA Swimming to a selected member or members in recognition of long-time and committed service to Middle Atlantic Swimming. Selection criteria shall consider the level, quality and years of service.
- b. Nominations for Life Membership shall be solicited by the MA Board of Directors and the nomination may be from any member of Middle Atlantic. Nominations shall be due by June 1 of each year. If deemed appropriate by the Board, prior recipients of the Life Membership award may be asked to review the nominations and decide whether a Life Membership award shall be granted in any specific year, subject to review by the General Chair.
- c. Life Memberships are recognized and awarded at the USA Swimming annual House of Delegates meeting (in September.) Life Memberships from LSCs are frequently awarded as a 'surprise' to the recipient and this practice should be considered by MA whenever appropriate.
- d. MA shall generally grant one Life Membership each year, but such award shall be given only in years where a worthy recipient is selected to receive the Award. Funding for the Award shall be included in the annual MA budget.

11.5 Club Excellence Award

For 2017 only, each Club in MAS that has been recognized within the USA Swimming **Club Recognition Program** will be awarded a grant by MAS based on the Club's present level of achievement within that program as follows: Level 1 - \$100; Level 2 - \$200; Level 3 - \$300 and Level 4 - \$400. MAS is presently developing a continuing program which will recognize Clubs in subsequent years when they achieve an initial or higher level of recognition within the **Club Recognition Program**.

12.0 Crisis Management

Created February, 2011 (Revised March, 2020)

CRISIS MANAGEMENT DEFINED: Crisis Management consists of those actions taken to alleviate or to eliminate an Emergency Situation

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CRISIS PLAN MISSION: to establish within Middle Atlantic Swimming [MAS] a plan to continue operations and programs and keep members and associates up to date on any and all actions taken in connection with meeting the needs of Middle Atlantic Swimming related to an emergency.

CRISIS TEAM COMPOSITION: The crisis team shall be task oriented to meet the needs created by the emergency and will be composed of the officers and members of Middle Atlantic Swimming as a collateral duty. Some of the assignments may include:

INFORMATION OFFICER/General Chair – [NAME]

BACK-UP INFORMATION OFFICER/Administration Vice Chair – [NAME]

OFFICIAL SPOKESPERSON - Until the position of Public Information Officer is established within Middle Atlantic Swimming, the official spokesperson will be the General Chair or his/her designee

LEGAL COUNSEL - Middle Atlantic Swimming's legal counsel will be the lawyer the LSC selects as a contingency legal advisor.

USA SWIMMING NATIONAL STAFF LIAISON - This position will be determined and named by USA Swimming National Office on the initial call to that office to report an emergency situation.

MEMBERS -The Crisis Management team will be staffed as a "task force" to fill the needs at the time of the incident(s). In addition to the General Chair and the Admin Vice-Chair, members should be selected from the following: **The Finance Vice-Chair, the Performance Vice-Chair, the Safe Sport Chair, the Operations Vice-Chair, the Coach Representative, the staff, Committee chairs who are directly involved in some aspect of the crisis and a sufficient number of athletes chosen in this order from (1) the Senior Athlete Representative, (2) the Junior Athlete Representative and (3) the Athletes Committee to make up 20% of the Crisis Management Team. Additional members deemed necessary by the General Chair may be added.**

CRISIS CENTER: The Crisis center will be activated at the **Middle Atlantic Swimming Office** or at another location announced by the General Chair if the use of the MAS Office is not practical. A conference call may also be used to accomplish the crisis team's goals and objectives.

No member of the Middle Atlantic Swimming staff will serve as the official spokesperson for the organization, but upon request, staff members may assist in the distribution of materials and information under the supervisory control of the Crisis Management Team.

The office staff will utilize resource lists for communication.

PROCESS AND PROCEDURES: At the onset of the crisis:

The Information Officer or person assuming that responsibility gathers and confirms all the information from relevant sources.

- a. Determine what happened, when and where
- b. Determine who is affected
- c. Identify cause
- d. Determine reaction to incident and possible repercussions
- e. Determine when there will be more information/update
- f. Continue to monitor situation, provide appropriate reports and take needed action until the team is officially deactivated

The Middle Atlantic Swimming General Chair will convene the Crisis Management Team via conference call or by in-person meeting:

- a. Team will be alerted by phone call or text to a home number, work number, cell number, Depending on situation, General Chair will involve others as appropriate.
- b. General Chair will notify USA Swimming National Office of the problem and action taken to date. He will also obtain the name and contact information for a USA Swimming liaison contact.

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CRISIS TEAM RESPONSIBILITIES AND PLAN DEVELOPMENT: The Team determines appropriate response to crisis and develops plan and timetable

- a. Determine what needs to be done and when it needs to be done
- b. Determine what to say, who will say it, to whom it will be said, when it will be said, and by what means it will be said, as well as determining whether to take a proactive or reactive approach
- c. Create or utilize an avenue of communication, first to the Board, Committee Chairs and staff and then to the general membership. Board, Committee Chairs and staff must understand that any and all information about the situation will be handled through and by the Information Officer. No one else should answer questions from any source, speculate about the outcome of the crisis, or provide any information to the general membership.

INFORMATION OFFICER: The person designated to act as Information Officer informs appropriate interested and or affected parties of the situation and the Middle Atlantic Swimming response:

- a. Description/background of situation and the response are communicated to all interested and /or affected parties in according to an established timetable developed for that purpose.
- b. An Official Spokesperson is named and only that person makes any public statements to news media, direct meetings of membership, or others as appropriate.
- c. All interested and /or affected parties are given a point of contact, the Official Spokesperson of Middle Atlantic Swimming, for the crisis as well as other contact information that may apply in the situation.
- d. Please note that only the designated Official Spokesperson is authorized to release information.

Action required by MAS before plan can be activated

- a. Formalize the designation and obtain the services of a lawyer to serve on a contingency basis to resolve and provide advice to Middle Atlantic Swimming on Crisis Plan and other Legal matters.
- b. Name an official Middle Atlantic Swimming Public Information and Relations Officer (PI&RO) to cover all Middle Atlantic Swimming concerns and activities. The PI&RO might be an individual appointed to this function only or as an additional/collateral duty of an existing officer.

TERMINATION OF CRISIS DECLARATION: The crisis mode designation will be terminated, upon a recommendation by the Crisis Management Team, by a vote of the majority of the Board of Directors to this effect.