GULF SWIMMING

Policies & Procedures

2019-2020



PUBLISHED UNDER THE DIRECTION OF THE BOARD OF DIRECTORS OF GULF SWIMMING

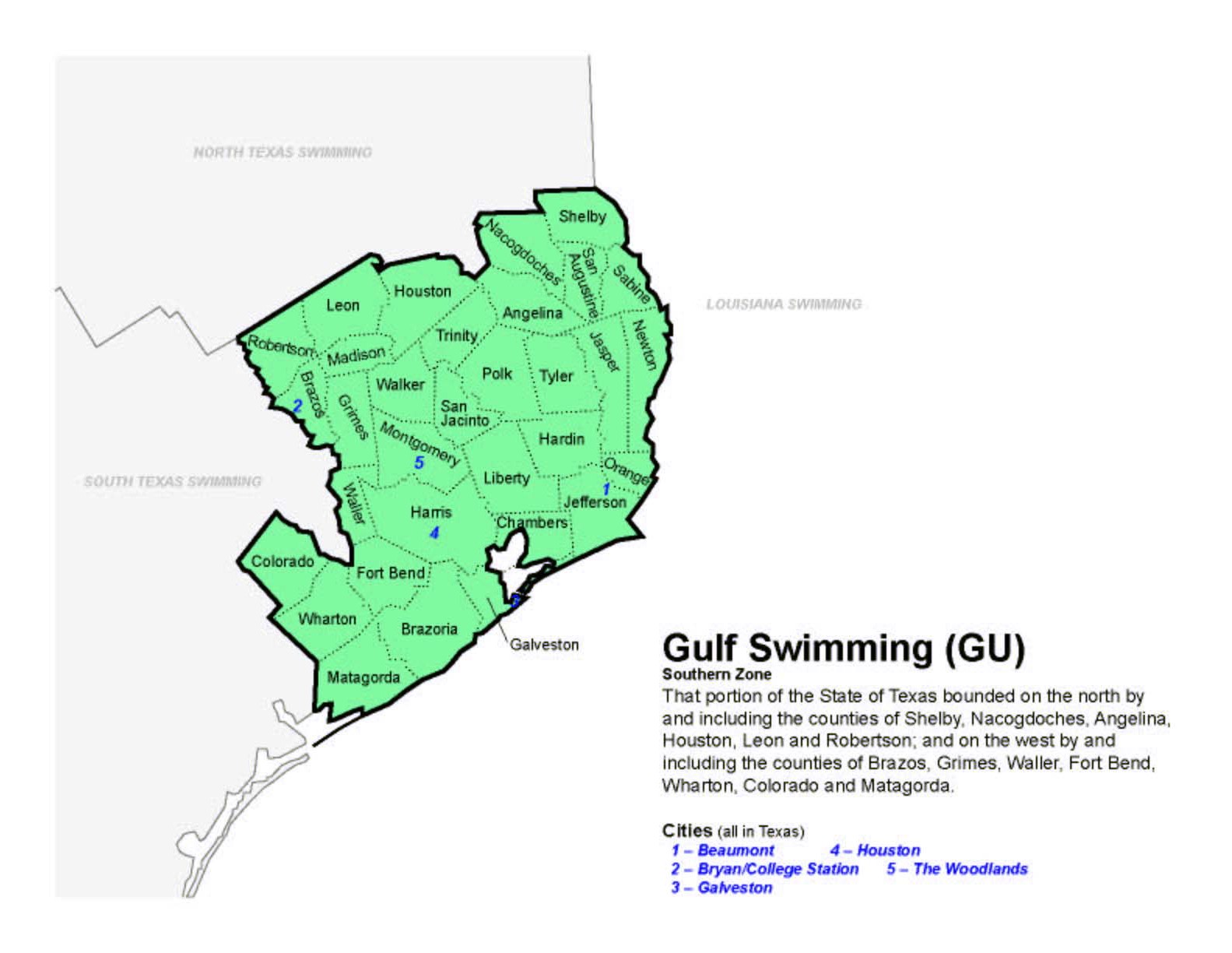


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HANDBOOK REVISIONS 2019-2020

SEPTEMBER 1, 2019 Updated for 2019-2020

May 11, 2020 --Updated Financial Plan and Bob Stallings Award

GULF SWIMMING

MEMBERSHIP INFORMATION FEES AND INFORMATION

2020-2021

**REGISTRATION (Fee Changes Approved 5/6/2020)**

  For 2020, individuals applying for calendar year membership on or after June 1, 2020 will receive membership valid through December 31, 2021.

*This action extends the 2021 membership year earlier and amends bylaw 2.4.6 regarding INDIVIDUAL MEMBERSHIP: Each class of membership (except life membership, seasonal membership, and single-meet open water membership) is for a calendar year period. Individuals applying for calendar year membership on or after September 1 will receive membership valid through December 31 of the following year.*

1. All inquiries about USA Swimming athlete registration should be directed to: Gulf Swimming

Membership Administrative Assistant 1415 South Voss Road

#110-355

Houston, TX 77057

All inquiries about USA Swimming non-athlete registration should be directed to: Gulf Swimming

Membership Administrative Assistant 1415 South Voss Road

#110-355

Houston, TX 77057

[gulfnonathlete@gmail.com](mailto:gulfnonathlete@gmail.com)

1. Athlete registration fee (due when applying) $ 79.00
2. Transfer fee (from one LSC to another or within Gulf Swimming) $ 1.00
3. Athlete seasonal registration fee (due when applying)

Valid for 150 days from date of registration $ 50.00

1. FLEX registration (due when applying $10.00
2. Non-athlete registration fee (due when applying)

Individual Coach: $ 89.00

Individual Official: $ 89.00

Affiliated Officials: $ 64.00

(Definitions to the above payment schedule are outlined in Section 3 - 12 of the Handbook under Non-Athlete Registration and Team Requirements.)

UNAT Coach Registration fee $339.00

1. Club registration with Gulf (due by October 1st) $250.00
2. Affiliated Group Member registration with Gulf (due by October 1st) $250.00

### SANCTION FEES

Sanction fees are to be sent to:

Gulf Swimming, Inc.

1415 South Voss Road #110-355

Houston, TX 77057

Checks should be payable to "Gulf Swimming" and be accompanied

by the Meet Announcement and a completed Application for Sanction.

Sanctioned Meets – per day charge $ 50.00

Approved Meets and Approved Time Trials – per day charge $ 200.00

Sanctioned Time Trials – per sanction $ 50.00

Sanctioned Dual and Triangular meets – per sanction $ 50.00

### GULF SWIMMING Rules & Regulations, MINUTES, & WEB PAGE

The Rules & Regulations are posted on the Gulf Swimming web site: [www.gulfswimming.org](http://www.gulfswimming.org/)

Minutes are posted on the Gulf Swimming web site:

[www.gulfswimming.org](http://www.gulfswimming.org/)

The Gulf Swimming web site may be accessed by:

[www.gulfswimming.org](http://www.gulfswimming.org/)

### TEXAS SWIMMING ASSOCIATION MEMBERSHIP

Each team must be a member of Texas Swimming Association (TSA) in order for its swimmers to compete in TAGS. Information on Membership in the TSA can be found on the website www.tsaswim.org

### GULF NTV COORDINATOR AND GULF RECORDS COORDINATOR

1. NTV

Attn: NTV Coordinator 1415 South Voss Road

#110-355

Houston, TX 77057

1. RECORDS

Attn: Records Coordinator 1415 South Voss Road

#110-355

Houston, TX 77057

USA SWIMMING

CLUB MEMBERSHIP APPLICATION GULF SWIMMING

2019-2020

The hereby makes application for membership in Gulf Swimming of USA Swimming, Inc. Enclosed is a team check for the annual dues. If accepted as a club member, the team agrees to abide by the Bylaws of Gulf Swimming and USA Swimming, Inc., and to respect, abide by, and enforce all decisions of Gulf Swimming and USA Swimming, Inc.

CLUB CODE:

CLUB NAME:

NAME OF OWNER/BUSINESS/LEGAL ENTITY IF DIFFERENT FROM CLUB NAME:

1.

2.

3. CLUB SETTING: Rural Suburban Urban

NEAREST MAJOR CITY:

4.

5.

CLUB WEB SITE:

**PRE-EMPLOYMENT SCREENING**

* By checking this box and signing below, I formally acknowledge that this club is conducting a pre-employment screening on all new employees who are required to be members of USA Swimming as required in the USA Swimming Rules & Regulations, Article 502.6.8.

Signature:

Printed Name:

Date:

***Failure to check this box and sign this statement will result in the club application being rejected.***

Club Information (This should include the permanent address and phone number of the team.)

### CLUB CODE

CLUB NAME

MAILING ADDRESS

CITY

STATE ZIP

PHONE FAX:

FACILITY NAME:

FACILITY PHONE:

FACILITY ADDRESS:

POOLS AT THIS FACILITY (if additional space is needed, use separate page and attach to application): Pool 1: Length ****Yards ****Meters Width: ****Yards **** Meters ****Indoor ****Outdoor

# of Lanes:

# of Lanes:

****L-shaped pool

Pool 2: Length ****Yards ****Meters Width: ****Yards ****Meters ****Indoor **** Outdoor

# of Lanes:

# of Lanes:

****L-shaped pool

Pool 3: Length ****Yards ****Meters Width: ****Yards ****Meters ****Indoor **** Outdoor

# of Lanes:

# of Lanes:

****L-shaped pool

Pool 4: Length ****Yards ****Meters Width: ****Yards ****Meters ****Indoor **** Outdoor

# of Lanes:

# of Lanes:

****L-shaped pool

**FIND-A-CLUB CONTACT (To register as a club, a Find-a-Club Contact must be listed. Information will appear on the Find-A- Club page of USA Swimming’s Web site.)**

FIND-A-CLUB CONTACT:

PHONE:

EMAIL:

Club Contact (This person will receive USA Swimming mailings and be responsible for athlete registration.)

### CLUB CONTACT

POSITION

MAILING ADDRESS

CITY STATE

ZIP

OFFICE PHONE

HOME PHONE

FAX

MOBILE PHONE

E-MAIL ADDRESS

Coach (All clubs must have at least one properly registered coach to register as a USA Swimming club. Club’s coach of record must be at least 18 years old.)

**HEAD COACH** DATE OF BIRTH

MAILING ADDRESS

CITY STATE

ZIP

OFFICE PHONE

HOME PHONE

FAX

MOBILE PHONE

E-MAIL ADDRESS

### I hereby give Gulf Swimming permission to use my name, address, and phone numbers (above) for publication in the *Gulf Swimming Handbook* and the Gulf Swimming web page.

**Head Coach (Signature)**

Club Treasurer

### TREASURER

MAILING ADDRESS

CITY STATE

ZIP

OFFICE PHONE

HOME PHONE

FAX

MOBILE PHONE

E-MAIL ADDRESS

Club Entries/Records Contact

### ENTRIES/RECORDS CONTACT

MAILING ADDRESS

CITY STATE

ZIP

OFFICE PHONE

HOME PHONE

FAX

MOBILE PHONE

E-MAIL ADDRESS

### I hereby give Gulf Swimming permission to use my name, address, and phone numbers (above) for publication in the *Gulf Swimming Handbook* and the Gulf Swimming web page.

**Entries/Records Contact (Signature)**

Club Nominees to the Gulf Swimming House of Delegates (The number of representatives to the Gulf Swimming House of Delegates and the votes to which they are entitled is governed by Section 604.1.1 of the Gulf Swimming Bylaws. All representatives to the House of Delegates **must be registered** as non-athlete members of USA Swimming.)

### TEAM REPRESENTATIVE

MAILING ADDRESS

CITY STATE

ZIP

OFFICE PHONE

HOME PHONE

FAX

MOBILE PHONE

E-MAIL ADDRESS

### I hereby give Gulf Swimming permission to use my name, address, and phone numbers (above) for publication in the *Gulf Swimming Handbook* and the Gulf Swimming web page.

**Team Representative (Signature)**

**ALTERNATE REPRESENTATIVE**

MAILING ADDRESS

CITY STATE

ZIP

OFFICE PHONE

HOME PHONE

FAX

MOBILE PHONE

E-MAIL ADDRESS

### I hereby give Gulf Swimming permission to use my name, address, and phone numbers (above) for publication in the *Gulf Swimming Handbook* and the Gulf Swimming web page.

**Alternate Representative (Signature)**

**PRIMARY ORGANIZATIONAL AFFILIATION, WHO OWNS THE CLUB, CLUB TAX LISTING (To register as a club, a selection**

**must be made for Primary Organizational Affiliation, Who Owns the Club and Club Tax Listing.)**

* *Check if registered last year and there are no changes to the Primary Organizational Affiliation, Who Owns the Club and Club Tax Listing that were listed last year.*

PRIMARY ORGANIZATIONAL AFFILIATION

(Please note the club’s primary relationship/affiliation with any one of the following organizations. **Choose one only.)**

* + Not Applicable
  + Boys & Girls Club
  + College/University
  + Country Club
  + Health & Fitness Club
  + Hospital
  + Jewish Community Center
  + Park & Recreation Department
  + Private School
  + Public School/District
  + Summer Club or Home Owner’s Association
  + YMCA
  + YWCA
  + Other

CLUB TAX LISTING

WHO OWNS THE CLUB

* + Coach Owned
  + Boys & Girls Club
  + College/University
  + Country Club
  + Health & Fitness Club
  + Hospital
  + Jewish Community Center
  + Non-Profit Corporation (Parent Board)
  + Park & Recreation Department
  + Private School
  + Public School/District
  + Summer Club or Home Owner’s Association
  + YMCA
  + YWCA
  + Other

(Please list the club’s main tax listing and not the parent’s/booster organization if it is a separate entity.)

* + Sole Proprietor
  + Partnership
  + LLC
  + Sub-S Corporation
  + Other For-Profit Corporation
  + 501(c)3 Non-Profit Corporation
  + Other 501(c) Non-Profit
  + Other Non-Profit Corporation
  + Does Not Apply

Send completed application, team check for $250.00, safety information form, and safety map to Gulf Swimming

Membership Administrative Assistant 1415 South Voss Road #110-355

Houston, Texas 77057

Do not write below this line For GULF SWIMMING use only

Coach’s certification and team’s representatives to the House of Delegates memberships verified by

Date

Team bylaws (new applications only) received by

Date

Safety information form received by

Date

Safety map received by

Date

Annual dues: Team check #

Date

All fines from previous season cleared

Date

Club application for 2019-2020 approved by

Date

GULF SWIMMING

TEAM SAFETY NFORMATION 2019-2020

|  |  |  |
| --- | --- | --- |
| 1. | Pool Name: Address: |  |
|  | Phone Number(s): Location of Phone(s): |  |
|  | Pool Manager: Phone Number(s): | (W) (H) |

2. Club Name: Address:

Phone Number(s): (W) (H)

|  |  |  |
| --- | --- | --- |
| 3. | Club President: |  |
|  | Phone Number(s): | (W) (H) |
|  | Head Coach: |  |
|  | Phone Number(s): | (W) (H) |
|  | EMS (If not 9-1-1): |  |
|  | Poison Control: |  |

4. Person(s) who will take control of an Emergency

Circle one: USA Swimming Club High School Personnel Head Coach Other: Phone: (W) (H)

|  |  |  |
| --- | --- | --- |
| 5. | Location of |  |
|  | First Aid Kit: |  |
|  | (Required) |  |
|  | Spinal Backboard: |  |
|  | Blankets/Towels: |  |
|  | Rescue Implements: |  |

6. Area Map showing location of nearest Hospital or Emergency Clinic (key map, etc.) Attach to Form.

### POST COPIES OF THIS FORM AND MAPS IN COACHES OFFICE.

**THIS INFORMATION IS REQUIRED FOR EACH POOL THAT IS USED BY THE TEAM.**

TEAM REGISTRATION INFORMATION 2019-2020

The Team Safety Information form, page 3-7, must be completed and submitted with the annual Club Membership Application form, page 3. One form is required for each pool that is used by the team. Copies of the completed Team Safety Information forms and maps showing the location of the nearest hospital or emergency clinic must also be posted in the coaches’ office at each pool used by the team.

***[Effective 10/1/13]*** The Team Travel Policy must be submitted and kept on record with the Gulf Swimming Safe Sport Coordinator in order for athletes to be eligible for reimbursement for travel as detailed under the Senior Travel Fund Policy on page 7-7. Send Team Travel Policy to:

Gulf Swimming

Safe Sport Coordinator

1415 South Voss Road #110-355

Houston, Texas 77057

Additionally, each club shall appoint two (2) representatives and one or more alternates from its membership to represent the Club in the Gulf Swimming House of Delegates. The appointments shall be in writing and addressed to the Secretary of Gulf Swimming. The representatives and alternates shall be registered as members of USA Swimming.

USA SWIMMING

AFFILIATED GROUP MEMBERSHIP APPLICATION GULF SWIMMING

2019-2020

The hereby makes application for Affiliated Group Membership in Gulf Swimming of USA Swimming, Inc. Enclosed is a check for the annual dues. If accepted as an Affiliated Group Member, the organization agrees to abide by the Bylaws of Gulf Swimming and USA Swimming, Inc., and to respect, abide by, and enforce all decisions of Gulf Swimming and USA Swimming, Inc.

Signed Title Date

===========================================================================

Group Information (This should include the permanent address and phone number of the group.)

### GROUP NAME

MAILING ADDRESS

CITY

STATE ZIP

PHONE FAX:

===========================================================================

Group Contact (This person will receive USA Swimming mailings.)

### GROUP CONTACT

POSITION

MAILING ADDRESS

CITY STATE

ZIP

OFFICE PHONE

HOME PHONE

FAX

MOBILE PHONE

* 1. AIL ADDRESS

===========================================================================

Supporting Group (All Affiliated Group Members must have their application supported by a Club Member, in good standing, of Gulf Swimming or a Member of the Board of Directors of Gulf Swimming.)

### SUPPORTING GROUP

SIGNATURE

PRINT NAME AND POSITION

===========================================================================

Send completed application and check for $250.00 to:

Gulf Swimming

Membership Administrative Assistant

1415 South Voss Road #110-355

Houston, Texas 77057

Do not write below this line For GULF SWIMMING use only

Annual dues: Check #

Date

Group application for 2019-2020 approved by

Date

AFFILIATED GROUP MEMBERSHIP INFORMATION 2019-2020

An Affiliated Group Member of Gulf Swimming (also known as an Organizational Member under the rules of USA Swimming) is an organization, approved by Gulf Swimming, which supports the sport of swimming and the objectives and the programs of Gulf Swimming and USA Swimming, but which does not have athletes and coaches who all are individual members of Gulf Swimming and USA Swimming. Affiliated Group Members of Gulf Swimming are also subject to the following:

* + 1. Group Member Representatives of Affiliated Group Members, unless entitled to vote under another provision of the Bylaws of Gulf Swimming, shall have voice but no vote in meetings of the House of Delegates and its Committees.
    2. Affiliated Group Members shall not be entitled to participate in the program of swimming conducted by Gulf Swimming, and competitions sanctioned or approved by Gulf Swimming or USA Swimming.
    3. Affiliated Group Members shall not be eligible to receive a sanction for any swimming competition or any benefits, exhibitions, clinics and entertainment involving competitive swimming.
    4. Affiliated Group Members must be supported or introduced into membership by any Club Member of Gulf Swimming currently in good standing or by any Member of the Board of Directors of Gulf Swimming.
    5. The annual fee for Affiliated Group Membership shall be $250.

REGISTRATION OF NON-ATHLETES 2019-2020

Any person may become a non-athlete member of USA Swimming.

The following positions are required to hold USA Swimming non-athlete memberships:

* + - 1. Coaches;
      2. Officials - referees, starters, stroke and turn judges (including all trainees);
      3. Meet Directors;
      4. Meet Safety Marshals; and
      5. Team Representatives to the House of Delegates

USA Swimming initiated the Coaches Safety Curriculum in September 1987 for the 1988 membership year. USA Swimming coach members are required to show current proof of training in First Aid, CPR, and Safety Training for Swim Coaches and successful completion of the USA Swimming Background Screening. When persons apply for coach membership, they must meet the full Coaches Safety Curriculum requirement and the Background Screening to be registered. They will not be allowed an interim coaching period (i.e., no grace period). Persons without a coach membership will not be allowed to participate in any coaching capacity at any USA Swimming sanctioned competition. This restriction includes, but is not limited to, being barred from the deck area. If an offending person refuses to comply with these provisions upon initial warning, all athletes on that person's club shall be designated as "unattached" for the entire competition, unless the club has some other USA Swimming coach member present.

Continuous failure of a coach to satisfy the Coaches Safety Curriculum requirement will be grounds for termination of membership and loss of insurance coverage. Clubs that continue to conduct a program with coaches who have failed to satisfy the Coaches Safety Curriculum requirement risk termination of membership and loss of insurance coverage.

All course certificates provided as proof for the Coaches Safety Curriculum must be valid on the date of application for membership. Coaches should submit copies of the First Aid, CPR, and Safety Training for Swim Coaches course completion cards (front and back) as adequate proof of training. If the Membership Coordinator doubts certificate authenticity, he has the right to request access to the original card or to check with the issuing authority. The LSC Safety Coordinator and/or the Membership Coordinator are not expected to follow up on certificate expiration. It is the coach's responsibility to renew all certificates in a timely manner.

All coaches must fulfill the requirements of the Coaches Safety Curriculum and be registered as non- athlete members of USA Swimming. In order to register as a USA Swimming club, all clubs must have a properly registered coach.

NON-ATHLETE REGISTRATION AND TEAM REQUIREMENTS 2019-2020

1. Required Positions – Each Gulf Swimming member team should pay the registration fees for all required team positions.
2. Affiliated Officials – Each Gulf Swimming member team should pay the USA Swimming registration fee for all Officials affiliated with the team. For all Officials registered as part of the team and listed on the team registration form, Gulf Swimming will waive the LSC registration fee. (Affiliated Officials are Officials that have swimmers attached to that team.)
3. Unaffiliated Certified Officials and Gulf Swimming Board of Directors - Gulf Swimming shall pay the registration renewals for all unaffiliated certified Officials that actively support Gulf Swimming. Gulf Swimming shall also pay the renewal registrations of all unaffiliated non-athlete, non-coach members of the Gulf Swimming Board of Directors and Coordinators.
4. Meet Requirements - Each Gulf Swimming member team that hosts a sanctioned meet, shall be required to have at least four officials/trainees working on deck for each session of the meet. If the required number of officials/trainees is not present, the host team shall be subject to a fine of

$100.00 for each official/trainee not present.

1. Exceptions - College teams are exempted from the registration requirements.
2. Enforcement - The above rules shall be enforced by the Administrative Vice-Chair, the Technical Planning Committee Chair, the Non-Athlete Registration Coordinator, and the Officials Committee Chair. The active status of certified officials and trainee officials shall be determined by the Officials Committee Chair.

OUTREACH MEET ENTRY FEE REIMBURSEMENT POLICY

2017-2018

Approved HOD 5/17/17

EFFECTIVE SEPTEMBER 1, 2017

POLICY:

1. Enrollment: Gulf Swimming will use a simple 1-step procedure for enrollment in the splash fee reimbursement program as follows:
2. Verified enrollment in the Federal Food Stamp Program, SNAP or the Medicaid Medical Card

OR

1. School Lunch enrollment card/letter

OR

1. All others: You must be a resident of the state of Texas and a parent or primary caregiver responsible for a child(ren) who attends school (high school or under). And you must have an annual household income (before taxes) that is below the income guidelines per the current Texas amounts for household size as shown in d. below. Proof of income and family size will be by submitting Pages 1 & 2 of FIT Return (Social Security Number(s) redacted). If married, filing separately, both spouses returns must be submitted.

AND

1. All applications must be accompanied by Pages 1&2 of their Federal Income Tax Return (Form 1040, or 1040A or EZ (Social Security redacted) required for proof of income and family size. If married, filing separately, both spouses returns must be submitted. The enrollment card must show the expiration date or be accompanied by letter stating same.
2. **General Program Requirements**

In order to qualify, you must have an annual household income (before taxes) that is below the following amounts for the 2017-2018 School Year

| **Household Size** | **Total Annual Income** |
| --- | --- |
| 1 | $15,678 |
| 2 | $21,112 |
| 3 | $26,546 |
| 4 | $31,980 |
| 5 | $37,414 |
| 6 | $42,848 |
| 7 | $48,282 |
| 8 | $53,716 |
| For each additional family member, add | $5,434 |

1. 75% TO 100% DISABLED VETERANS

The program will also be offered to Disabled Veterans with a 75 to 100% disability. Copy of letter granting the disability and stating the percentage of disability must be provided along with Pages 1&2 of their Federal Income Tax Return (Form 1040, or 1040A or EZ (Social Security redacted) required for proof of income and family size. If married, filing separately, both spouses returns must be submitted. If only source of family income and if exempted from filing tax returns, then this requirement will not apply.

1. The reimbursement will be for only one meet per month except for the Gulf Championship series which will extend to two meets for that month to allow those swimmers who qualify for the higher level LSC meet to compete.
2. The reimbursement will limited to Gulf Swimming Sanctioned meets at the Gulf Approved entry fee amount for the level of the meet, Open or Championship. Team Invitational or Open meets not on the current Gulf assigned meet schedule will be reimbursed only at the Gulf Approved entry fee amounts.
3. Any swimmer surcharge reimbursed will not be more than the amount charged for a Gulf sanctioned meet of similar type.
4. Reimbursements are for actual swims. Reimbursements submitted for events not swam constitutes fraud and the entire reimbursement request will be denied and the swimmer will be removed from the Outreach Reimbursement Program.

USA SWIMMING

COACHES SAFETY CURRICULUM 2019-2020 REQUIREMENTS AND EQUIVALENTS

NEEDS TO BE REVIEWED BY SAFETY CHAIR. (Section on Concussions?)

Effective since 1988, all coach members are required to fulfill safety training requirements as established by the USA Swimming Board of Directors. USA Swimming currently requires coach members to hold current certification cards for the following courses: Safety Training for Swim Coaches and CPR. **ONLY COURSES ON THIS LIST ARE ACCEPTABLE; NO EXCEPTIONS.**

**Cardiopulmonary Resuscitation (CPR)**

***Any one of the following courses will satisfy the requirement:***

**American Red Cross:**

***Not acceptable: instructor certifications, WSI, foreign Red Cross certifications.***

*(All American Red Cross CPR certifications are valid for two years)*

* CPR - Adult
* CPR - Adult and Child (*recommended if you coach 12 & under) (Infant CPR is optional component)*
* CPR/AED - Adult
* CPR/AED - Adult and Child *(recommended if you coach 12 & under) (Infant CPR is optional comp.)*
* CPR/AED for Lifeguards
* CPR/AED for the Healthcare Provider
* CPR/AED for the Professional Rescuer and Healthcare Provider

### American Heart Association:

*(All American Heart Association CPR certifications are valid for two years)*

### Heartsaver First Aid/CPR/AED does not have a final written exam; in order for this course to be acceptable, notify your instructor in advance that you will need to take the written final exam that is an option offered by the AHA.

* Heartsaver First Aid w/CPR & AED **(AHA certification must indicate that final written exam was given and passed – see details above)**
* ACLS Provider
* Healthcare Provider (BLS for Healthcare Providers)
* Any AHA Basic Life Support Instructor or Instructor Trainer for the courses listed above

### American Lifeguard Association:

* Professional CPR (CPR for the Professional Rescuer) – “Instructor Led"" must appear on card
* Community CPR - "Instructor Led"" must appear on card

### American Safety & Health Institute (ASHI):

* CPR Pro
* CPR/AED for the Community and Workplace *(two year certification)*

### COACHES SAFETY CURRICULUM 15

### National Safety Council:

*(National Safety Council CPR certifications are valid for one or two years, depending on the training agency.)*

* Adult CPR & AED
* Standard First Aid, CPR & AED

### USA SWIMMING COACHES SAFETY CURRICULUM

### Ellis & Associates:

* Water Safety+ *(includes First Aid component)*
* International Lifeguard Training *(one year certification; includes First Aid component)*
* International Lifeguard Training Instructor License *(12-18 month certification)*

### Emergency First Response (PADI):

**The PADI courses below do not meet the first aid requirement.**

* Emergency Responder – CPR/AED/First Aid *(two year certification)*
* Emergency Responder – CPR/AED *(two year certification)*
* Emergency Responder – CPR/First Aid *(two year certification)*

### CPR Courses offered by other organizations:

* California State Lifeguard
* Emergency Care & Safety Institute CPR *(two year certification) (AAOS - Amer Acad of Orthopedic Surgeons)*
* Medic First Aid *(includes First Aid component)* **(Coach must also submit a scored written test signed by the instructor)**
* EMS Safety Services CPR
* EMT (Emergency Medical Technician) Basic *(includes First Aid component)*
* Paramedic
* ProCPR Adult/Child/Infant CPR & AED for Health Care Provider (BLS) *(valid for two years –* ***must have signature of Skills Evaluator on back of card)***
* ProFirstAid *(valid for two years; includes first aid component –* ***must have signature of Skills Evaluator on back of card)***
* Save-A-Life Educators CPR (Adult, Adult/Child, or Adult/Child/Infant) *(online-only not acceptable; must do in-person skills assessment)*

*Save-A-Life: If “online training” is printed on the card, it must be accompanied by 2nd cert stamped “Skills Assessment Passed”*

* StarGuard
* Tacoma Fire Department First Aid & CPR *(includes First Aid component)*
* University Training Centers, Inc. - Healthcare Provider BLS (C)

***Online courses are not acceptable unless skills are demonstrated to instructor face-to-face.***

**Safety Training For Swim Coaches (STSC)**

***Any one of the following courses will satisfy the STSC requirement:***

**American Red Cross:**

**(Not acceptable: instructor certifications, WSI, foreign Red Cross certifications)**

*(All American Red Cross STSC certifications are valid for three years)*

* Safety Training for Swim Coaches *(full course, fast track option, review or challenge)*

*STSC has two components – a 4-hour classroom session and a 4-hour in-water session. The STSC online written test can replace the classroom session (print the confirmation email after passing the test as proof) and present the email to your local ARC chapter within 30 days to complete the in-water session. An acceptable lifeguard certification (see list below) can replace the in-water session.*

**Lifeguard certifications listed below will be accepted WITH proof of successful completion of the online Safety Training for Swim Coaches written test. For additional information, and to take the test, go to** [**www.usaswimming.org/Member**](http://www.usaswimming.org/Member) **Resources/Coaches/Online Testing & Certifications. Print the confirmation email when you pass the test; submit to your LSC Membership Chair WITH the required lifeguard card. The expiration date, for coach membership purposes, will be the earliest date on either the STSC email (valid for three years) or the lifeguard certification.**

### USA SWIMMING COACHES SAFETY CURRICULUM

### American Red Cross:

*(All American Red Cross LGT certifications are valid for three years) (No ARC instructor certifications are acceptable)*

* Lifeguarding *(includes CPR & first aid components)* ***with STSC online written test***
* Waterfront Lifeguarding *(includes CPR & first aid components)* ***with STSC online written test***
* Waterpark Lifeguarding *(includes CPR & first aid components)* ***with STSC online written test Not acceptable: ARC/USOC Sport Safety Training, WSI.***

### American Lifeguard Association:

* Lifeguarding *(includes CPR-PR & First Aid)* ***with STSC online written test***

*(Three options: First Time Lifeguard, Professional Lifeguard Challenge, Lifeguard Recertification)*

### Ellis & Associates:

* International Lifeguard Training *(one year certification; includes first aid & CPR component)* ***with STSC online written test***
* International Lifeguard Training Instructor License *(12-18 month certification)* ***with STSC online written test***

### YMCA Lifeguarding with STSC online written test StarGuard with STSC online written test

**Revised June 7, 2011**

**FOR THE ATHLETE AND NON-ATHLETE REGISTRATION FORMS GO TO THE FORMS SECTION OF THE GULF SWIMMING WEBSITE FOR THE LATEST FORM**

**FOR THE ATHLETE TRANSFER/CHANGE OF INFORMATION GO TO THE FORMS SECTION OF THE GULF SWIMMING WEBSITE FOR THE LATEST FORM**

SECTION 2 - SAFETY

SAFETY INSURANCE SUMMARY 2019-2020

### Membership Protection

USA Swimming's stated policy for membership protection is:

* To provide safety education for its membership;
* To provide excess accident medical protection for USA Swimming members who may suffer injuries while participating in insured activities;
* To provide evidence of financial responsibility so that USA Swimming clubs can conduct insured activities.

To implement this policy, USA Swimming has now adopted two major programs:

* Excess Accident Medical Protection;af
* Liability Insurance Program.



These two programs are intended to provide reasonable protection for USA Swimming athletes and clubs while stabilizing the cost.

### EXCESS ACCIDENT MEDICAL INSURANCE DESCRIPTION OF COVERAGE

*Carrier:* Mutual of Omaha Insurance Company

*Policy Number:* T5MP-SP-35054

*Policy Term of Coverage:* January 1, 2014 – January 1, 2015

*Insureds:* Members of USA Swimming

*When Coverage Starts:* Coverage is a benefit of membership in USA Swimming and begins upon

receipt of the completed membership application form with appropriate fee and acceptance by the LSC Registration/Membership Chair or its designee.

*When Coverage is in Effect:* Insureds are covered while participating in USA Swimming supervised, sponsored, sanctioned or approved:

* + Competitions, meets or events;
  + Organized practice sessions;
  + Social and fund raising activities;
  + Travel to and from competitions, meets, events, organized practice sessions, approved social and fundraising activities; and
  + OVC events for USA Swimming Officials only.

*Coverage Outline:*

When covered Injuries result in treatment by a Legally Qualified Physician beginning within 90 days of the accident, the Medical Expense incurred in excess of the Medical Deductible, if any, will be paid. Benefits will not exceed a maximum of $25,000.00. Benefits must be Medically Necessary and shall not exceed the Usual and Customary charges in the geographic area where treatment is performed. Only covered Medical Expense incurred by the Insured within 52 weeks from the date of the accident is covered.

*Benefits:*

* + $25,000.00 maximum per occurrence for Accident Medical Expense. Eligible Medical Expenses are: (a) Treatment by a Legally Qualified Physician; (b) Care or services from a Hospital or Ambulatory Surgical Center; (c) Services from a registered graduate nurse (RN or LPN) not related to the Insured by blood or marriage; (d) Professional ambulance service;

(e) Orthopedic appliances.

* + $1,000.00 maximum per occurrence for Chiropractic or Physical Therapy treatments/expenses.
  + $5,000.00 Principal Sum maximum for Accidental Death and Specific Loss.

Benefits will be paid as follows:

Loss of Life...................................................................................Principal Sum

Loss of Both Feet, Both Hands or Both Eyes ..............................Principal Sum

Loss of One Hand and One Foot ...............................................Principal Sum

Loss of One Hand and One Eye or One Foot and One Eye .........Principal Sum

Loss of One Hand, One Foot or One Eye.................. ………………..One-half Principal Sum

Loss of Speech and Hearing ...............................................…….Principal Sum

Loss of Speech or Hearing......................................... ………………....................One-half Principal Sum

Loss of Thumb and Index Finger of Same Hand.........................One-fourth Principal Sum

If you suffer multiple losses due to the same accident, only one benefit amount – the largest to which you are entitled – is payable. The benefit for loss of: two limbs; both eyes; one limb and one eye; speech and hearing; or thumb and index finger on the same hand is payable only when such double loss is the result of the same accident. Loss is defined as the complete severance of the hand or foot at or above the wrist or ankle joint; total and irrecoverable loss of entire sight, speech or hearing; and severance of two or more entire phalanges of both the thumb and index finger. To receive benefits, loss must be independent of sickness and all other causes.

*Deductible/Excess:*

This program is excess to other insurance in place through the member's employment, school, or family. Benefits for Medical Expense will be paid only for such expense which is not recoverable from any other insurance policy, service contract or workers’ compensation. The deductible amount is the total of all other collectible benefits from primary insurance sources applicable to the Injury ***or*** $100.00 of medical expenses.

*Exclusions and Limitations:*

No coverage is provided for: (a) suicide while sane or intentionally self-inflicted injury while sane; (b) Injuries caused by an act of declared or undeclared war; (c) Injuries received while in the armed service (upon notice to us of entry into an armed service, the pro rata premium will be refunded); (d) Injuries received while acting as a pilot or crew member; (e) Injuries resulting from air travel, except while as a passenger for transportation only; (f) Injuries resulting from the Insured’s engagement in or attempt to commit a felony or being engaged in an illegal occupation; (g) Injuries received while under the influence of any controlled substance, unless administered on the advice of a Legally Qualified Physician; (h) Injuries received while Intoxicated; (i) Injuries sustained while traveling, except as specifically provided; (j) the cost of eyeglasses, contact lenses or examinations for either; (k) the cost of dental treatment, except as specifically provided for Injuries to sound, natural teeth; (l) injuries covered by workers’ compensation or employer’s liability laws; or (m) Elite Athletes.

*How to File a Claim:*

Claim forms are sent to each injured party upon USA Swimming National Headquarters receipt of a completed **Report of Occurrence** form and verification of the injured party’s USA Swimming membership. All bills must first be submitted to any group hospital/medical and/or HMO coverage for which the member is eligible. Copies of the plan Explanation of Benefits (paid or denied) documents from a group hospital/medical and/or HMO coverage must accompany all bills.

**Completed claim forms should be submitted to Mutual of Omaha – Special Risk Services as directed on the claim form.** Additional claim forms may be obtained by contacting USA Swimming National Headquarters.

### This description of coverage summarizes the provisions of the Mutual of Omaha Insurance Company policy issued to USA Swimming. Should there be any discrepancy between the policy and this description, policy provisions will prevail.

**LIABILITY INSURANCE PROGRAM**

1. **General Liability**

*Insurance Company:* Lexington Insurance Company

*Policy Number:* 1638683

*Policy Term:* December 31, 2005 to December 31, 2006 12:01 a.m. Mountain Standard Time

*Who is Insured:*

### Named Insureds

* + USA Swimming
  + USA Swimming Local Swimming Committees

### Additional Named Insureds solely as respects to liability arising from insured activities:

* + Clubs and Seasonal Clubs which Athletes or Participants and Coaches are members of USA Swimming
  + USA Swimming member(s) or volunteer(s) while acting at the direction of, and within the scope of their duties for a Named Insured.

*Coverage & Limits:*

### Coverages Limits of Liability

**Bodily Injury and Property Damage Combined $2,000,000 Each Occurrence \* Bodily Injury and Property Damage Combined $4,000,000 Annual Aggregate \* Personal Injury and Advertising Injury $1,000,000 Per Occurrence \* Personal Injury and Advertising Injury $1,000,000 Annual Aggregate \* Annual General Aggregate $4,000,000 \***

\* Claims and Defense Costs are included within and subject to the Limits of Liability

***Exclusions:*** *(The following list is not inclusive)*

This insurance does not apply to bodily injury, property damage, personal injury, or advertising injury claims or suits arising out of or related to:

* The use of a diving board or diving platform. This exclusion does not apply to starting platforms as defined in the *USA Swimming Rules and Regulations* in effect at the date of the occurrence.
* Racing starts in a water depth less than the minimum required in the *USA Swimming Rules and Regulations* or by any municipal, local, or state ordinance, regulation, code, or statute.
* Sexual Abuse or sexual misconduct of any kind, including but not limited to any suits or claims for sexual molestation, sexual involvement, sexual contact, sexual harassment, regardless of consent of the person.
* Any occurrence arising out of or related to any sporting activity other than swimming. This exclusion does not apply to dryland training activities and intra club water polo.
* The ownership, entrustment, maintenance, operation, use, loading or unloading of any automobile or aircraft owned or operated by or rented or loaned to any insured, or any other automobile or aircraft operated by any person in the course of his employment by any Insured.
* Any obligation for which the Insured or any carrier as his insurer may be held liable under any workers’ compensation, unemployment compensation or disability benefits law, or under any similar law.
* Damage to property owned or occupied by or rented to the insured, property used by the insured, or property in the care, custody.
* Employment-related practices.
* Any intentional acts.

***Insured Activities:*** *(Inclusive)*

The insurance afforded by this policy applies to any Additional Named Insured for insured activities. Insured activities are defined as:

* Swimming meets that have been issued a written meet sanction or a meet approval;
* Swimming practices, Learn-to-Swim programs and USA Swimming contracted Swim-a-thons®, where all swimmers are registered as athlete members of USA Swimming and which are conducted under the direct and active supervision of a member coach;
* Approved social events and approved fund raising activities;
* Swimming Tryouts.

**Meet sanction** and **meet approval** are defined in the *USA Swimming Rules and Regulations*.

**Member coach** is defined as a coach member of USA Swimming who has complied with safety training required by USA Swimming.

**Approved social events** and **approved fund raising activities** are events and activities that have been approved by Risk Management Services, Inc.

**Swimming Tryouts** are defined as swimming practices where Athlete(s), who are not and who have never been members of USA Swimming, participate with a USA Swimming club or seasonal club, for a period not to exceed thirty consecutive days in any twelve month period, in order to determine the Athlete(s) interest in registering as a member of USA Swimming.

### Excess Liability

*Insurance Company:* Lexington Insurance Company

*Policy Number:* 0352672

*Policy Term:* December 31, 2005 to December 31, 2007 12:01 a.m. Mountain Standard Time

*Who is Insured:*

### Named Insureds

* + USA Swimming
  + USA Swimming Local Swimming Committees

### Additional Named Insureds solely as respects to liability arising from insured activities:

* + Clubs and Seasonal Clubs which Athletes or Participants and Coaches are members of USA Swimming
  + USA Swimming member(s) or volunteer(s) while acting at the direction of, and within the scope of their duties for a Named Insured.

*Coverage & Limits:*

### Coverages Limits of Liability

**Follow Form Excess \*\* $3,000,000 per occurrence \***

**$8,000,000 annual aggregate \***

\* Claims for Defense Costs are included and subject to the Limits of Liability.

\*\* “Follows” coverage provided by the General Liability Policy.

*Administration:*

* **Liability Certificates.** Verification of Coverage Certificates for clubs are automatically sent to each registered USA Swimming Member Club with the yearly membership packet. Additional certificates are available upon request from USA Swimming National Headquarters.
* **Additional Insured Endorsements and Certificates.** Additional Insured Certificates and Endorsements are available upon request from the USA Swimming National Headquarters or Risk Management Services, Inc. However, USA Swimming member clubs are encouraged to issue their own certificates, if they have access to the Internet, by going to the following website:

[www.certificatesnow.com.](http://www.certificatesnow.com/) Instructions for issuing the certificates are attached. Additional Insured Endorsement Certificates **are not automatically renewed** each year.

### Sexual Misconduct

*Insurance Company:* Lexington Insurance Company

*Policy Number:* 1638684

*Policy Term:* December 31, 2004 to December 31, 2005 12:01 a.m. Mountain Standard Time

*Who is Insured:*

### Named Insureds

* + United States Swimming, Inc. member clubs

*Coverage:*

Sexual Misconduct is defined as sexual molestation, including but not limited to sexual exploitation, deliberate physical contact, mental abuse and illicit conduct not involving physical contact.

### CLAIMS MADE POLICY

Coverage is provided for claims made during the policy term. There is no coverage for any occurrence prior to the policy inception date.

***Exclusions:*** *(not inclusive)*

This insurance does not apply to:

* Liability of any insured or person who actually participates in any act of *“sexual misconduct”.*
* The cost of defense of, or the cost of paying any fines for, any insured or person resulting from actual or alleged violation of a criminal or penal statute.
* Liability of others assumed by any insured under any contract or agreement, either oral or in writing, unless specifically endorsed hereon.
* Any obligation for which any insured or any carrier may be held liable under any workers’ compensation, unemployment compensation or disability benefits law, or under any similar law.
* *“Bodily injury”* as a result of “sexual misconduct”, sickness, disease or death sustained by any of your *“employees”* or *“volunteer workers”* arising out of, and in the course of employment by you or within the scope of their duties for you. However, this exclusion does not apply to *“volunteer workers”* under the age of 18.

*Coverage & Limits:*

***Coverages Limits of Liability***

**Each Insured Event: $100,000 \***

**Total Policy Period Limit: $200,000 \***

\*Claims and Defense Costs are included within and subject to the Limits of Liability.

1. **Reporting Requirements:** (All liability policies)

All claims or incidents of bodily injury or property damage must be reported immediately to the USA Swimming National Headquarters and Risk Management Services, Inc. The USA Swimming Report of Occurrence Form is enclosed for your use in notifying both organizations.

It is imperative that no person admits liability or responsibility or discusses any aspect of the incident with anyone other than an authorized claims representative of USA Swimming, law enforcement authorities or emergency medical personnel.

### Liability Provisions in Club Contracts:

Almost every USA Swimming Member Club is a party to a contract with an owner of a swimming pool, public or private. Almost all USA Swimming Members, including LSCs and the national organization itself, will, at one time or another, enter into contracts for the use of a swimming venue for a meet or other authorized aquatic activity.

Such contracts will include standard language as to time of use, compensation, maintenance and the like.

Such contracts will also contain language with regard to the tort liability of both parties during the use of the facility. The owner will usually include indemnification and hold-harmless clauses for itself on liability for bodily injury and property damage resulting from the negligence of the USA Swimming Member, its officers, agents and employees.

It will be impossible to avoid such releases or waivers couched in general language. The owners, or their attorneys, may insist on this.

However, it is extremely important that the USA Swimming Member Club, LSC, etc., does not sign a contract containing language, which indemnifies or exculpates (clears from alleged fault or guilt) the owner from liability for damages resulting from the **sole negligence of the owner, or its agents and employees**. Such language may or may not be valid in your particular state. If it is, it is usually subject to strict interpretation.

If you are in doubt on this, consult an attorney in your own state and at the same time refer him/her to the General Counsel for USA Swimming.

If you see the following language, or anything similar to it, consult legal counsel at once before signing the agreement:

*Club (LSC) agrees to indemnify Owner against all liability loss, or other damage claims or obligations because of or arising out of personal injury or property damage, related the Club’s (LSC) use and occupancy of the premises, including that caused by the negligence of the Owner or its agents or employees.*

### Optional Insurance Coverages

The following optional insurance coverages may be obtained on an individual basis by LSCs or USA Swimming clubs. For further information, contact:

|  |  |  |  |
| --- | --- | --- | --- |
| Risk Management Services, Inc. | Phone: |  | 800-777-4930 Toll free |
| P. O. Box 32712 |  | or | 602-840-3234 |
| Phoenix, AZ 85064-2712 | Fax: |  | 602-274-9138 |

e-mail: [sblumit@theriskpeople.com](mailto:sblumit@theriskpeople.com)

**Directors and Officers & Employment Practices Liability Insurance for USA Swimming Member Clubs** *Definition*. Provides coverage for defense costs and liabilities incurred by insured directors and officers arising out of claims alleging that an insured has committed “wrongful acts,” which means any error, misstatement, misleading statement, act, or omission, neglect or breach of duty by policy definition. This coverage specifically excludes bodily injury or property damage claims which would likely be covered by the general liability policy. Also provides coverage for wrongful termination(s), harassment and other employment related situations.

Limit of Liability. $1,000.000 Deductible. $1,000 for the organization. Premium. Minimum $375

Requirements. Submission of a signed application; premium prepaid.

### Crime Coverage for USA Swimming Member Clubs

Provides coverage for dishonest acts of employees or volunteers

Limit of Coverage. $25,000 Deductible. $250

Cost $175 or $275 depending on number of employees

### USA Swimming International Group Accident Insurance

*Definition*. This policy will provide LSCs and/or USA Swimming clubs additional accident medical coverages for their USA Swimming members competing outside of the United States and/or foreign members competing or training in the United States. Contact Risk Management Services, Inc. for specific coverage and premium information.

### Special Activities

Provides liability insurance for some activities not insured under the USA Swimming program (e.g., learn to swim programs for non-members). Contact Risk Management Services, Inc. regarding coverage and premium information.

### We strongly recommend the Member Clubs consider purchasing Property Insurance for equipment, Workers Compensation, and a Business Owners Package Policy if the club has an office premises. Contact a local agent to purchase these coverages.

**2012 Certificates Now**

**USA Swimming Certificates of Insurance via the Internet**

Welcome to the world of Internet Certificates of Insurance for USA Swimming. You are now able to request your Certificates of Insurance directly from the Internet and receive them immediately after you have created them, 24 hours a day, 7 days a week. Please call Stacy Allen at 1-800-777-4930 x10 with any questions.

***(Swim Club = Insured, Facility, Pool or Location = Certificate Holder and Recipient)***

**AVOID USING THE BACK BUTTON EXCEPT ON THE LOG OUT SCREEN. “Cancel” acts as the Back**

**Button.**

1. Sign onto the Internet and go to: [**www.certificatesnow.com**](http://www.certificatesnow.com/)
2. Login:

**USER ID**: LSC 2 digit code (all caps), a dash (-), plus your swim club’s code (all caps) (Example GU- XXXX = Gulf X Team)

**PASSWORD**: SWIM (all caps)

1. Confirm Insured Name (Swim Club) is correct.
2. Select “**Certificates**” on the Navigation bar.
3. Select “**Deliver**” on the Navigation bar.
4. Select “**2012 Swim Certificate**” and click “**Continue**”.

### IF THIS IS THE FIRST TIME, YOU OR ANYONE FROM YOUR CLUB HAS USED THIS ONLINE SERVICE, IT WILL SAY ‘NO RECORDS FOUND,” UNLESS SOMEONE FROM YOUR SWIM CLUB OR IF SOMEONE FROM RISK MANAGEMENT SERVICES, INC., HAS GONE ONLINE AND ENTERED THE INFORMATION FOR YOU.

1. **PLEASE DO NOT ADD YOURSELF OR ANY INDIVIDUAL PERSON AS THE CERTIFICATE HOLDER OR RECIPIENT; IT SHOULD BE A FACILITY NAME OR AN ACTUAL COMPANY.**
2. **If this is the first time you are requesting a “Certificate Holder” or if you are requesting a new “Certificate Holder”, click on “New Recipient”, and put the facility/pool/location information in the spaces provided, then select save.**
3. **Just a reminder that if you want an emailed copy sent to you directly, you must include your email address in the column marked email when you are putting in new facility/pool/locations.**
4. If a certificate has been issued, online, to the “**Certificate Holder**” previously, please select from the list of “**Certificate Holders**” and hit “**Continue**”. **(If you or anyone from your club has never been to this website there will most likely be no Certificate Holders yet.)**
5. You should see a column that has the name of the facility/pool/location that you have added, select it again and hit “**Continue**”.
6. On this page, you should see a column that has the “**Certificate Holder**” you’ve selected and a column underneath that says “**Recipient.**” Select “**Add recipients**” and you are going to select the same facility/pool/location you just selected as the certificate holder the first time, and hit “**Continue**”.
7. This page you should have a column that says “**Certificate Holder**”, with the name of the facility/pool/location that you have selected and it should also have the same facility/pool/location under “**Recipient**”. If the information is correct, hit “**Continue**”.
8. This page you need to select a “**Delivery Method**” for Certificate Holder and each Recipient. Click “**Continue**” (Fax, Email, US Mail).
9. “**Preview**” – verify Certificate Holder(s), Recipients and Delivery Method(s).
10. If you need to make a correction before delivering the certificates, go to the Navigation Bar and click “**Certificates**” which brings you back to the first page. While you will have to go through steps 3-6 of the process, you do not lose any information.
11. If all is correct, hit “**Deliver Now**”.
12. If you are finished, go to “**Logout**”.

USA SWIMMING

Report of Occurrence

(Qrcle one)Personal Injury/Property Damage

(Please Prin t Clearly)

Date of Incident: Time of Incident: LSC: Name of Club: \_

lnjw·ed: **D** Athlete **D** Coach **D** Official **D** Member /other: **D** Guest/Spectator **D** Other : \_

Nrune(Legal): ------------------- USA Swinuning ID#:-------------

Address: ------------------City/State/Zip:------------------

Date of Birth: -------- Age:

Sex: **CJ MCJ** F Phone: (\_) \_

Where did the incident occur:>· **D** In Water **D** Deck **D** On Blocks **D** Locker Room **D** Bleachers **D** Hallway **D** Stairs

**D** Gym **D** Outside Venue (List) **D** Other ---------- Activity: **D** Meet/Competition **D** Meet/Warm-up **D** Meet/Warm down

**D** Practice/Water **D** Pt·actice/Dry-land **D** Other: -------------------------

Facility Name: -------------------- City/State:----------------­

Facility Type: **D** Indoor **D** Outdoor

Describe the incident: ----------------------------------------

Affected Body Part (Specify R or L): **D** Head /Neck **D** Leg/ Foot **D** Ears/Nose/Mouth /Teeth **D** Hand /Arm **D** Knees

**D** Shoulder **D** Torso **D** Internal **D** Other: ---------------- Describe the Injury: -----------------------------------------

On Site Care Given by: **D** Coach **D** Pru·ent **D** EMT/Pru·amedic **D** Facility Staff: -------------------

"""''*'!fptrw11giving care*

Care Given on Site: **D lee D** Immobil ized **CJ** Bandage **CJ** Cleaned **D** Other: --------------------­ Care Refused by lnjw·ed : **D** Yes **D** No

If yes, Signature of Injured or of Guardian/Parents if und er 18 yrs of age:--------------------- Parent/Guardian notified: DNo CJYes Comment? -----------------------------

Taken to Clinic/Hospital: CJNo DYes lf yes, location: ---------------------------

Please include names and phone numbers of two (2) witnesses: (If others, list on reverse)

(\_) \_

Name Address

Phone

----------------------------( ) \_

Activity Supervisor: (\_)

\_ (\_) \_

Name Address

Phone

*Pkastprtnl*

*Dayltmt Phont*

*Evening Phont*

Report Submitted By: (\_) \_

## (\_) -

*Please prinl Daytime Phone Evening Phone*

Date Report was submitted:

Club Personnel/Club Safety Coordinator is responsible for returning completed form immediately following incident to:

and: LSC Safety Chairman Ma tthew Wagner

|  |  |  |
| --- | --- | --- |
| USA Swimming | and: | Risk Management Services, Inc. |
| Risk Management Deparbmmt |  | P. 0. Box 82712 |
| One Olympic Plaza  Colorado Springs, CO 80909 |  | Phoenix, AZ 85064-2712  FAX (602) 274-9188 |
| FAX: (719) 866-4050 |  |  |

p . 0 . Box 6175

Hun tsv ille, TX 77342

Please attach ru1y additional reports (facility reports, newspaper articles, witness statements).

936-661-3733

irondad7@hotmail .com

*Revised January 2011* 8

REFEREES SAFETY CHECKLIST 2019-2020

1. Overview: Talk to the host club meet director or safety officer to confirm:
   1. Facility Evaluation used to point out areas of concern
   2. Have these areas been properly indicated by signs?
   3. Responsible person/coach sign-in sheet is being used
   4. Marshals' assignments (number/location) and instructions
   5. Availability of Report of Occurrence Forms
   6. Warm-up procedures follow LSC rules
   7. Verification that all swimmers are USA Swimming members
   8. Has the communication center been established?
2. Venue - Walk through
   1. Rest area Supervision

Miscellaneous gym equipment is secured

* 1. Locker Rooms Periodic Supervision

Wet areas (Caution/no running signs)

* 1. Seeding

Seeding (open ended bleachers) Route to pool (lighting, stairs, etc.)

* 1. Pool Deck

Diving boards up and secure Blocks secure and safe

Lane rope end covers in place Lane obstructions (ladders out)

Deck obstructions (equipment, water polo nets, etc.) Touch pads secure, leads to console covered Bulkheads (sharp edges covered, edge gaps)

1. Safety Equipment - Observe
   1. First Aid room or area assigned
   2. First Aid Kit
   3. Spinal Backboard (straps intact, etc.)
2. Pool Deck Restriction

The following statement shall be added to all Gulf sanctioned meet announcements:

"Because of USA Swimming Insurance Safety Regulations, the swimming pool deck, during the operation of all Gulf sanctioned swim meets, is closed to all persons except swimmers, coaches, marshals, officials, meet personnel, and timers. All registered non-athletes are required to display their current USA Swimming registration card. If you are asked to leave the deck by any registered personnel, please do so; it is for your safety.”

GULF SWIMMING

EMERGENCY PROCEDURES DURING THUNDER AND LIGHTNING STORMS 2019-2020

The Meet Referee, in cooperation with the Meet Director, must plan for bad weather. The following information is from the Greater Houston Area Chapter of the American Red Cross with regards to facility management during storms, referenced from the most current information available in the 1994 edition of *Lifeguarding Today*.

Clearing the Facility

There are no set guidelines for determining exactly when the water should be cleared of swimmers due to an impending storm. Since sound travels more slowly than light, a safe practice is to clear all persons from the water at the first sound of thunder or sight of lightning. However, Gulf Swimming delegates this responsibility for clearing the facility to the Meet Referee. The Meet Referee should use his judgment to determine when to clear the facility. Some other suggestions are:

Get all swimmers, parents, spectators, coaches, and officials inside.

Keep everyone away from windows. People can be injured by flying debris or glass, if the window breaks.

Avoid using the telephone, except in an emergency.

Do not stay in structures in open areas, such as picnic shelters.

Keep away from tall, isolated trees, or objects that project above the landscape. Keep away from water and grounded objects, such as metal fences, tanks, rails, and pipes.

Get down from lifeguard chairs as soon as possible.

Do not let anyone use the shower during a thunderstorm. Water and metal can conduct the electricity of lightning.

Return to the Facility

As a general rule, a thunderstorm is considered “as ended” when there has been no sound of thunder within the last 15 minutes. However, an additional factor to consider is whether or not the sky is dark and threatening. Unless there are evident signs of clearing, the storm should not be considered “ended”. You may want to consider an additional 5-15 minutes safety margin before allowing the swimmers to return to the swimming facility. Again, Gulf Swimming delegates this responsibility for returning to the facility to the Meet Referee.

SAFETY MARSHAL ROLES & RESPONSIBILITIES 2019-2020

1. Responsibilities and Requirements:
   1. The Safety Marshal must be registered as a Member of USA Swimming.
   2. The position of Safety Marshal is to be performed by individuals, age 21 or older, with no other meet responsibilities. Meet directors, officials, or other assigned meet personnel are not permitted to serve as Safety Marshal.
   3. During warm-ups the Safety Marshal is required to be on deck prior to and during the entire warm-up session. The Safety Marshal shall enforce the warm-up procedures and maintain order in the swimming venue in accordance with the LSC Safety Guidelines and Warm-up Procedures. The marshal shall have full authority to warn or order to cease and desist, and, with the concurrence of the referee, to remove, or have removed from the swimming venue anyone behaving in an unsafe manner or using profane or abusive language, or whose actions are disrupting the orderly conduct of the meet.
2. Pre-Meet Roles:
   1. Post several area maps showing location and phone number of nearest Hospital or Emergency clinic. (Post at main entrance to natatorium and at least one other appropriate location.)
   2. Post several copies during the swim meet a map showing the location of the: First Aid Station

Spinal Backboard Blankets/towels Rescue implements

* 1. Perform a detailed walk through of the meet facilities to identify potential hazard areas (such as slip areas, head bangers, trip hazards, etc.). Take corrective action for all identified hazard areas.
  2. Review safety checklist with Meet Referee.

1. During the Swim Meet:
   1. The Safety Marshal shall enforce the warm-up procedures and maintain order in the swimming venue in accordance with the LSC Safety Guidelines and Warm-up Procedures, including any separate warm-up/warm-down area used during the meet.
   2. The Safety Marshal should be clearly visible by wearing a fluorescent vest prior to and during the meet.
   3. The Safety Marshal shall insure the”First Aid Station” is identified and accessible throughout the meet.
   4. Approximately every two hours, the Safety Marshal shall walk through all areas of the meet to identify potential hazards (horseplay, slippery floors, etc.).
   5. Upon being advised by any person, (parent, swimmer, coach …) of a safety hazard, the Safety Marshal shall investigate and take immediate action to correct the hazard.
   6. Each accident requires that a Report of Occurrence form be completed.
2. Post Meet:
   1. The Safety Marshal shall ensure that completed Report of Occurrence forms are submitted to USA Swimming, Peak Insurance Group, and the LSC Safety Coordinator.
   2. The Safety Marshal shall ensure that any hazards to be corrected by facility personnel are reported to facility management.

GULF SWIMMING SECTION 3 - RULES AND REGULATIONS TECHNICAL RULES

2019-2020

|  |  |  |  |
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### 1-1. AGE GROUP CLASSIFICATION

At an age group meet with specific age group classifications (8 & U, 10 & U, 11 & 12, 13 & 14, and 15-18), swimmers may not swim out of their age group, e.g., a 10 year old cannot swim exhibition in an 11 & 12 event to achieve a time in an event that is not offered in his division. The only events where age is of no consequence are the SENIOR or OPEN events. Any age swimmer who can make the SENIOR or OPEN qualifying standard is eligible to swim in this division.

A swimmer who qualifies to swim an event in more than one age group (i.e., 8&U or 10&U, 10&U or Senior, etc.) may swim the event in either age group, but MAY NOT swim the same event in both age groups in the same meet. This rule applies to both individual and relay events.

### 1-2. APPROVED MEETS

An approved meet is a designated meet conducted by organizations other than USA Swimming members and includes registered and non-registered swimmers. Times achieved at approved meets may be used as USA Swimming qualifying times. Application for approval (including the $200/day approval fee) must be made in writing to the Sanction Coordinator at least 30 days prior to the date of the meet. Application must be made using the form on page 13-20, stating the date, time, place, and nature of the meet, and listing the names of the referee, starter, and meet director. Deck officials must be registered USA Swimming officials. The approval of the meet may be withheld or withdrawn by the Sanction Coordinator after the meet has been held. The decision will be based, if the approving official cannot be present, on the report of the meet referee. Sole criteria for approval are based upon the compliance of the meet with USA Swimming standards as outlined in the current *USA Swimming Rules and Regulations*. Official meet results must accompany the report of the referee.

### 1-3. ATHLETE'S REGISTRATION

Any swimmer entering competition whose registration is not with the LSC Athlete Registration Coordinator will be subject to $100.00 fine ($50.00 to the Club and $50.00 to the Swimmer) with the following exception:

A swimmer who has paid his or her registration dues to their Club Registration Coordinator within the previous thirty (30) days, will not be fined $50.00. However, their Club will be fined $50.00, if the registration is not DELIVERED to the LSC Registration Coordinator within thirty-seven (37) days of receiving the swimmer's application fee. (DELIVERED IS EQUIVALENT TO POST-MARK).

### 1-4. BLEEDING PRECAUTIONS

Aggressive treatment of open wounds or skin lesions should be followed. In particular, whenever a swimmer or any other person suffers a laceration or wound where oozing or bleeding occurs, the competition will be stopped at the earliest possible time, and the swimmer or person should leave the pool or area and be given appropriate medical treatment. When it is deemed necessary by the Meet Referee (or his or her appointed person) a swimmer or any other person at a USA Swimming meet may be disqualified from further competition if bleeding or oozing cannot be controlled or wound covered appropriately.

### 1-5. CANCELLED MEETS

Any team that cancels a meet without the prior consent of the Gulf Swimming Board of Directors cannot bid a meet the following year. For Zone B & Under or "C" Meets that are not bid or are cancelled, the teams in those zones can attend other Zone B & Under or "C" meets, if the host team of these B & Under or "C" meets invites them.

### 1-6. CHAMPIONSHIP MEET ENTRY FEES

For meets, approved to be called a championship meet by the House of Delegates, the swimmers' individual entry fees shall be increased by $0.25. This additional fee, payable to the host team, is for the sole purpose of offsetting the additional cost of awarding medals at the meet. If no medals are awarded, then the individual entry fees shall not be increased.

### 1-7. DISTANCE EVENTS ORDER OF SWIMMING

All freestyle events 400 meters (500 yards) and longer and the 400 meter (yard) Individual Medley shall be swum fastest to slowest, alternating girls' and boys' heats. For ages 13 and over, these events shall be seeded by combining age groups and scoring them separately. At prelim/final meets, the fastest heat of girls and boys may be swum with the evening finals session.

### 1-8. ENTRIES

Swimmers are to enter meets at their best times in each event, either in short course yards, short course meters or long course meters, regardless of the meet course. Meet hosts will seed entries from all courses together using the default conversion factors in HY-TEK MEET MANAGER. If a swimmer does not have a yard time or meter time, he must enter a NO TIME (NT). This rule does not apply to TAGS or certain Gulf Swimming championship meets.

### 1-9. ENTRIES - CERTAIN CHAMPIONSHIP MEETS

Long course meters shall be the conforming course for long course championship meets, and events shall be seeded with conforming times first, followed by non-conforming short course meter times followed by non-conforming short course yard times. Short course yards shall be the conforming course for short course championship meets, and events shall be seeded with conforming times first, followed by non-conforming long course meter times followed by non-conforming short course meter times. THERE ARE TO BE NO CONVERSIONS FROM YARDS TO METERS OR METER TO YARDS. If a swimmer does

not have a yard time or meter time, he must enter a NO TIME (NT). This rule shall apply only to Gulf Swimming championship meets which include solely events for senior swimmers (and not age group events).

### 1-10. EQUIPMENT RENTAL

Any member team wishing to use the Gulf Swimming automatic timing equipment must include the applicable rental fees, as listed on page 13-31, with the equipment rental application. Equipment fees are to be sent to the Sanction Coordinator at the time that the equipment rental form is submitted. Equipment condition reports itemizing the equipment and stating that the equipment was stored properly and received in good condition, with any exceptions noted, will be available in the trailer. Either the next member team utilizing the equipment, or the Gulf Swimming Equipment Coordinator, must sign a condition report before the equipment is released. The current Equipment Coordinator is: Eddie Adams

[gulfequipmentcoordinator@gmail.com](mailto:gulfequipmentcoordinator@gmail.com)

The host team is responsible for equipment lost or damaged while in its possession. For any item not returned as received by the host team, a fee of $25.00, in addition to the cost of the item, will be charged to the host team.

All Gulf Swimming member teams must also abide by the following rules:

* + 1. A clean up fee of $25.00 (payable to “Gulf Swimming”) will be charged, if the equipment is not returned as received in the trailer.
    2. The club renting the equipment will be charged for any repairs, except for repairs caused by normal wear and tear.
    3. After a two (2) day grace period following the end of the meet, the club will be charged

$25.00/day until the equipment is returned to the Equipment Coordinator, unless prior arrangements have been made with him.

* + 1. The equipment must be returned to the Gulf Swimming Equipment Coordinator, unless prior arrangements have been made with him.

### 1-11. EXHIBITION SWIMMING

Exhibition swimming is not permitted at Gulf-sanctioned meets.

### 1-12. EXTENDED ILLNESS

Swimmers returning after an extended absence due to illness, injury or other unusual circumstances, may receive permission from the Age Group Vice-Chair to participate in an event in a division slower than which they are qualified to enter. Such requests must be made by the swimmer's coach. If the swimmer is granted permission and betters the maximum time in the slower division, they will not be eligible for an award.

### 1-13. FOUR-HOUR RULE - ENFORCEMENT

For any session that includes 12 & under events that exceeds four hours, except for championship meets, Gulf Swimming shall assess penalties. For the purpose of the four hour rule, the start of each session is considered to be the start of the first heat of competition, regardless of whether swimmers in that heat fall within the auspices of the “Four Hour Rule.” Also for the purpose of the Four Hour Rule, the “finish” of each session shall be considered the start of the last swimmer who does fall under the auspices of the “Four Hour Rule,” regardless of whether that is the last heat scheduled in the session. The penalty for violating this rule will be double the current splash fee for each splash for both individual and relay events that exceed four hours. The meet referee will be responsible for determining the “start” time and the “finish” time according to the rules above. The meet director is responsible for these penalties being sent to the Gulf Swimming Treasurer. Equipment breakdown and weather delays are not considered part of the four-hour limit. ***[Exceptions: These penalties are waived for all Gulf Sponsored meets (that is, meets that planned by the Gulf Swimming Technical Planning Committee and Club Sponsored meets that show the estimated timeline to be within four hours for all 12&under events. The timelines shall be calculated with 20 sec heat interval with 15 sec backstroke adder for Fly-over start meet formats and 0 sec heat interval with 0 sec backstroke adder for Chase start meet formats. ]***

### 1-14. LATE ENTRIES

Gulf Swimming has established a uniform meet entry deadline for all teams hosting a meet. The teams will ask that the entries be in the hands of the Meet Director no later than 6:00 p.m. on the Tuesday that falls at least 7 days in advance of the meet. Anyone missing this deadline will be able to enter any "seeded on the deck" meet in the following manner:

1. Swimmers must pay double the entry fee at the time of entry.
2. Swimmers must supply completed entry forms entered at the swimmers' best times. The swimmers will be seeded into the events according to their best times.
3. Swimmers must enter all events for the session 45 minutes prior to the start of the session's first event.
4. Swimmers must be qualified to swim the event entered.
5. Swimmers must not exceed the allotted number of events allowed each day.
6. Swimmers who on-deck to change an entry time in an event already entered must circle-in on the

posted circle-in sheets. The new time will be used for seeding. The on-deck entry fees still apply to these swimmers.

Anyone missing the entry deadline for a pre-seeded meet will be able to enter the meet in the following manner:

1. Swimmers must pay double the entry fee at the time of entry.
2. Swimmers must supply completed entry forms. The swimmers will be seeded into the events in open lanes.
3. Swimmers must enter all events for the session forty-five (45) minutes prior to the start of the session's first event.
4. Swimmers must be qualified to swim the event entered.
5. Swimmers must not exceed the number of events allowed each day.
6. A heat will be added, if necessary and if the timeline permits.

### 1-15. MASSAGE THERAPIST ON DECK AT MEETS

A certified massage therapist may work on deck at Gulf Swimming meets provided that:

* 1. He/she is registered as a Non-Athlete Member of USA Swimming;
  2. The Meet Director and Meet Referee confirm in advance that space on deck is available for massages during the meet; and
  3. He/she has an agreement with one or more clubs to provide massage therapy to the members of that club(s) and will only provide services to members of that club(s) during the meet.

### 1-16. MEETS

B & Under and "C" Meets will be restricted to 12 and under age groups; the current classification for swimmers over the age of twelve is removed from the format. The "BB" Meet format includes a 13 and over classification with no minimum time standards for events, allowing entry level swimmers of age 13 and above to enter "BB" meets without the standard "BB" times. On achieving a "BB" Time Standard for an event, the swimmer would no longer be allowed to enter that specific 13 and Over event, but would enter the current specified "BB" qualifying event. In the case of a swimmer attaining "BB" times, the current ruling on "Three Event Rule" and "Up and Down Rule" would apply.

Gulf Swimming shall allow Inter-Club meets. These meets shall be restricted at either dual or triangular club competitions. Swimmers must swim with their attached club.

### 1-17. MEET DIRECTORS CERTIFICATION

No Gulf Swimming swim meet shall be sanctioned unless the host team has a certified meet director and no Gulf Swimming swim meet shall be run without a certified meet director on deck. Meet Directors shall be certified upon proof that (s)he has demonstrated satisfactory knowledge of the pertinent USA Swimming rules and Gulf Swimming guidelines for managing a swim meet. The Technical Planning Committee shall have the responsibility for guideline development and meet director assessment and certification.

### 1-18. MEET DIRECTOR'S FINANCIAL REPORT (2019-2020)[[1]](#footnote-1)

A Meet Director's Financial Report must be completed by any Gulf Swimming member team hosting a USA Swimming Sanctioned Gulf Swimming LSC meet for which entry fees have been charged. The report (see page 13-38) should be sent to the Gulf Swimming Treasurer within two (2) weeks from the date of the meet. The report should be accompanied by a copy of the MEET MANAGER Team Report from the final results showing the number of swimmers, paid individual events and relays for all teams participating in the meet, and a check for the Gulf Swimming surcharge made payable to Gulf Swimming, Inc. The surcharge paid to Gulf Swimming is based on the total paid entries and relays including scratches and no-shows unless the Host Team reimburses the visiting teams the entry fees for the scratches/no-shows. If any part of a Sanctioned meet is cancelled either before or during the meet due to weather, facility issues or reasons beyond the control of the Host Team, the Gulf Surcharge will be paid, as stated earlier in this paragraph, unless the Entry Fees are reimbursed for the Events not swam.

Additionally, all teams hosting meets are required to submit full financial reports (see page 13-39) as are required by the current USA Swimming Rules and Regulations. These full financial reports, along with the payment of the Gulf Swimming surcharge mentioned above, are required to be submitted before Gulf Swimming considers any full or partial refund of meet surcharges for a Gulf Swimming sponsored meet to any host team. Refunds of any splash fee (Gulf Surcharge) does not apply to any Team meet or any meet that is not on the Gulf Schedule (Gulf Sponsored).

If the financial report and the surcharge fees are not filed and/or paid within two (2) weeks of the conclusion of the Gulf Swimming sanctioned meet, a fine of $100.00 will be assessed, and an additional fine of $100.00 for each month thereafter, until the financial report and surcharge fees are submitted. Additional delays will result in the forfeiture of bidding rights on meets the following year.

### 1-19. MEET ELECTRONIC ENTRIES

If allowed by the host team, teams may electronically mail their MEET MANAGER files. Payments for the electronic entries must be submitted or postmarked no later than 24 hours after the entry deadline as stated in the Meet Announcement. This rule only applies to entries submitted by the team entry person, not entries submitted by individual swimmers.

### 1-20. MEET ENTRIES SURCHARGE

Each team, with ten (10) or more swimmers entering a Gulf Swimming meet, must use the HY-TEK software to send entries for that meet. A $25.00 surcharge, payable to the host team, will be charged against each team failing to use HY-TEK as required.

### 1-21. MEET ENTRIES VERIFICATION

When submitting meet entries for any Gulf Swimming sanctioned swim meet, each team must certify that all of its swimmers entering the meet are currently registered with USA Swimming. Each team must submit an entry verification form, that shall be included with the meet announcement, stating that "I, the undersigned coach or team representative, verify that all of the swimmers and coaches listed on the enclosed entry forms or entry disk are currently registered with USA Swimming."

### 1-22. MEET ENTRY FEES

All Gulf Swimming sanctioned meets must adhere to the Meet Entry Fees Schedule published in the *Gulf Swimming Handbook*. Exceptions to these fees are for meets sponsored by a Gulf Swimming Board of Directors approved organization, such as USA Swimming, the Texas Swimming Association, and the Texas Senior Circuit organization, which may have another fee policy. The House of Delegates may also approve higher meet fees on a case-by-case basis.

For meets held in Long Course (50 Meter) pools, the swimmers’ individual enter fees shall be increased by

$0.25. This additional fee, payable to the host team, is for the purpose of offsetting the additional cost of running meets in and maintaining the larger pool.

### 1-23. MEET INFORMATION

All teams hosting Gulf Swimming swim meets shall send an electronic copy of the Meet Announcement (in Microsoft Word format) and the meet set-up file (in HY-TEK MEET MANAGER EV3 format) to the Gulf Swimming Webmaster. The announcement and meet set-up files must be sent at least six (6) weeks prior to the first day of the meet. Failure to timely send the announcement or the meet set-up file to the webmaster shall result in a fine of $100 per day, with a maximum fine of $1,500.

Within three days after the conclusion of the meet, the host team shall send an electronic copy of the meet results (as a HY-TEK MEET MANAGER backup file) to the Webmaster. Delays in the sending of meet results will result in the forfeiture of bidding rights on meets the following year.

No paper copies of the meet announcement, nor diskettes of the meet setup files or results, are required to be sent.

### 1-24. MEET OFFICIALS

For meets other than the Gulf Swimming Championships and the Senior Championships, it is the responsibility of the Meet Director to arrange for a sufficient number of qualified officials including the Referee, whose name must be submitted with the sanction application.

### 1-25. MEET RESULTS

1. Prior to and during the Meet:
   1. The host team shall use the HY-TEK MEET MANAGER program. The meet set-up shall include qualifying and cut-off times in all three courses.
   2. Results of "A" and above meets shall include the following information:
      1. TAGS time for each event
      2. Qualifying time for each event

Results of "BB" meets shall include the following information:

1. "A" time for each event
2. Qualifying time for each event

Results of combined meets (e.g., A/BB/B) shall include the following information:

1. TAGS time for each event
2. "A" time for each event
3. "BB" time for each event
4. Qualifying time for each event

Results of Open meets shall include the following information:

1. TAGS time for each event
2. "A" time for each event
3. "BB" time for each event

Results of Senior meets shall include the following information:

1. Texas Senior Circuit qualifying time for each event
2. Junior National Championships qualifying time for each event
3. National Championships qualifying time for each event
   1. For "AA", "A", and "BB" Meets, the USA Swimming Time Standard designation ("AA", "A", or "BB") shall be printed by each swimmer's name, if the swimmer has achieved that time standard.
   2. For meets that are a mixture of USA Swimming classifications (e.g., A/BB, A/BB/B, or BB/B), the results should be printed keeping each swimmer in the classification in which that swimmer was seeded, even if a higher time standard was achieved. (This includes meets that are seeded together, but scored separately, e.g., "A" and "BB" swimmers may swim in the same heat, but are scored separately based upon "A" seed times or "BB" seed times.)
   3. All results must list all swimmers entered in the events, including scratches. List scratches as "scratches" (SCR), not as "no shows". "NS" should be used to designate a swimmer who failed to show up for the event after circling in. A “DQ” shall be used to indicate a disqualification. No result may be shown other than NS, DQ, SCR or a time.
   4. All results shall have the ages of the swimmers listed.
   5. All relays must have the names and ages of the swimmers, and the split of the lead-off swimmer, if available from the timing console.
   6. Upon receipt of the timely entries and at the conclusion of on-deck entries each day of the meet, the meet host shall reconcile the meet using the registration file and procedures from the Gulf Swimming Athlete Registration Coordinator. The meet host shall contact each team with entry errors prior to the start of the meet, and make announcements or otherwise contact a team representative after each day’s reconciliation, and afford them an opportunity to resolve the errors. Failure of the meet host to reconcile the meet shall result in a fine of $100.00. Failure of the entering team to reasonably resolve the identified errors shall result in a fine of $100.00.
   7. The names and acronyms of Gulf Swimming teams at the meet shall conform to those approved and listed in the current *Gulf Swimming Handbook* as updated on the Gulf Swimming Website. In the case of swimmers associated with a team but either ineligible to compete for that team (i.e., they have not completed the 120 day period since last competing for another team) or otherwise not competing for that team, meet hosts shall use UN-XX, where XXXX is the acronym for the associated team. Any truly unattached swimmer shall be shown as UN.
4. After the Meet:
   1. All teams hosting meets must mail a paper copy of the meet results within two (2) weeks of the meet to any participating teams that request a copy in writing. Meet results shall be printed in HY-TEK MEET MANAGER’s “Standard Publication Order”. If the meet is a Prelim/Final meet, use the option “A” (All) for printing both Prelim and Final results together.
   2. Entry information and results shall be maintained by the host team for one (1) year from the date of the meet. Host teams shall be responsible for promptly resolving any inaccuracies in the results and re-submitting any results, which have been revised.
   3. All meet results from Gulf Swimming sanctioned meets must be submitted in HY-TEK MEET MANAGER format and in PDF format to the Gulf Swimming Computer Information System Coordinator within three (3) days after the conclusion of the meet. The PDF format shall include the team information page, any team or individual scoring, and the results, in publication order, printed two columns per page and in accordance with paragraphs A.2 through A.7, above. If the results are not submitted within the specified time, the host team will be subject to a fine of $100.00. Additional delays or failure to follow these rules will result in the forfeiture of bidding rights on meets the following year. Results shall be submitted by e-mail. The instructions, submission requirements and addresses will be available on the Gulf Swimming web page (www.gulfswimming.org).
   4. Hosts for championship meets shall provide the Gulf Swimming Computer Information System Coordinator with a list of team scores and high point award scores. Hosts of championship meets shall additionally supply the Gulf Swimming Publicity Coordinator with a summary of the meet, including winning team, high point award winners, National, State or Gulf Swimming record breakers, and any other highlights, in a format suitable for publication.

### 1-26. MEET STARTING TIME

No meet shall start before 9:00 a.m. unless approved, in advance, by the Board of Directors of Gulf Swimming. Friday evening sessions shall start at 6:30 p.m. unless some other start time is approved by the Board of Directors of Gulf Swimming.

### 1-27. MEET SUMMARY REPORT FORM

A Meet Summary Report Form must be completed by every Gulf Swimming member team hosting a USA Swimming Sanctioned Gulf Swimming LSC meet. The report (see page 13-37) should be sent to the Gulf Swimming Technical Planning Committee Chair within two (2) weeks from the date of the meet. Delays in the filing of this report will result in the forfeiture of bidding rights on meets the following year.

### 1-28. NON-ATHLETE REGISTRATION

All Coaches, Officials, Meet Directors, and Safety Marshals must show proof of their current USA Swimming Registration Card while on deck at all Gulf-sanctioned swim meets. Failure to show proof of the current registration card while on deck may result in the offender being removed from the swimming venue at the discretion of the Meet Referee.

All renewal applications for Coach Membership in the Gulf Swimming LSC are due before December 1st for membership for the subsequent year. After December 1st, the LSC fee due for a renewal membership shall increase by $20.00. After December 31st, the LSC fee due for a renewal membership shall increase by $50.00.

Any unregistered Coach, who is on-deck at a Gulf Swimming meet, shall be removed from the deck, and the club, that the Coach represents, shall be fined $50.00 for each day for each unregistered Coach that is on-deck.

New coaches may register at any team during the year.

### 1-29. NO SHOWS AT GULF SWIMMING MEETS

Any swimmer, who circles in for deck-seeded events and fails to appear at the starting blocks when his/her event is ready to swim, shall be listed as a "No Show" in the results and shall be assessed a fine of $5.00 for each event in which he/she fails to appear. No additional penalty, such as being scratched or disqualified from subsequent events, shall be assessed.

### 1-30. OBSERVED SWIMS AT NON-USA SWIMMING COMPETITIONS

For competitions that have been approved for observed swims, the results may be entered into the USA Swimming database (SWIMS). The requests for entering these observed swims should be submitted to the host of the non-USA Swimming competition. If the request is submitted to the host of the competition, there is no fee for entering those times into SWIMS. For any requests submitted to the Gulf Swimming NTV Coordinator, there will be a fee of $20.00 per event, payable to Gulf Swimming.

If any fees are due, the fees must be paid before the times will be submitted to SWIMS. The fees must be received by the NTV Coordinator before the times will be entered into SWIMS.

The current NTV Coordinator is Rick Kehlenbach, 17611 Rustington Drive, Spring, TX 77379.

### 1-31. ON-DECK ENTRIES TO CHANGE ENTRY TIME

Swimmers who wish to on-deck an entry, in order to change a previously entered time, shall pay the normal on-deck entry fee. The swimmers must also still indicate their intention to swim the event by circling-in on the posted circle-in sheets. This rule does not apply to corrections to entry times, where the incorrect entry time is due to an error made by the Host Team.

### 1-32. PRELIM/FINAL RULE

The administrative rules for the conduct of Gulf Swimming meets shall follow the Administrative Conduct of USA Swimming Championships, USA Swimming rules 207.11.6D and 207.11.6E, as modified below.

Any finalist who fails to compete in finals or consolation finals, or any other bonus final heat, for which he has qualified and failed to scratch with the Clerk of Course prior to the scratch deadline, shall be banned from further competition in the meet in accordance with the *USA Swimming Rules and Regulations* and will be assessed a fine of $50.00. A Club, which has not paid the fine, will not be allowed to register for membership in Gulf Swimming until the fine is paid.

In a Prelim/Final meet, the finalists and alternates for finals shall be announced and shall have thirty (30) minutes after the announcement to scratch from finals. Any qualified swimmer in the event (a swimmer is qualified for finals or consolation finals or any other bonus finals if he has successfully completed the event in Prelims) may be moved into finals due to scratches, therefore all swimmers who will not be present at finals must scratch to avoid a possible suspension from the meet and a fine of $50.00. Thirty

1. minutes after the announcement, no further scratches shall be accepted, the existing scratches will be tabulated and the finalists and two (2) alternates for the event shall be set. Only the finalists set at this point may be subject to the above fines and banishment from competition, even though any qualified swimmer may be moved into finals. The alternates, after the existing scratches are tabulated, will not be penalized if they are unavailable to compete in finals.

The USA Swimming National Championships Meets "reserve the right to scratch" rule is not applicable to any Gulf Swimming meet. The "intent to scratch" rule is not applicable to any Gulf Swimming meet.

### 1-33. PROOF OF TIME FOR GULF SWIMMING MEETS

Any swimmer who cannot prove that he was eligible to swim an event in a meet will be fined $20.00 for each event that he fails to prove. The fine or proof of time is sent to the Administrative Vice-Chair, Jason Wedlick. Swimmers are not eligible to swim an event if they have times faster than the cut-off. Once swimmers have qualified for a particular division in a particular event, PRIOR to the entry deadline stated in the meet announcement, they MAY NOT swim that event in a slower division. Swimmers entering events in a slower division are subject to disqualification from the meet by the Meet Director or the Referee. Swimmers shall be fined $50 for each event in which they competed and are over-qualified.

Fine balances carry over to the following year, and until paid, the team, which the swimmer represented, will not be allowed to register with Gulf Swimming. This also applies to fines levied on swimmers who have moved out of Gulf Swimming.

All fines or proof of times incurred in a Short Course season must be paid or proved by May 15th of each year; all fines or proof of times incurred in a Long Course season must be paid or proved by October 15th of each year. If the Proofs of Times are not submitted by the due dates, then the times are assumed to be unprovable, and all outstanding fines are doubled.

### 1-34. RELAY RULES

Any swimmer is eligible to be a swimmer of a relay team competing at a meet as long as the swimmer is not competing in a stroke and distance in which they have equaled or bettered the cut-off time for the division in which the relay is competing; i.e., swimmers do not compete on "B & Under" meet relays in a stroke and distance in which they have a "BB" time; or, swimmers do not compete in "BB" meet relays in a stroke and distance in which they have an "A" time. Further, swimmers age 13 and over are not eligible to swim the breaststroke, backstroke, or butterfly leg in a 200 yard or meter medley relay, if they have equaled or bettered the cut-off time in the 100 yard or meter distance of that stroke for the division in which the relay is competing.

### 1-35. RELAYS IN PRELIM/FINAL MEETS

Any relay that is entered on-deck at a Prelim/Finals meet, where the relays are divided between swimming in the morning/prelim session and the evening/final session, shall be limited to swimming with the morning session, unless there are open lanes in the evening session.

### 1-36. SANCTIONS

A sanctioned meet is a designated meet conducted by USA Swimming members. To receive a sanction, a USA Swimming meet sanction form must be received by the Sanction Coordinator at least eight (8) weeks prior to the meet, except for meets awarded on an emergency basis. (Day received is equivalent to post- marked). The Application for Sanction form may be found on page 13-19. If the Sanction Coordinator receives the application later than this time, a $100.00 fine will be levied against the team.

Go to <https://www.teamunify.com/team/gslsc/page/about-us/contact-list> for the current contact information for the Sanction Coordinator.

A copy of the meet announcement, including full event schedule, name of Referee, and qualifying times must accompany the application. In addition, a check payable to Gulf Swimming, Inc. in the amount of

$50.00 per meet day must be included. Time Trials require a sanction fee of $50.00. Before a sanction number is granted for a meet with a non-standard format (i.e., those not currently approved by the Technical Planning Committee), the format must be approved by the Technical Planning Committee Chair, Joel Beard. Therefore, non-standard meet formats must be submitted no later than ninety (90) days prior to the first day of the meet or no sanction number will be granted by the Sanction Coordinator.

If the meet announcement is sent electronically to the Sanction Coordinator, then the sanction application and the check for the sanction fees, must be postmarked no later than 24 hours after the deadline for the sanction application, or the application shall be considered delinquent and subject to fines for being submitted late.

Upon approval of the meet by the Sanction Coordinator, a sanction number will be issued and must be included on the meet announcement; therefore, it is imperative that the Meet Director's telephone number be included in the information sent to the Sanction Coordinator.

Duplicate copies of the meet announcement must be sent to the Technical Planning Committee Chair:

Go to <https://www.teamunify.com/team/gslsc/page/about-us/contact-list> for the current contact information for the Technical Planning Committee Chair

and to the General Chair:

Go to <https://www.teamunify.com/team/gslsc/page/about-us/contact-list>for the current contact information for the General Chair

Dual meets, where one team is a Gulf Swimming Member Club and the second team is not a Gulf Swimming member club, may be scheduled and sanctioned on any day. Sanctioned Dual meets require a sanction fee of $50.00. Sanction requests for Dual meets must be submitted at least two (2) weeks before the scheduled competition, unless good cause is shown for the delay. The payment for the sanction fees must accompany the request for the sanction.

No other meets will be sanctioned on Gulf Swimming Championship meet weekends or “Gulf-sponsored Open Meets”, without Technical Planning Committee approval. All other weekends are open for meets, regardless of whether a Gulf-sponsored meet is scheduled.

### 1-37. SEEDING

All Gulf Swimming meets shall be pre-seeded for events 200 yards/meters and shorter. Events of 400 yards/meters and longer will require a positive check-in ~~45 minutes prior to the start of the ses~~sion. Deck entries will be accepted to fill existing heats. If necessary, and if the timeline permits, a heat zero will be created. Clubs are encouraged to notify the meet administration and scratch swimmers that are not at the meet in order to make space for more swimmers. Deck entries are due 45 minutes prior to the start of the session.

Each meet host shall e-mail a psych sheet to all participating clubs by the Monday preceding the start of the meet. Each meet host is required to post the team summary listing on the Gulf Swimming website.

### 1-38. SURCHARGE RULE

The following surcharge is assessed on each individual entry by Gulf Swimming: All Meets (except as listed below) $1.75

Senior Circuit Meets $1.75

National Championships $2.50 National Championships - Time Trials $3.50

The following surcharge is assessed on each relay entry (relay teams count as one entry) by Gulf Swimming:

All Meets (except as listed below) $1.75

Senior Circuit Meets $1.75

National Championships $2.50

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **The following Schedules are Effective 9/1/2020 (1/29/20 HOD)** | | | | |  |  |
| **Facility Surcharge Fees** | |  |  |  |  |  |
| **Facility Description** | | | | | FEE |  |
| One 8x25 Yard pool with 1 or less warm-up/warm-down lanes | | | | | $2.75 |  |
| One 8x25 Yard pool with 2 or more warm-up/warm-down lanes | | | | | $4.75 |  |
| Two 8x25 yard pools with 2 or more warm-up/warm-down lanes | | | | | $7.75 |  |
| One 50 Meter Pool with no warm-up/warm-down lanes | | | | | $4.75 |  |
| One 50 Meter Pool with 1 or more warm-up/warm-down lanes | | | | | $8.75 |  |
|  |  |  |  |  |  |  |
| **Individual and Relay Entry Fees - Effective 9/1/2020 (1/29/20 HOD)** | | | | |  |  |
| **Short Course Season Meet Types** | | | | |  |  |
| Short Course Open, Senior & First Chance Meets | | | | | $7.75 | IE |
| Open Water | | | | | $40.00 | (1st Swim) |
| Short Course Prelim/Final Fall Champs Meets | | | | | $12.00 | IE |
| $22.00 | Relay |
| Short Course Prelim/Final Spring Champs Meets | | | | | $12.00 | IE |
| $22.00 | Relay |
| Short Course Timed Finals Champs Meets | | | | | $8.00 | IE |
| $13.00 | Relay |
| **Long Course Season Meet Types** | | | | |  |  |
| Long Course Open Meets | | | | | $8.00 | IE |
| $9.25 | If (A&M or UH) |
| Long Course Prelim/Final Summer Champs Meets | | | | | $12.00 | IE |
| $22.00 | Relay |
| Short Course Sprint Champs Meets | | | | | $8.00 | IE |
| $13.00 | Relay |

From these surcharges, portions will be used for Gulf Swimming operating expenses and for funding Senior and Age Group Travel expenses.

### 1-39. TEAM SCORING

All meets shall be scored by place.

### 1-40. THREE EVENT RULE

A swimmer with three (3) "A" times may swim all other events offered in that division entered at his best time; e.g., if a swimmer has an "A" time in the 50 Free, 200 Free, and 100 Back, he may swim the 100 Fly, 100 Breast, 200 I.M., etc., if offered in that age group or division. The exception is that the swimmer must have a 500/400 Freestyle "A" time to swim the 1650/1500 or 1000/800 Freestyle events. The same rule applies to the "BB" division times; if a swimmer has three (3) "BB" times, he may swim all other "BB" events entered at his best time, etc.

For an 8 & under swimmer to swim all events as a 10 & under at a "BB" or "A" meet, the swimmer must have at least three (3) 10 & under "BB" or "A" times. For a swimmer to swim all events as a Senior at a "BB" or "A" meet, the swimmer must have at least three (3) Senior "BB" or "A" times.

The three event rule will not be in effect at any championship or invitational meets.

### 1-41. TIME TRIALS

Time trials conducted in Gulf Swimming must conform to all USA Swimming National requirements with at least three (3) days advance notice to all Gulf Swimming member teams. The notice must include the sanction number, event fees, time, place, and qualifications or minimum time requirements. A sanction cannot be issued for time trials without the consent of the Board of Directors and payment of the sanction fee.

### 1-42. TRANSFERS

Any swimmer transferring from one USA Swimming club to another may not represent the new USA Swimming club until a period of 120 days has elapsed since the swimmer last represented the previous club in any competition.

A form signed by the swimmer's previous club documenting his eligibility to swim for another club must be filed with the Gulf Swimming Athlete Registration Coordinator before competing for the new club.

### 1-43. UP/DOWN RULE

If swimmers have "A" or "BB" division times in a particular stroke, they may swim the immediately preceding or following distance of that stroke in that division. If swimmers have a 100 Free "BB" time, they may swim the 50 Free and 200 Free "BB" events entered at their best times. An "A" time in the 50 Fly allows a swimmer to enter the 100 Fly in an "A" meet at their best time, etc.

For an 8 & under to swim a 10 & under event at a "BB" or "A" meet, the swimmer must have at least one 10

& under "BB" or "A" time. For example, if an 8 year old swimmer has a 10 & under 50 yard "BB" time, then the swimmer could swim the 10 & under 100 yard "BB" event. For a swimmer to swim as a Senior at a "BB" or "A" meet, the swimmer must have at least one Senior "BB" or "A" time. For example, if a 10 year old swimmer has a Senior 50 yard Free "BB" time, then the swimmer could swim the Senior 100 yard Free "BB" event.

ALL 10 AND UNDER SWIMMERS ENTERING SENIOR EVENTS MUST PRE-PROVE THEIR TIMES BY WRITING THE NAME AND DATE OF THE MEET WHERE THE TIME WAS ACHIEVED ON THE BACK OF THE ENTRY CARD. FAILURE TO DO SO WILL PREVENT THE SWIMMER FROM ENTERING THE SENIOR EVENT.

A swimmer who qualifies to swim an event in more than one age group (i.e., 8 & under or 10 & under, 10 & under or Senior, etc.), may swim the event in either age group, but MAY NOT swim the same event in both age groups in the same meet. This rule applies to both individual and relay events.

### 1-44. WARM-UP PROCEDURES

Safety guidelines and warm-up procedures have been developed by Gulf Swimming to ensure the safety of all swimmers. A copy of the safety procedures is on page 13-29.

### 1-45. YARD/METER RULE

Once a swimmer has achieved a particular time division in a certain stroke and distance in one course in the swimmer’s age group, the swimmer is considered to have achieved that same time division for that stroke

and distance in all other courses and may not enter or be scored in a slower division. For example, a swimmer with an "A" or "BB" time in yards in a stroke will automatically have an "A" or "BB" time in meters of that stroke for that age group or division. Also, the reverse is true, a swimmer with an "A" or "BB" time in meters automatically has an "A" or "BB" time in yards. However, in a meet scored by time standard division, swimmers shall be scored in the division determined by their converted entry times.

### 1-46. ZONE MEETS

A zone system may be in effect for Gulf Swimming meets. Teams and/or swimmers may not cross zones to swim at a meet other than the meet provided for their group. A swimmer must swim in the zone in which he was last registered, unless he has filed a completed transfer form with the Gulf Swimming Athlete Registration Coordinator.

ADMINISTRATIVE RULES 2019-2020

|  |  |  |  |
| --- | --- | --- | --- |
| 2-1. | Bylaws |  |  |
| 2-2. | Cancellation of Disbursements | 2-5. | Safety Marshals |
| 2-3. | Gulf Minutes | 2-6. | Southern Zone Team Eligibility |
| 2-4. | Revision of Rules | 2-7. | Team Registration |

### 2-1. BYLAWS

All member teams of Gulf Swimming must maintain a copy of their bylaws on file (including modifications as they are made) with the Registration Coordinator.

### 2-2. CANCELLATION OF DISBURSEMENTS

All disbursements by check, payable to any Gulf Swimming member, or parent or guardian of a Gulf Swimming member, shall be cancelled and returned to the General Fund as a donation, if not cashed within ninety (90) days after the date of issue. This policy shall not apply to payments to non-members of Gulf Swimming.

### 2-3. GULF MINUTES

Minutes of the Gulf Swimming Board of Directors Meetings and the Gulf Swimming House of Delegates Meetings shall be posted on the Gulf Swimming web site.

### 2-4. REVISION OF RULES

Gulf Swimming Administrative and Technical Rules may be implemented and/or changed by the following procedure. A new rule or modification to an existing policy or rule shall be approved in one of two ways:

* 1. If initially presented at the Gulf Swimming Board of Directors Meeting immediately prior to the Gulf Swimming House of Delegates meeting, a simple majority vote of the Gulf Swimming House of Delegates is required to implement the new rule or changes.
  2. If initially presented at the Gulf Swimming House of Delegates Meeting for adoption, a two- thirds majority vote of the Gulf Swimming House of Delegates is required to implement the new rule or changes.

### 2-5. SAFETY MARSHALS

All Safety Marshals shall be current Non-Athlete members of USA Swimming.

### 2-6. SOUTHERN ZONE TEAM ELIGIBILITY

No swimmer shall be eligible to compete as part of the Gulf Swimming Zone Team in the Southern Zone Championships, if they have ever participated in an individual event at a Junior National Championships

Meet, long course or short course, or if they have made the Junior National Championships qualifying time for an individual event in the current year, long course or short course.

### 2-7. TEAM REGISTRATION

For teams re-registering to be a member of Gulf Swimming, valid and completed Team Registration forms shall be submitted to the Non-Athlete Registration Coordinator by October 1st of each year for registration for the following year. The Team Registration forms are considered late, if post-marked after October 15th. A late fee of $100.00 per team will be assessed for any team submitting forms after the October 15th late

registration date. New teams may register at any time during the year.

SECTION 4 - SWIM MEET INFORMATION ENTRY INFORMATION FOR SWIMMERS AND PARENTS

2019-2020

### MEET ANNOUNCEMENTS

When a meet announcement arrives at your pool, check for the following information:

1. Time and place of meet.
2. Qualifying times for individual events.
3. Number of individual events allowed per swimmer per day.
4. Class of meet - Division "AA", "A", "BB", "C", or Open.
5. Event numbers.
6. Entry deadline.
7. Entry fee per event.
8. Any swimmer surcharge.
9. Type of entries, i.e., entry forms, or HY-TEK Computer entries

### ENTRY INSTRUCTIONS

1. Entry Form
   1. Be sure to fill out ALL blanks on the form; your name, address, phone number, USA Swimming number, sex, birthday, and swim team name.
   2. Fill out top line of boxes with event numbers and bottom line with corresponding event names.
2. HY-TEK Computer Entries - If the host team requests that all entries be submitted electronically with a HY-TEK TEAM MANAGER file, then your team's meet entry person will submit all entries in one file. Follow your team's instructions for submitting entries to your team's meet entry person.

### SWIMMER INFORMATION

1. When to arrive at a swim meet - Swimmers should be expected to be in the pool no later than sixty

(60) minutes prior to the starting time of the meet. Pools are available for warm-ups ninety (90) minutes prior to the start of the meet and cleared fifteen (15) minutes before the meet begins.

1. What to do - Upon arrival at the pool, a swimmer should find the area assigned to his team and set up his rest station. The posted check-in heat sheet should be located and checked to make sure the swimmer is properly entered in his events. (For on-deck seeded meets, the swimmer's name must be circled to show that he has checked in, or the swimmer will not be allowed to swim the event.) The swimmer must be aware of his event number so that when his number is called, he will go immediately to the reporting area (usually directly to the area behind the starting blocks). Individual swimmers are not usually called, so the P.A. announcement of the event and number is extremely important and the only way a swimmer knows when it is time to report. It is the swimmer's responsibility to report promptly. Swimmers should pick up their awards immediately when announced. At the conclusion of the meet, swimmers must leave their rest area neat and clean.
2. Time lines for the meet events are only an estimate. Many meets run faster than the time lines. You must be prepared to swim, when your event is called.

RECOMMENDATIONS FOR USE OF HY-TEK MEET MANAGER 2019-2020

The following recommendations are intended to standardize the interchange of data before and after Gulf swim meets.

* 1. All meet entries and meet results shall be transferred between teams electronically.
  2. The host team shall generate the meet announcement form and shall set up the meet on its MEET MANAGER software. The meet setup information shall be sent to the Gulf Swimming webmaster in the HY-TEK MEET MANAGER EV3 format, and shall be made available on the Gulf Swimming website.
  3. The teams entering the meet may enter data to the host team by using the EV3 file to set up the meet in Team Manager. Use Team Manager to enter the swimmers' best times. The data must be converted to COMMLINK files to send to the host team. A meet entry printout from Team Manager must accompany the entry. For each swimmer, be sure to enter name, sex, age, USA Swimming athlete registration number, event number, and seed time.
  4. Some meets will be set up with cut-off times, in which each swimmer must be slower than the cut- off time in Short Course Yards, Short Course Meters, and Long Course Meters. In Team Manager, there is the option to check **ALL THREE COURSES** when using cut-off times. Each team submitting entries for this type of meet, should set up their Team Manager file by selecting the correct meet, and double-clicking on the meet name, which takes you to the Meet Maintenance menu. Then on that menu, there are three options and check boxes near the middle of the screen - the first two options are:

"Enforce Qualifying Times"

"Swimmer must meet slower than Q time in all courses"

These are the key options. Turn on those two options, and then select your entries. It will flag swimmers who are faster than the cut-off time in any of the courses entered into the database.

* 1. The host team will use the supplied electronic files to compile all entries into the meet database. The host team should check each file for computer viruses before using them to transfer data.
  2. During the running of the meet, it is recommended that the host team retain two running backup diskettes of final meet data. Backups should be done every five (5) to eight (8) events.
  3. When the meet is finished, the results shall be sent to the Gulf Swimming webmaster, to be posted on the Gulf Swimming website.

PROOF OF TIMES - GULF SWIMMING MEETS 2019-2020

\*\* See the Gulf Swimming PROOF OF TIME RULE, page 5-8.\*\*

1. All meets with qualifying times (e.g., "AA", "A", "BB") must be proved for each swimmer who fails to swim the qualifying time.
2. The only proof of time accepted will be from typed final results. If the Administrative Vice-Chair does not have a copy of the final results used to prove a time, those results must be sent with the proof of time.
3. When proving times with a meet that was not sanctioned by USA Swimming through Gulf Swimming, final results of that meet must be sent with the proof of time.
4. Swimmers from another Local Swimming Committee of USA Swimming (new to Gulf Swimming) are given one (1) free meet to prove that they are actually an "A" or "BB" swimmer according to which meet they enter. This means there will be no fine for the events in which the swimmer fails to make the qualifying time.
5. Only times made at meets concluded PRIOR to the meet being proved are acceptable. Swimmers cannot use the meet they are swimming in as proof of their times, as they were supposed to be an "A" or "BB" swimmer when entering the meet. Note: If a swimmer has two (2) "A" or "BB" times when entering the meet and he makes a third "A" or "BB" time at the meet, he MAY NOT use the Three Event Rule as proof of time for other events for which he failed to make the qualifying time. The Up/Down Rule may only be used for events in which an "A" or "BB" time is achieved prior to the meet.
6. Teams are responsible for the fines incurred by their swimmers, including swimmers who have moved away from Gulf Swimming, or no longer swim.
7. All fines or proof of times incurred in a Short Course season must be paid or proved by May 15th of each year; all fines or proof of times incurred in a Long Course season must be paid or proved by

October 15th of each year. Teams with debts that are not cleared will not be allowed to register their teams and, therefore, will not be eligible to bid a Gulf meet.

1. Times swum in high school meets may be used as proof of time, if the following criteria have been met:
   1. The results are typed, and
   2. Meet results are sent to the Administrative Vice-Chair.
2. When proving a swimmer's time, please include the following information:
   1. Name of swimmer,
   2. Age of swimmer as of the date of the meet,
   3. Meet name and date being proved,
   4. Event and time being proved,
   5. Meet name and date of meet used for proof,
   6. If using the three event rule or up/down rule, include the provable events and meets where achieved, and
   7. If using a split time, include the event distance and stroke of the provable event.
3. Disqualifications and scratches do not have to be proved.

SUGGESTIONS FOR PROVING TIMES FOR GULF SWIMMING MEETS 2019-2020

\*\* See the Gulf Swimming PROOF OF TIME RULE, page 5-8.\*\*

Each Gulf Swimming team is responsible for submitting Proof of Times for its swimmers. Usually there is a single person on each team, who submits the proofs to the Administrative Vice-Chair. This may be the same person who does the meet entries for the team, but does not necessarily have to be the same person.

The following suggestions, using the Windows version of HY-TEK TEAM MANAGER and HY-TEK MEET MANAGER, are provided to assist teams in proving times. Several teams are already submitting proofs using these procedures. Each team may submit proofs in any manner desired, as long as the required procedures on page 6-3 of the *Gulf Swimming Handbook* are followed.

1. If you wish to use **HY-TEK TEAM MANAGER** to create a **Proof of Times Report** at the time that your team enters the meet, then, when you create your team entries to send to the host team of the meet:
   1. Use HY-TEK TEAM MANAGER.
   2. Select "Reports".
   3. Select "Performance".
   4. Select "Meet Entries".
   5. For the "Report Format" - select "Include Proof of Time". This will generate a listing of all of the team entries with the names and dates of the meets where the times were achieved. If you are using the three event rule or the up/down rule to enter any events, you will still need to note that information on this listing. It is not necessary to send this listing to the host team. It should be saved by the team and sent to the Administrative Vice-Chair, after the Final Results are received. Note that any on-deck entries, or entries that were submitted to the host team by individual swimmers and not by your team's entry person, will not be shown on this listing, and will still have to be proved by your team by other means.
2. If you wish to use **HY-TEK MEET MANAGER** to prove times after meets with a **single** qualifying designation (e.g., "AA" meets), then, when the Final Results are received, print the **Exception Report** for the team:
   1. Use HY-TEK MEET MANAGER.
   2. Select "Reports".
   3. Select "Exception Report".
   4. Select "All Sessions".
   5. Enter the Team abbreviation.
   6. List swimmers that "Do NOT meet Qualifying Time". Enter the Standard Designator required by the meet for qualifying times (e.g., "A" or "AA", etc.)
   7. Once the report is printed, there will be enough blank space beside each swimmer's entries to write down the proof (either the meet name or date of the meet used for proof) or the rule (e.g., "up/down" or "three event", including the provable events, meets and dates where achieved.) As an alternative to writing down the proofs, HY-TEK TEAM MANAGER may be used to list the swimmers' best times with the meet names and dates where achieved for any events requiring proof.
3. If you wish to use **HY-TEK MEET MANAGER** to prove times after other meets, such as A/BB/B meets that have **multiple** time standard classifications of awards and scoring (e.g., "A" entries are scored separately from BB entries, etc.), then print the **Meet Summary** for the team:
   1. Use HY-TEK MEET MANAGER.
   2. Select "Reports".
   3. Select "Meet Summary".
   4. Select "All Sessions".
   5. List all swimmers for the team.

6-4 SUGGESTIONS FOR PROVING TIMES - GULF

* 1. Enter the Team abbreviation.
  2. Select "Detailed Journal"
  3. The report generated will list all of the swimmers with their names, seed times, and final times. Then, visually scan down the list of swims and, for any swims that have final results that are in a lower time standard classification than the seed time, write down the proof, as described in paragraph (2F), above.

1. Open meets, BB & Under meets, or meets with no qualifying times, do not need to be proved.

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These procedures are only suggestions to assist teams in proving times. If you have any questions or other suggestions about proving times, please contact the Gulf Swimming Administrative Vice-Chair:

Go to <https://www.gulfswimming.org/about-gulf-swimming/board-members/> for the current contact information for the Administrative Vice-Chair

PROOF OF TIMES - TAGS CHAMPIONSHIPS 2019-2020

The following rules will apply to both Short Course and Long Course TAGS (Texas Age Group Swimming) Championships.

1. A Proof of Time desk will be functioning during all preliminary sessions to accept proof of time for swimmers and relay teams who fail to achieve the minimum qualifying time standard or are disqualified in an event. Scratches do not require proof of time.
2. A swimmer's seed time or a faster time must be proved prior to the swimmer being allowed to swim his next individual event. If the time cannot be proved, the swimmer will be assessed a $50.00 fine and will be allowed to swim. If for administrative reasons, a swimmer or the swimmer's coach is not properly notified of the need for a proof of time and the swimmer is allowed to swim his next individual event, the swim will be disqualified until such time that the time is proved or the fine is paid. If a second offense occurs at the same TAGS by the same swimmer, another $50.00 fine will be assessed and the swimmer will be barred from further competition at this meet. Failure to prove a relay time shall not affect the eligibility of individual swimmers of the relay or other relays of that team.
3. If the swimmer refuses to pay the fine, the club to which the swimmer is attached at TAGS will be responsible for paying the fine. If the fine is not paid by February 1 or July 1 for fines levied at the preceding TAGS, the amount of the fine will be doubled. If the club refuses to pay the fine by the next Pre-TAGS meeting, the club will be barred from further TAGS competition until such time as the fine is paid.
4. At each TAGS, it is the responsibility of the meet host to collect the fines paid at TAGS and to include a list of all unpaid fines in the financial report to the TSA Treasurer.
5. Acceptable proofs of time:
   1. OVC copies
   2. Official final results from USA Swimming sanctioned or approved meets
   3. Official final results from high school, collegiate, or YMCA meets
   4. Other official meet results, if approved by the meet referee
6. Nonconforming times may be used for proof of time.
7. Times submitted for proof must have been achieved from January 1 of the preceding calendar year for short course TAGS and from June 1 of the preceding calendar year for long course TAGS and prior to the entry deadline for the current TAGS. The time must meet the qualifying standard for the age group in which the swimmer competes. If a swimmer is currently eligible to compete in an event at Nationals, that time may not be used to enter or prove an individual event or that stroke/distance in a relay.
8. Preapproving the 800/1000 and 1500/1650 freestyle events has been eliminated. Positive check-in will be according to TSA rules.
9. Relays
   1. Relays may be proved in composite or in aggregate.
   2. The names of the relay swimmers must be on the Official Final Results used to prove the time, must be swum within the approved time period, and the swimmer must be currently eligible to swim on that relay.
   3. In long course TAGS, the 13-14 and 15-18 200 medley relays may be proved with the 400 medley relay qualifying time standard or faster, but only when the 200 medley relay is entered at the minimum time standard. The 200 medley relay cannot be used to prove the 400 medley relay entries.
10. Times must be proven in 100ths. Times submitted in 10ths will have 0.09 seconds added to them.

GULF SWIMMING STANDARDS AND PROCEDURES FOR GULF SWIMMING RECORDS 2019-2020

Gulf Swimming Records will be kept in order to recognize the best performances made by a Gulf Swimming member in approved short and long course events. The Gulf Swimming Record is the best time recorded in an approved event and recognized age group, by a swimmer who is a registered member of Gulf Swimming at the time of the record. The time must be made in a USA Swimming sanctioned meet or in a recognized National or International swimming competition meet.

1. Times made in Time Trials or High School meets MAY NOT be used for Gulf Records.
2. All USA Swimming meets held within the State of Texas will be evaluated for record purposes. When a Gulf Swimming member competes outside of the State of Texas, it is that person's responsibility to present the Gulf Swimming Records Coordinator with official meet results (must be typed) if the time is to be considered for a record.
3. Records will be kept in yards on all short course events and in meters for long course events. Only 25 yard pool times will be considered for short course records and 50 meter or 55 yard pool times will be considered for long course records.
4. Times made in the Senior Division may apply to the appropriate age group record for a competitor. Meet results must indicate the age of all swimmers competing in the Senior Division in order to receive proper age group consideration.
5. Records will be distributed at the July Gulf Swimming House of Delegates meeting for coaches and others to see. If a coach has a faster time than what is listed, he must send the meet results to the Gulf Swimming Records Coordinator for it to be considered. Meet records will be distributed in September for all to see and check for any mistakes.
6. The Gulf Swimming Records were established in 1971 and times made prior to that year may not be used for record purposes. The distance events were established in 1975 and times made before that year may not be used.
7. Times made in High School and YMCA Meets that have been pre-approved by Gulf Swimming, Inc. (e.g., District, Regional, and State meets) and are staffed by USA Swimming officials and/or observed by a USA Swimming Referee may be considered for Gulf records.
8. Gulf swimmers or parents may obtain up to date Gulf Records by making a written request to the Gulf Swimming Records Coordinator and enclosing $3.00 to cover the cost of reproduction, handling, and postage.
9. Results to be considered for the "Ladder of Success" should be sent to the Age Group Vice-Chair

Go to <https://www.gulfswimming.org/about-gulf-swimming/board-members/> for the current contact information for the Age Group Vice-Chair:

1. Results for Gulf and/or State Records should be sent to the Records Coordinator

Go to <https://www.gulfswimming.org/about-gulf-swimming/board-members/> for the current contact information for the Records Coordinator.

Report these times as soon as the results are received. Do not wait until the season is over.

USA SWIMMING OBSERVED MEETS 2019-2020

These criteria are to be applied to all high school and masters meets. Observation of meets is for the sole purpose of verifying times for entry into championship level events and not necessarily for approval of times for LSC meets.

  REQUIREMENTS FOR OBSERVED SWIMS

The meet is season-culminating championship or large invitational approved by

USA-S NTV Coordinator.

All swims approved for USA-S are in accordance with:

* 4 Association officials (ref, starter, 2 S & T judges)
* 102.24 Timing
* 103.3 Dimensions of racing course
* 103.13 Starting Platforms

  If 2 of the 4 assigned officials are also USA-S certified and there is at least 1 at each end of the pool, you do not need two extra observers (this is on Form A or B in policy manual).  If you need the 2 extra, 1 must be at each end of the pool.  Observers verify compliance in swims only where the rules are different from USA-S rules and note these without using the NFHS DQ process and provide the info to the designated USA-S official rep at the meet.

* 1. There shall be a minimum of one (1) trained watch person on each lane.

### **A Time Trial held in conjunction with a season-ending championship meet may also be observed if the Time Trial will be officiated to the same standard as the championship meet. Time Trials at other observed meets (non-championship) shall** not **be observed for verification purposes.**

* 1. High school dual meets are **not** eligible for observation.

Procedures

## Request for USA Swimming observers for certification of times must be made tothe LSC Verification officer 10 daysprior to the meet for all meets leading directly up to season-culminating High School, YMCA/YWCA, Masters meets, use FINA/USA Swimming rules (Form B). In the case of meets (such as invitationals) not in the qualifying progression for the season culminating meet, a 10 day advance notice to USA Swimming is required (Form A). All requests should be made by email to the LSC Verification Officer who should submit Form A to the National Times Coordinator for approval. The National Times Coordinator will approve the request by email.

## The LSC has the power to determine if observation can be facilitated (manpower requirements).

## Relays

## “Team” relay times – a qualifying time achieved by four swimmers attached to the same club competing in a relay event. This time belongs to the club, regardless of whether one or more of the swimmers leave the club subsequent to achieving the time.

## “Aggregate” or “Add-up” relay times are those that are obtained by adding up four individual swims to achieve a qualifying time. Please note, individual event times belong to the swimmer, and even though achieved while attached to a particular team, once that swimmer leaves that team, his/her individual time may no longer be used by a former team for the purpose of proving an aggregate relay.

## References – Additional information about the NTV system.

## *USA Swimming Rules and Regulations*.

## USA Swimming Meet Information Books.

## *USA Swimming Rules and Regulations*, or the USA Swimming Headquarters.

## The National NTV Coordinator, *USA Swimming Rules and Regulations*.

## USA Swimming, Inc., One Olympic Plaza, Colorado Springs, CO 80909-5770, Phone 719-578-4578, FAX 719-578-4669.

## The Gulf Swimming NTV Coordinator:

## Go to <https://www.gulfswimming.org/about-gulf-swimming/board-members/> for the current contact information for the NTV Coordinator.

## Rick Kehlenbach

## rkehlenbach@comcast.net

**USA SWIMMING**

**REQUEST FOR OBSERVATION –   
NON-SEASON CULMINATING CHAMPIONSHIP MEET**

## ***Form A***

Meets requiring authorization by the Program Operations Vice President or designee **require advance application**. Such meets include High School, Masters’ or other meets that **are not** season-culminating Championship meets. This completed form and a copy of the meet information must be sent at least 10 days prior to the event to the LSC NTV official for review. The LSC official will send this completed form to the Program Operations Vice President or designee for approval. The request must include a reason & explanation for the request.

Acceptance of verification requests from the meet is subject to proof that conditions at the meet were in conformance with the required procedures and pertinent USA Swimming Rules and Regulations**.**

**Name of Meet**: \_\_\_\_\_\_\_\_\_\_\_\_\_ **Name of Facility:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
**Date(s) of** [**Meet: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**](Meet:__________________________________) **Meet Director:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of person filing this request: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_E-maii: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Is this meet on the regular, published calendar? [ ] Yes [ ] No

Type of Meet: [ ] High School [ ] Masters

Course: [ ] Long Course Meters [ ] Short Course Yards [ ] Short Course Meters

Approx. number of teams participating \_\_\_\_\_\_ Approx. number of swimmers participating\_\_\_\_\_\_\_\_

[ ] Timing systems will conform to the conditions specified in 102.24 and the facility must conform to 103.13.1 & 2 – USA Swimming Rules & Regulations.

[ ] The number of Association officials must meet the minimum requirements as provided in Article 102.10 – USA Swimming Rules & Regulations. A minimum of two additional USA Swimming Certified stroke & turn officials shall be assigned as observers for the purpose of verifying conformance with USA Swimming technical rules. Observers shall be permitted access to the deck and shall be positioned at each end of the course. If the meet stroke and turn officials are dually certified by USA Swimming and are stationed at each end of the pool, additional observers are not necessary. Where the technical rules listed in Article 101 are the same as the host organization, the judgment of the organization officials shall be sufficient.

[ ] USA-S disqualifications from all meets shall be reported to the LSC NTV Officer.

[ ] The meet referee, or LSC designee, will provide swimmers and coaches with information about the observation program and the procedures to be used to request observation. Requests must be submitted prior to the swim for which observation is desired, or all swims may be observed.

[ ] A copy of the meet information is attached. Names and phone numbers of USA Swimming officials who will serve as observers at this meet or the dually certified officials:

1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 2) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

3) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 4) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[ ] The reason & explanation for this request is attached.

This form must be submitted and accepted by the LSC NTV Official prior to submission to Program Operations NTV designee for approval.

**Step One** – Accepted by: **Step Two** – Approved by:

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

LSC NTV Official NTV Designee for Program Operations

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

**LOCAL SWIMMING COMMITTEE**

**REQUEST FOR OBSERVATION –   
SEASON-CULMINATING CHAMPIONSHIP MEET**

***Form B***

This form is used to request authorization for observation of swims at High School, Masters or other association season-culminating Championship meets. Observation requests for meets that are not season-culminating Championship(s) must be made on Request for Observation – Form A.

**Application Requirements**:

1) ***Timing systems*** must comply with conditions outlined in 102.24 and the facility must comply with 103.13.1 & .2 – USA Swimming Rules & Regulations.

2) ***Officiating***:

a) The number of Association officials must meet the minimum requirements as provided in Article 102.10 – USA Swimming Rules & Regulations. If the association stroke and turn officials are also certified by USA-S and are stationed at each end of the pool, no additional observers are necessary. Officials may note compliance with USA Swimming Technical Rules only for those swimmers requesting observation, or the entire meet may be observed.

b) Or, a minimum of two USA Swimming certified officials shall be assigned, one at each end of the pool, to verify compliance with USA Swimming Rules for those swims requested to be observed.

c) Where the technical rules as listed in Article 101 are the same as the host organization, the judgment of the organization officials shall be sufficient.

d) The designated USA Swimming certified official must verify compliance with applicable rules and procedures, and shall forward any proof of times requests and final results for meets to the LSC NTV official.

e) Disqualifications for USA-S violations for all meets shall be reported to the LSC NTV Officer.

3) ***Proof of Times Requests:***

a) If an athlete’s USA-S ID # or full legal name and birth date is included in the electronic meet results, no individual request for data entry into the SWIMS system should be necessary. The LSC NTV official or SWIMS data officer shall enter times for any such athlete into SWIMS.

b) If the above data is not included in the electronic results, individual requests for times may be required by the LSC NTV official where the meet took place.

**Name of** [**Meet: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**](Meet:_________________) **Date(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Name of Facility and City\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

By signing below, the Meet Referee or Meet Director verifies the following:

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

Check one of the options listed below, and complete the remainder of this section.

[ ] This meet will be observed in its entirety, exclusively by USA Swimming Officials, according to staffing guidelines specified in USA Swimming Rules & Regulations.

[ ] This meet will be officiated exclusively by USA Swimming officials, but due to the limited number of verification requests expected, only swims specifically requested in advance will be observed for compliance with USA Swimming Rules.

[ ] This meet will be officiated by the proper number of Association officials and also observed by a minimum of two assigned USA Swimming Stroke & Turn certified officials, one at each end of the competition course, in compliance with USA Swimming Rules**.**

Names of currently certified USA Swimming officials who will officiate at the meet:

1) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 2) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

3) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 4) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of Meet Referee \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**This form must be received by the designated person in the LSC at least 10 days prior to the meet.**

Approved: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (LSC NTV Official)

Please send copy or provide list of authorized meets electronically to Program Operations’ NTV designee.

**REQUEST FOR ELECTRONIC LOADING**

## ***Form C***

USA Swimming Team Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Meet Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

First Day of Meet\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please enter the following data into the electronic meet results for loading into SWIMS if it is not included in the computer already:

**ATHLETE ROSTER – FULL LEGAL NAMES ONLY**

**LAST NAME FIRST NAME MI DOB/ID NUMBER**

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

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**REQUEST FOR TIME SUBMISSION FROM FOREIGN MEETS**

## ***Form D***

This form is to be used to request that times achieved by USA Swimming member athletes at meets sanctioned by another FINA member be entered into the SWIMS database. The USA Swimming member must be representing his/her club or be swimming unattached. The meet must comply with the minimum standards for an official time from a USA Swimming meet according to Article 102.24 in the USA Swimming Rules and Regulations.

NOTE: Times from international competitions that include the USA Swimming National Team are automatically submitted. USA Swimming has an "open border" policy with Puerto Rico, Canada, Bermuda and the U.S. Virgin Islands.  Travel documents are not necessary for their athletes or clubs traveling to the United States and are not necessary for USA Swimming’s athletes traveling to these countries. Swimmers who wish to compete in international meets outside of these countries must obtain a Foreign Travel Permit through the LSC Registrar and USA Swimming Membership Services before competing in a foreign meet.

For times to be included in SWIMS the meet information should be submitted for approval to the Program Operations’ designee 10 days in advance. SWIMS data entry shall be completed in coordination and with the approval of Program Operations.

**Conditions:**

1) The meet must be sanctioned by a FINA member. A link to the posted meet information on the FINA Member’s web site must be provided to the Program Operations’ designee.

2) A link to official meet results on the FINA member web site must be provided to the Program Operations’ designee.

3) It is recommended that a .cl2 file or SDIF file of official results for USA Swimming members be provided, with a list of member athletes for whom inclusion of times is being requested, to the Program Operations’ designee. If the USA-Swimming ID numbers and/or birthdates are not in the meet results, those must also be included for each participating athlete.

Name of Meet: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date(s):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

FINA Member: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Host Team: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Web Link: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Meet Information)

Person Requesting SWIMS time submission: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

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

This form or information contained therein should be emailed to the Program Operations’ designee:

Tim Husson thusson@gmail.com

**Times will be entered into SWIMS within 2 weeks of receipt of the meet results by the Program Operations’ designee.**

**Meet Approval Request to Program Operations**

## ***Form E***

Reference USA Swimming Rules and Regulations 202.4.4 – ***Requirements for Approval***

Approvals may be issued to **member clubs for open competition** conducted in accordance with USA Swimming technical rules if that competition has been specifically approved by the USA Swimming Program Operations Vice President or his/her designee.

Request for Approval: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Club of the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ LSC

Hereby requests approval of the following meet: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Facility \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Person initiating request\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Position \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Requirements**

* The meet must be approved by the host LSC before submission to Program Operations.
* Approval meet status shall not be a means to avoid participants having USA Swimming membership.

**Reasons for hosting the meet as approved rather than sanctioned are as follows:**

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**Approved by LSC**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Approved by Program Operations:**

Tim Husson, Designee

thusson@gmail.com

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Date

*In granting this approval it is understood and agreed that USA Swimming shall be free and held harmless from any liabilities or claims for damages arising by reason of injuries to anyone during the conduct of the event****.***

### V Chairs – please send copy or provide list of authorized meets electronically to Program Operations’ designee.

SECTION 5 - FINANCIAL POLICY FINANCIAL PLAN

2020-2021 (Section 5 updated by BOD- May 6, 2020)

The Finance Committee shall develop, establish where so authorized, recommend to the Board of Directors, and supervise the execution of the policy regarding the investment of Gulf Swimming’s working capital, funded reserves and endowment funds, within the guidelines as established by the Board of Directors and the House of Delegates. The Finance Committee shall also regularly review Gulf Swimming’s operational needs and the various methods to fund those needs.

The Gulf Swimming Financial Plan consists of

* The General Operating Funds, and
* The Funded Board-Designated Operating Reserve

The General Operating Fund is designed to provide for the yearly budgeted expenses, including athletes’, coaches’, and officials’ travel reimbursements.

The Funded Board-Designated Operating Reserve is designed to manage cash flow interruptions, meet financial commitments, obligations, or other contingencies, and to generate investment income.

TRAVEL REIMBURSEMENT POLICY

2020-2021

**Objective:** The objective of the Travel Reimbursement Policy is to provide financial assistance to the Athletes, Coaches, and Officials. The financial assistance shall be split among the athletes, coaches, and officials on a percentage basis as follows: 80%, 15%, and 5%, respectively.

**Athletes Travel:** The amount of reimbursement available to each swimmer is dependent upon the budget and the number of swimmers attending each swim meet. With this Travel Reimbursement Policy, Gulf Swimming anticipates funding 75% to 100% of uniform expenses, that is, expenses based on advanced purchased airline tickets, standard double occupancy hotel rooms and a set per diem for meals.

**Coaches Travel** This policy provides limited funding for Coaches travel for National meets and Coaches Conferences. For those coaches who have National level swimmers competing in a National Meet, travel will be funded based on three coach reimbursements per team per year for two or three different National Meets, or funding will be provided for one coach per team per year to attend a Coaches Conference of their choosing and two reimbursements to attend National Meets. The amount of the reimbursement paid to any coach shall not be more than the maximum amount paid to any individual athlete for the same meet plus the additional cost of a single room and upgraded Economy airfare as outlined the Gulf Swimming Travel Policy, or the average of the most recent National meets if the reimbursement is for a Coaches Conference. Gulf Swimming will reimburse for a single room according to the Gulf Swimming Travel Policy only if the room is not shared with another coach, spouse, or sibling. The reimbursement may not exceed the actual expenses per the Gulf Travel Policy.

Summary of Coach Travel Reimbursements:

1. The reimbursement will be limited to three travel payments per year per club.
2. The reimbursement will be made payable to the club unless notification from the club’s board of directors instructs otherwise.
3. If the reimbursement is for a National level swim meet, then the maximum amount of reimbursement will be set to 100% of the athlete reimbursement for the same meet plus the additional amount for a single room and upgraded Economy Airfare.
4. If the reimbursement is for a Coaches Conference, then the maximum amount of reimbursement will be set to 100% of the average of the spring and summer Nationals, excluding Olympic Trials.
5. There will be three maximum reimbursements per year: two for coaching his/her swimmers at a National Meet, and one for attending a Coach’s Conference; or, three for coaching his/her swimmers at a National Meet.

**Officials Travel** This policy provides limited funding for Officials travel to National meets. The reimbursement will be based on the number of days/sessions worked at a meet and will be limited to two meets per year per official. The amount of the reimbursement paid to any Official shall not be more than the maximum amount paid to any individual athlete for the same meet plus the additional cost of a single room and upgraded Economy airfare as outlined in the Gulf Swimming Travel Policy. Also, Gulf Swimming will reimburse for a single room according to the Gulf Swimming Travel Policy only if the room is not shared with another official, spouse, or sibling.

Summary of Officials Reimbursements:

1. The reimbursement will be limited to two travel payments per year per official.
2. The reimbursement will be set to a maximum of 50% of the athlete reimbursement for the same meet plus the additional amount for a single room and upgraded Economy Airfare.

FUNDED BOARD-DESIGNATED OPERATING RESERVE 2020-2021

1. Philosophy

The establishment and maintenance of a funded Board-Designated Operating Reserve is a high priority. This will enable Gulf Swimming to support strategic business practices and to:

* 1. Manage cash flow interruptions.
  2. Meet commitments, obligations or other contingencies.
  3. Generate investment income.

1. Policy

The purpose of this policy is to establish and maintain a funded Board-Designated Operating Reserve, unencumbered and uncommitted, at a level relative to the annual program funding and the costs of operating and maintaining the organization.

The Operating Reserve is intended to serve a dynamic role and is available to be utilized as needed rather than being static, devoted only to generating interest income.

1. Definitions
   1. **Board-Designated Operating Reserve** – Amounts reported in the Total Assets section of the balance sheet and identified as Board-Designated Operating Reserve.
   2. **Costs of Operating and Maintaining the Organization** – Gulf Swimming’s net expenses for Operations as reflected by the approved annual budget.
   3. **Funded Board-Designated Operating Reserve** – A fund consisting of liquid assets and investments. Liquid assets are those that may be converted to cash quickly and easily. It is not required that Board-Designated Operating Reserve be physically segregated in a separate bank or investment account although Gulf Swimming may decide to do so.
2. Strategies and Procedures
   1. Board-Designated Operating Reserve shall be accounted separately from Undesignated Operating Funds.
   2. The Finance Committee will have the responsibility for developing and recommending policies and guidelines for the investment of the Operating Reserve assets and the Board of Directors will approve such policies and guidelines.
   3. The Operating Reserve goal will be to achieve and maintain at least twelve months of Operating Costs as defined in Section III.
3. Sources

Assets for the **Board-Designated Operating Reserve** accounts will come from the retained earnings of the organization.

1. Uses
   1. Internal line of credit for use to financially operate the organization.
   2. Funds to meet unfunded and unexpected organization needs.
   3. Funds for emergency and emerging needs of subsidiaries.
   4. Funds to make up a deficiency in budgeted revenue, either in results or collection experience.
2. Governance

The depletion of the Operating Reserve will be evidenced by a negative balance in Net Income. The procedure for approving the use of the Operating Reserve Funds will be as follows:

* 1. As projected in the budget as approved by the House of Delegates.
  2. By approval of the Board of Directors to fund unusual expenditures out of reserves.
  3. By extraordinary expenses or loss of revenue and (or) investment losses. In this case, the following procedure will be followed:
     1. Treasurer will inform the other members of the Finance Committee.
     2. Treasurer will inform the Board of Directors at its next scheduled meeting. 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.

1. Maintenance

The status of the funded **Board-Designated Operating Reserve** will be calculated at the end of each fiscal year based upon audited financial results.

Operating Reserve Ratio Calculation

The calculation formula will be based upon amounts defined in Section III as follows:

Unrestricted, Board-Designated Operating Reserve as of 12/31 = [Budgeted Annual Operating Budget]

Example: $1,101,405 = 2020 Budget

The adequacy of the Board-Designated Operating Reserve will be determined as follows:

|  |  |
| --- | --- |
| Example |  |
| Total Assets | $3,056,331 |
| Less Equity in Fixed Assets | (77,728) |
| Available Unrestricted Assets | 2,978,603 |
| Less Board-Designated Funds for Specific Purpose | (0) |
| Less **Board-Designated Operating Reserve** | **(1,101,405)** |
| **Undesignated Operating Funds** | **$1,877,198** |

The Operating Reserve Ratio Calculation will be presented to the Finance Committee following approval of the financial audit results by the Audit Subcommittee. The Treasurer will consider the adequacy of the Operating Reserve amount and will recommend any changes as deemed necessary.

1. Policy Review

This policy will be reviewed every year by the Treasurer or sooner if conditions warrant. Any changes thereto will be approved by the Finance Committee and the Board of Directors.

GULF SWIMMING PER DIEM POLICY 2019-2020

Gulf Swimming uses the United States Government Per Diem Rates published in Publication 1542 for Gulf Swimming travel reimbursement. Publication 1542 has two components: Lodging, and Meals and Incidentals (M & I). These figures, combined with Airfare, all adjusted by the Gulf Swimming payout ratio, will give the total maximum reimbursement amount. This policy is designed to provide a uniform and defendable reimbursement to all.

The per diem rates will be taken straight out of Publication 1542, which gives the maximum per diem rate that can be used without treating part of the per diem allowance as wages for taxable purposes. This Publication gives different lodging and M & I rates, depending on the location, and takes into account the cost of living differences in various parts of the country.

This policy has three parts:

1. The Government Publication 1542 per diem rates are used for all Gulf reimbursable trips.
2. The standard advance purchase airfare (minimum 3-week advance purchase) amount is used for all Gulf Swimming reimbursable trips.
3. The Meals & Incidentals component is used for all travel, where the lodging is paid by USA Swimming or Gulf Swimming, and meals are not provided.

GULF SWIMMING TRAVEL POLICY 2019-2020

GENERAL TRAVEL POLICY/GUIDELINES WHEN TRAVELING ON GULF SANCTIONED BUSINESS

This policy applies to any Non-Athlete Member of Gulf Swimming, when traveling on approved Gulf Swimming business.

LODGING

Gulf Swimming recognizes the differences in adults, defined as anyone over 21 years of age, and, as such, will apply a one person, one room policy unless the Non-Athlete Members want to share a room. This policy will also apply when a Non-Athlete Member attends a USA Swimming LSC workshop. In this case, Gulf Swimming will cover the additional cost of a single room for the Gulf delegate.

Each person traveling will be responsible for making their own lodging reservation and will be responsible for any cancellation costs for not canceling any reservation in accordance with the hotel’s cancellation and refund policy. Gulf Swimming will reimburse lodging costs, defined as room and tax charges, for the period one night prior to the start of the event to the night following the last day of the event, in case the event ends too late to be able to schedule travel home on the last day.

TRAVEL COSTS

When traveling by air, the Gulf will pay for (May 2017) United’s Economy Plus Coach Fare or up to $70 each way on other airlines upgraded Economy fares for Board Members, Staff, Coordinators, Coaches and Officials traveling on Gulf Swimming Sanctioned Business the two-week advance purchase price of the ticket. Costs of First or Business Class and any change fees are not reimbursable. Gulf Swimming will pay the baggage fee for one checked regular size bag each way. The traveler will pay any cost differences, unless the traveler was not given sufficient advanced notice of the intended travel date. In cases of group travel, a ticket price will be published and given to all parties designated to travel. Gulf Swimming will reimburse up to, but not in excess of the established round-trip ticket price for the designated destination. All Gulf Swimming members flying on Gulf Swimming Business on International flights will be eligible for the Economy Plus or other airlines upgraded economy fares.

GROUND TRANSPORTATION

When traveling on Gulf Swimming business, the Gulf will reimburse travel costs to and from the airport at the then current mileage rate. The Gulf will also pay for airport parking for the time actually traveling on Gulf business.

The cost of car rental must be approved in advance of travel by the General Chair or Treasurer or Finance Vice-Chair in order to be able to be reimbursed.

PER DIEM

Gulf Swimming uses the GSA per diem tables for calculating the cost of lodging, meals and incidentals. For Non-Athlete travel on Gulf Business, the lodging portion may be replaced by a set amount as in the case of the USAS Convention. When meals are not provided, the meals and incidental rate will be used to cover the meals portion.

Under per diem, the following describes what is included in incidental expenses:

Chapter 300, Part 300-3, in the Federal Travel Regulation ([www.gsa.gov/ftr),](http://www.gsa.gov/ftr)) under Per Diem Allowance, describes Incidental Expenses as: A. Fees and tips given to porters, baggage carriers, bellhops, hotel maids, stewards or stewardesses and others on ships, and hotel servants in foreign countries. B. Transportation between places of lodging or business and places where meals are taken, if suitable meals cannot be obtained at the temporary duty site. C. Mailing cost associated with filing travel vouchers and payment of Government charge card billings.

SPECIFIC TRAVEL EVENTS

Certain group travel events will have some additional stipulations that will be disseminated to all members designated to travel for the specific event. This will cover information such as any registration fees, approved departure/return dates, etc.

**GENERAL TRAVEL WITHIN THE GULF SWIMMING LSC**

The following guidelines will apply when conducting Gulf Business within the LSC.

1. No reimbursement when attending Gulf Swimming scheduled meetings, i.e. Board of Directors, House of Delegates and regular TPC meetings or any Swim Meet unless included on Athlete Meet Reimbursements.
2. Mileage reimbursement will be available when traveling on Gulf Business when attending special meetings or when traveling is required to carry out assigned duties.
3. No mileage reimbursements will be made if the person is receiving a stipend from Gulf Swimming for the event.
4. If the meeting is a breakfast or lunch meeting, reasonable meal expenses will be approved.
5. No meal reimbursement or Gulf per diem will be available when traveling to USA Swimming workshops where a per diem is given by USA Swimming.

SENIOR TRAVEL FUND POLICY 2019-2020

ELIGIBILITY:

To be eligible for reimbursement of travel expenses, swimmers must satisfy the following requirements.

* 1. The swimmer requesting reimbursement must be currently registered with Gulf Swimming.
  2. The swimmer must be a member of a club currently registered with Gulf Swimming, and
     1. participate in the meet for which reimbursement is requested as a member of the Gulf Swimming registered team, or
     2. Participate in the meet as "Unattached" because the transfer period has not elapsed.
  3. Other swimmers, as approved by the Board of Directors or House of Delegates of Gulf Swimming, may be eligible for reimbursement.
  4. The swimmer must have participated in at least one Gulf sanctioned meet during the same swimming season of the meet for which reimbursement is requested.
  5. Relay-only swimmers will be eligible for reimbursement for Nationals only. The maximum amount of reimbursement for relay-only swimmers will be set at twenty-five percent (25%) of the maximum amount of reimbursement for swimmers qualifying in one or more individual events. No reimbursement will be issued for relay-only swimmers at Junior Championships.
  6. Swimmers registered prior to their 18th birthday, and holding consecutive annual Gulf Swimming registration, shall be eligible to receive the maximum amount of the reimbursement.
  7. Collegiate swimmers, not registered in Gulf Swimming prior to their 18th birthday, must hold continuous Gulf Swimming registration for the following periods of time in order to receive the stated reimbursement amount:
     1. During the first year after a swimmer registers with Gulf Swimming, the swimmer will not be eligible for the travel fund reimbursement.
     2. During the second year after a swimmer registers in Gulf Swimming, the swimmer will be eligible for one-third of the maximum amount of the reimbursement, as determined by the House of Delegates.
     3. During the third year after a swimmer registers in Gulf Swimming, the swimmer will be eligible for two-thirds of the maximum amount of the reimbursement, as determined by the House of Delegates.
     4. Once a swimmer has been continuously registered for four or more years in Gulf Swimming, the swimmer is eligible for the maximum amount of the reimbursement, as long as continuous Gulf Swimming registration in maintained.

GUIDELINES:

1. Gulf Swimming registered swimmers satisfying the preceding eligibility requirements may receive reimbursement of travel expenses for the following meets:
   1. Olympic Trials
   2. Spring Championships and Phillips *66* National Championships
   3. Junior National Championships
   4. U.S. Open
   5. Open Water Championships, National Paralympics Meets, and NCSA Junior Championships
   6. National and Zone Camps (including Select Camps, Distance Camps, and Open Water Camps)
   7. Other meets as approved by the Board of Directors or House of Delegates.
2. The amount of reimbursement for the above meets shall be determined using the Per Diem Policy on page 7-5). The per diem will be based upon the number of nights from one day prior to the swimmer’s first event until the day after the swimmer’s last event, with a minimum of four (4) days (3 nights).
3. Except as provided in items 4 and 5 below, (1/27/2016) a swimmer will be reimbursed for up to 3 meets per (10/23/2019) calendar year. It was approved to retroactively apply the change from 1/1/2019.
4. If a swimmer participates in both the National Championship Meet and Junior Championship Meet during Long Course, and both meets are conducted in the same venue, he shall be reimbursed as follows:
   1. The swimmer’s reimbursement for each meet will be calculated separately, according to this policy (1/27/2016) with the exception that only ½ of the airfare portion will only be applied to each separate meet.
   2. Each meet is an independent event along with the expenses for each.
   3. (1/27/2016) This will count as two of the three meets for the season.
5. During Long Course seasons, when there are both a Trials Class meet and a National Championship, US Open, or Junior Championships, swimmers that attend the Trials Class meet and one of the other meets (National Championship, US Open, or Junior Championships) shall be eligible to receive 100% of each meet and they will be part of the 3 meet per season total.
6. The amount of reimbursement for the above National/Zone Camps shall be limited to airfare expenses in excess of the amount reimbursed by USA Swimming and shall be limited to a maximum of $300 per swimmer. These expenses must be documented by airfare receipts.
7. (10/25/2016) If National Event is held in the Greater Houston Metropolitan Area – No Reimbursement for those swimmers residing in the Greater Houston Metro Area. If National Event is held in the Bryan-College Station Metropolitan Area – No Reimbursement for those swimmers residing in the Bryan-College Station Metro Area. This Amendment applies only to athletes competing in National Level Meets such as US Open, Summer or Winter Jr or Sr. Nationals, Futures. Does not include Zone Level meets held within the Gulf LSC. For those swimmers competing in a National Level Meet outside their Metro Area but within the Gulf LSC:

* No Hotel Stay, commuting each day. - Roundtrip mileage will be paid at the current year’s IRS mileage rate for each day actually competing at the Meet. No Per Diem
* With Hotel Stay –

1. Only one roundtrip will be allowed. No airfare calculation.
2. Per Diem will only be paid for the number of nights of a required Hotel Stay. Officials will not receive a per diem.
3. Hotel and Per Diem will be calculated using our current Meet Reimbursement formula, using the GSA per diem tables for the year and location of the Meet.
4. Any meet that is reimbursable by Gulf Swimming must be open to all members of Gulf Swimming and must only be restricted by minimum time standards. If the meet is restricted to certain club members (that is, an “Invitational Meet” or any type of meet where the entries are not accepted without discrimination), then the meet will not be reimbursable by Gulf Swimming.
5. Receipts for airfare and hotel expenses must be attached to the request.
6. If expenses are claimed by an athlete for an individual expense item (other than per diem) which exceeds expenses actually incurred by the athlete for that event, the entire reimbursement obligation shall be voided, and Gulf Swimming shall have no obligation to reimburse any expenses for that athlete for that event. For example, if two athletes share a hotel room, each athlete can only claim the portion of the cost of the hotel room actually paid by the athlete less any contribution by the other athlete. Similarly, all other reimbursements from clubs or otherwise must be reported to accurately reflect the actual out-of-pocket cost.
7. In lieu of receipts for meals, a per diem (Per Diem Policy, page 7-5) per night stayed at the event will be allowed.
8. When a team is submitting a reimbursement request, a separate form must be submitted for each athlete.
9. The athlete’s events must be listed on the reimbursement form, by Event Number and Date of each Event, for the reimbursement to be considered. A separate Meet Entry Report will not be accepted.
10. The request form must be signed by the athlete requesting reimbursement and his/her parent or guardian, if the athlete is under age 18.
11. ***[Effective 10/1/13]*** A copy of the athlete’s team travel policy must be on file with Gulf Swimming in order to receive reimbursement.
12. ***[Effective 10/1/13]*** A signed copy of the athlete’s team travel policy must be submitted with the reimbursement request.
13. Checks will be issued directly to the athlete requesting reimbursement, unless the athlete is under age 18. If the athlete is under age 18, then the check will be issued to the parent or guardian.
14. In order to be considered for the maximum amount of either the individual or relay-only reimbursement, this request must be electronically delivered no later than thirty-one (31) days after the last day of competition at the meet for which reimbursement is requested. If delivered after thirty- one (31) days, the athlete will be eligible for fifty percent (50%) of the maximum amount of either the individual or relay-only reimbursement.
15. The reimbursement request must be completely filled out or reimbursement will be withheld until the form is complete.

ATHLETE REIMBURSEMENT FORM

Fo r t h e C u r r e n t A t h l e t e R e im b u r s e m e n t Fo r m g o t o t h e G u l f W e b s i t e a t

[https://w](http://www.teamunify.com/team/gslsc/page/home)ww.team[uni](http://www.teamunify.com/team/gslsc/page/home)f[y.com/team/gslsc/page/home](http://www.teamunify.com/team/gslsc/page/home) and go t o t he F or m s S ec t ion

GULF EXPENSE ACCOUNT FORM

For the Current Year’s Gulf Swimming Expense Account Form go to

[https://w](http://www.teamunify.com/team/gslsc/page/home)ww.team[uni](http://www.teamunify.com/team/gslsc/page/home)f[y.com/team/gslsc/page/home](http://www.teamunify.com/team/gslsc/page/home) and go to the Forms Section.

SECTION 6 - LSC TEAM MEETS AND ACTIVITIES

DUTIES OF GULF COACHES FOR ALL LSC TRIPS

### Head Coach Responsibilities

The Head Coach of the Gulf Swimming LSC Team shall provide the following (on the Gulf Swimming web site) at least sixty (60) days prior to the team trip.

* + 1. Waiver forms
    2. Code of Conduct
    3. Information for parents to reach the head coach (cell phone number) or other coaches
    4. Hotel information
    5. Airline/bus information
    6. Travel itinerary
    7. Daily meeting and departure times
    8. Detailed explanation of how all meals will be handled
    9. Cost for the trip

### Other Head Coach Responsibilities

The Head Coach shall be responsible for:

1. Outfitting for the trip
2. Travel arrangements
3. Team/coach selection methodology
4. Budget and budget changes approved by the Gulf Swimming Board of Directors
5. Obtaining signed “Code of Conduct” forms (page 8-6) from each coach assigned to the trip

For the LSC All Star Meet, the Head Coach shall have all of the above approved at least sixty (60) days prior to the trip. For the Southern Zone Meet, the Head Coach shall have all of the above approved at least ninety (90) days prior to the trip.

### Expectations for all Assistant Coaches

Each coach will be assigned a gender/age group and be responsible for the following:

* + 1. Contacting athletes:

All swimmers (including automatic qualifiers and those swimmer not selected for the team) shall be notified by the coaches. This should be done by phone, no later than three

(3) days after the qualifying meet, unless the LSC trip is less than seven (7) days away. In that case, the swimmers shall be notified (announced) by the last day of the qualifying meet.

* + 1. Rooming assignments

### Head Coach and Assistant Coaches duties while on the LSC trip

* + 1. The coaches shall collect all plane tickets from swimmers after check-in at the airport(s).
    2. The coaches shall cancel long distance service and movies to all swimmers rooms.
    3. Roll call shall be taken at all times when boarding transportation.
    4. The Head Coach will supply a rooming list to all coaches.
    5. The coaching staff will check all swimmers rooms at lights out (bed checks).
    6. The Head Coach shall be responsible for conducting meetings.

### Head Coach and Assistant Coaches duties after the LSC trip

* + 1. The coaches shall thank the swimmers and parents, either by phone or by e-mail.
    2. The coaches shall complete and submit a trip evaluation form after the LSC (page 8-5). This form must be submitted before any reimbursement of expenses or stipends are issued.

LSC TRIP EVALUATION FORM 2019-2020

After each LSC trip, all coaches participating in the LSC trip should complete this form. Please comment in any and all areas to help Gulf Swimming plan for the next LSC trip. Submit this form to:

Jennie Shamburger

511 Blue Ridge Drive [coachjenn@itwst.org](mailto:coachjenn@itwst.org)

Shenandoah, TX 77381 281-364-0839

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| --- | --- | --- | --- |
| Area | Excellent | Good | Poor |
| 1. Selection Process of Swimmers |  |  |  |
| Comments |  | | |
|  | | |
|  | | |
| 2. Selection Process of Coaches |  |  |  |
| Comments |  | | |
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| 3. Pre-Meet Preparations |  |  |  |
| Comments |  | | |
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| 4. Notification of Swimmers & Coaches |  |  |  |
| Comments |  | | |
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| 5. Air Travel Arrangements |  |  |  |
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| 8. Meet & Facilities |  |  |  |
| Comments |  | | |
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| 9. Uniforms – Travel & Meet |  |  |  |
| Comments |  | | |
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CODE OF CONDUCT FOR TEAM ACTIVITIES 2019-2020

### STATEMENT OF PURPOSE:

Gulf Swimming team activities are a privilege and should be treated as such. Swimmers and coaches are expected to represent themselves and Gulf Swimming to the best of their ability. It is the responsibility of the parent and the home coach to understand and abide by this code. It is the responsibility of the Trip Staff to enforce the code.

Coaches and swimmers are representing Gulf Swimming, and must conduct themselves in a manner that reflects positively on Gulf Swimming at all times. Coaches and swimmers are expected to uphold Gulf Swimming’s positive image at all times, including, but not limited to, traveling to and from the meet, on-deck at the meet, in hotels, restaurants, and during all extracurricular activities.

### COACHES EXCLUSIONS:

Except with the prior approval of the Board of Directors, Coaches, or any parents, who have a relative on the Gulf Swimming team, shall excuse themselves from the Trip Staff and shall not participate directly in any team activities, including, but not limited to, team practices, meet competition, travel, and entertainment.

### CHAPERONES:

There shall be no Non-Coach Chaperones on any Gulf Swimming team travel trips. All persons acting as Chaperones in any capacity shall be currently registered as Coach Members of USA Swimming.

### GENERAL INFORMATION:

Gulf Swimming travel policies must be signed and agreed to by all athletes, parents, and coaches traveling with the LSC. A copy of this LSC Code of Conduct must be signed by the athlete and his/her parent or legal guardian.

Team Managers must be currently registered as coach members of USA Swimming and, as coach members, must have successfully passed a USA Swimming-administered criminal background check.

Team Managers or Coaches must carry a signed Medical Release Form for each athlete.

### COACHES’ RESPONSIBILITES:

1. Coaches shall conduct themselves in a professional manner (i.e., being a good example of a coach in appearance, language and sportsmanship).
2. Regardless of gender, a coach shall not share a hotel room or other sleeping arrangement with an athlete (unless the coach is the parent, guardian, sibling, or spouse of that particular athlete). For the purposes of the USA Swimming Code of Conduct, where an adult is registered both as a coach and an athlete member of USA Swimming, and is functioning primarily as a coach, he/she may share sleeping arrangements with another registered coach.
3. Coaches shall not possess or consume any alcohol while on any Gulf Swimming LSC trips.
4. Coaches shall not smoke or use any other tobacco products while on any Gulf Swimming LSC trips.
5. Coaches shall not possess or use any illegal drugs while on any Gulf Swimming LSC trips.
6. Coaches shall represent Gulf Swimming in a positive manner at all times.
7. Coaches shall call meetings and communicate all known time schedules, daily meeting places, and expectations.
8. Coaches shall check on athletes at all times, including but not limited to bed checks, to make sure that all athletes are where they are supposed to be.
9. When making rooming assignments, coaches shall attempt to assign athletes of similar ages to the same room.
10. Coaches shall be assigned a gender and age group and will be responsible for warm ups and line ups.
11. Coaches shall discipline athletes when and where appropriate as outlined below.
12. Coaches shall avoid any unsupervised or isolated “one-on-one” contact between an athlete and a coach, or an athlete and another “non-related adult”. During team travel, when doing room checks, attending team meetings and/or other activities, two-deep leadership and open and observable environments must be maintained.
13. When only one athlete and one coach travel to or from a competition, the athlete must have his/her parents’ (or legal guardian’s) written permission in advance to travel alone with the coach. Athletes shall not ride in a coach’s vehicle without another adult present who is the same gender as the athlete, unless prior parental permission is obtained.
14. When only one athlete and one coach travel to a competition, at the competition the coach and athlete should attempt to establish a “buddy” club to associate with during the competition and when away from the venue.
15. The Head Coach or his/her designee shall make a written report of Travel Policy or Code of Conduct violations to the General Chair of Gulf Swimming and the parent or legal guardian of any affected minor athlete.

### FAILURE OF THE COACHES TO ABIDE BY SUCH RULES ON GULF SWIMMING TRIPS WILL RESULT IN THE FOLLOWING:

1. Coach may have the behavior addressed by the head coach or other coaches on the trip (minor infraction).
2. Board of Review hearing (severe infraction). See “LSC Team Discipline Enforcement Procedure”, page 8-9.

### SWIMMERS’ RESPONSIBILITIES:

1. Swimmers shall attend all team functions including meetings, practices, meals, meet sessions, etc., unless otherwise excused or instructed by the Head Coach or his/her designee.
2. Swimmers shall follow rules and guidelines set up by this contract with Gulf Swimming.
3. Swimmers are expected to remain with the team at all times during the trip. Swimmers are not to leave the competition venue, the hotel, a restaurant, or any other place at which the team has gathered without the permission/knowledge of the coach or chaperone.
4. When visiting public places such as shopping malls, movie theatres, etc., swimmers shall stay in groups of no less than three persons. 12 & Under athletes shall be accompanied by a coach chaperone.
5. Gulf Swimming recognizes that relationships are a natural development in a young person’s life. But, Gulf Swimming expects mature and responsible behavior at all times. Inappropriate physical expression and contact WILL NOT be allowed and will be subject to reprimand and discipline. There shall be no male athletes in female athletes’ rooms and no female athletes in male athletes’ rooms. They may meet in the lobby and other places indicated by the coaching staff.
6. Curfews shall be established by the team or LSC staff each day of the trip. Curfews on meet nights will be no later than two (2) hours after the conclusion of the meet (hopefully by 9:00 p.m. – 10:00 p.m.). On the final night of the meet, after all swims are completed, curfew may be extended until 12:00 midnight at the discretion of the coaching staff depending upon the proper behavior of the squad.
7. There will be no running or playing in the hallways of the hotel.
8. Rooms will be cleaned and picked up in an orderly manner.
9. All long distance telephone calls will be placed on calling cards or made collect.
10. There shall be no loud talking or loud music to disrupt anyone else’s stay at the hotel.
11. At the meet, swimmers shall do all prescribed warm ups and events as directed by the coaches.
12. All coaches are in charge. Swimmers are expected to follow the directions of all coaches. The directions and decisions of coaches and team managers are final.
13. The safety of each individual is paramount. Swimmers shall behave in a manner, which ensures the safety of themselves and others at all times.
14. The use of alcohol, tobacco, or illegal drugs is strictly prohibited.
15. The use of abusive language is prohibited.
16. Swimmer is responsible for any and all damages to property caused by said swimmer.

### FAILURE OF THE SWIMMERS TO ABIDE BY SUCH RULES ON GULF SWIMMING TRIPS WILL RESULT IN THE FOLLOWING:

1. Swimmer may have the behavior addressed by the head coach or other coaches on the staff (minor infraction).
2. Swimmer may be scratched from the remaining meet or not be allowed to participate in the remainder of the activities (minor infraction). See “LSC Team Discipline Enforcement Procedure”, page 8-9.
3. Swimmer may be sent home at the swimmer’s expense (severe infraction). See “LSC Team Discipline Enforcement Procedure”, page 8-9.
4. Board of Review hearing (severe infraction). See “LSC Team Discipline Enforcement Procedure”, page 8-9.

It is anticipated that all involved will have a positive experience. For the safety of the swimmers, rule violations will be dealt with in a very direct manner. The very best is expected from all Gulf Swimming personnel associated with the meet.

I understand that I represent Gulf Swimming and that any inappropriate behavior from the beginning to the end of the trip, will not be tolerated. I have read and do hereby agree to and will abide by this Gulf Swimming Code of Conduct as stated above.

Swimmer’s Name (print name) Swimmer’s Signature Date

Parent/Guardian’s Name (print name) Parent/Guardian’s Signature Date

Coach’s Name (print name) Coach’s Signature Date

GULF SWIMMING

LSC TEAM DISCIPLINE ENFORCEMENT PROCEDURE 2019-2020

The following procedure shall apply to any violation of the Gulf Swimming Code of Conduct or the USA Swimming Code of Conduct by an athlete that occurs during a Gulf Swimming All Star Team trip or Zone Team trip or any Gulf Swimming sponsored events (e.g., Camps) where the penalty is to be assessed during the trip.

1. The All Star/Zone Team/Camp Head Coach shall designate a staff member of the traveling team to investigate the violation.
2. Upon completion of the investigation, the Head Coach shall decide whether to proceed with the complaint and, if so, what penalty to seek. If the Head Coach elects to seek a penalty, which includes the athlete being scratched from an event or sent home, the athlete should be notified of the penalty sought, provided a copy of these procedures and notified that he/she has a right to an expedited hearing pursuant to these procedures.
3. If, after such notification, the athlete (or his legal guardian, if the athlete is younger than 18 years old) elects to accept the penalty, the Head Coach shall enforce the penalty and no hearing shall be held. If the athlete (or his legal guardian, if the athlete is younger than 18 years old) requests a hearing, a hearing panel of three (3) members shall be formed by the Head Coach. The panel shall include at least one (1) athlete member and shall not include either the investigating staff member or the Head Coach.
4. The Head Coach and/or the investigating staff member, on behalf of Gulf Swimming, shall present the facts of the violation to the hearing panel. Both Gulf Swimming and the athlete shall have the opportunity to present any additional evidence considered relevant by the panel and may call witnesses. After hearing the relevant facts and testimony, the hearing panel shall determine if the athlete did in fact violate the Code of Conduct and, if so, shall assess the penalty deemed appropriate by the panel.
5. The decision of the hearing panel shall be provided to the Head Coach and the athlete. The Head Coach shall be responsible for enforcing the penalty.

This procedure shall also be followed in the case of an alleged violation of the Gulf Swimming Code of Conduct or the USA Swimming Code of Conduct by a USA Swimming member coach, trainer, manager, administrator, or official that occurs during an All Star/Zone Team trip where the penalty is to be assessed during the trip. The hearing panel shall include an athlete.

GULF SWIMMING MEDICAL RELEASE FORM 2019-2020

I am the parent, guardian, or custodian of the swimmer named herein, and I consent to medical and surgical treatment during an emergency involving an immediate danger to the health and safety of the swimmer.

I authorize and empower the representatives Gulf Swimming to act on my behalf during an emergency involving an immediate danger to the health and safety of the swimmer and those representatives are authorized to consent to medical and surgical treatment.

I hereby release and agree to hold harmless Gulf Swimming and its representatives from any claims arising from such emergency medical treatment and from any source whatsoever during the period that the swimmer is participating in any trip sponsored or conducted by Gulf Swimming.

Swimmer's Name:

Parent/Guardian’s Signature: Date:

Parent/Guardian’s Printed Name:

Home Phone:

Work Phone:

Cell Phone:

Swimmer's Physician:

Physician’s Address:

Physician’s Phone:

Insurance Coverage:

Policy Number:

*(Attach copy of front and back of Insurance Coverage Card)*

Any Known Food or Drug Allergies:

GULF SWIMMING

SECTION 7 - OFFICIALS

OFFICIALS CERTIFICATION GUIDELINES 2019-2020

*Effective September 1, 2019*

**Introduction**

Gulf Swimming strives to develop officials who are fair, competent, current in rulebook application and

consistent in approach. The training program is designed to produce skilled officials who are capable of

providing athletes with the best, most consistent and fairest possible level of observation. This program is

aimed at certification\* of N1 officials with emphasis on quality assurance and portability outside of the

Gulf Swimming LSC. National (N2 & N3) certification guidelines are posted on the USA Swimming Website.

The following guidelines are for informational purposes only. Certification of LSC officials is the responsibility

of the Gulf Swimming Officials Committee Chair who has final authority in specific certification standards.

The certification guidelines are effective for a two-year term unless new USA Swimming rules require

changes. Changes to the certification guidelines require a majority vote from the Officials Committee.

Suggested changes to guidelines can be submitted in writing to the Officials Committee Chair at any time.

All recommendations to certify Gulf officials will be accepted from Gulf LSC Meet Referees only.

Evaluations (not apply to OQM) from Meet Referees outside the Gulf Swimming LSC are acceptable for

training and educational purposes only.

\*Certification at any position means that the official is fully trained, competent in position, and has met all of

the guidelines in this document.

**ADMINISTRATIVE OFFICIAL–APPRENTICE (AP)**

All new officials must complete the following pre-requisites (item #3-#6 in order please, very important) before commencing on deck apprenticeship at a USA Swimming sanctioned meet.

● Register with USA Swimming through Gulf Swimming as a Non-Athlete Member.

● After you confirm registration and set up/link your USA Swimming account, initiate a Background Check

(BGC).

● Sign onto your USA Swimming account and complete the Athlete Protection Training (APT) course.

● Sign in https://www.cdc.gov/headsup/youthsports/training/index.html OR

https://nfhslearn.com/courses/61151/concussion-in-sports to take Concussion Protocol Training and and

forward your copy of certificate to Gulf Administrator -Loren.Fischbach@gulfswimming.org .

● Sign onto your USA Swimming account, take and pass the open book Administrative Officials test on the

USA Swimming site with a minimum 80% passing grade. .

● Must attend an Administrative Official Apprentice Clinic.

● Clinic availability will be posted on <https://www.teamunify.com/team/gslsc/page/home> presented by Training Committees approved by the Officials’ Chair. Once the above process is complete you will receive a confirmation email with a link to print your “Administrative Official-AP” card. Please print and take to the meets to confirm your clearance to begin your on-deck apprenticeship.

To continue your Administrative Official Apprenticeship:

● Email in advance (at least 6 weeks) the Meet Referee and the Administrative Official of the meet on the

availability to apprentice at the meet.

● Recommend working all session(s) at the meet during this training.

**ADMINISTRATIVE OFFICIAL–QUALIFIED (Q)**

In order to become fully certified as an Administrative Official the following steps need to be completed after

on-deck training has been cleared with the “AP” or Apprentice designation:

● Official attire requirements for regular Gulf Swimming meets: White short sleeves polo shirt with collar

must be tucked in (no team logos), navy shorts, long pants or skirts, white socks/white athletic shoes.

This might be referred to as white over navy with white athletic shoes.

● Official attire requirements for championship meets attire may change to a special combination (e.g.,

white over khaki; navy blue over khaki over white socks/ white athletic shoes). Attire is always specified

in the meet announcement. The shirts must be tucked in to look professional on deck.

● Successfully apprentice as an AO during at least six( 6) sessions at a meet under the supervision of a

certified AO, Administrative Referee or Meet Referee.

● Please note that certification is not automatic after completion of the minimum six (6) sessions. The

Administrative Official apprentice must have proven themselves capable of handling the role and

providing the best possible meet results and paperwork for the meet.

● Request an evaluation in advance and receive a positive recommendation from the certified AO and/or

the Administrative Referee or Meet Referee at the meet, please refer to the Administrative Training log

as a guideline to meet all the requirements for recommendation.

● In order to finalize certification as an Administrative Official, the Officials Chair must have received

positive recommendations from three (3) Meet Referees within the Gulf Swimming LSC but must be from

three (3)separate meets for this level.

● All fully certified (qualified) Administrative Officials will have to take the recertification test for an

Administrative official every two (2) years to maintain their certification.

● When the Administrative Official Certification criteria have been met and the LSC Officials Chair has

processed the certification, the official will be emailed with a link to the certification card that shows

“Administrative Official –Q”. Please allow USA Swimming 7-10 days to process this transaction.

**STROKE AND TURN APPRENTICE OFFICIALS (AP)**

All new officials must complete the following prerequisites(in order) before commencing on deck apprenticeship at a USA swimming sanctioned meet.

1. Register with USA Swimming through Gulf Swimming as a Non- Athlete Member.

2. After you confirm registration and set up/link your USA Swimming account, initiate a Background Check

(BGC).

3. Sign onto your USA Swimming account and complete the Athlete Protection Training (APT) course.

4. Sign onto https://www.cdc.gov/headsup/youthsports/training/index.html OR

https://nfhslearn.com/courses/61151/concussion-in-sports to take Concussion Protocol Training and

forward your copy of certificate to Gulf Administrator -Loren.Fischbach@gulfswimming.org .

5. Sign onto your USA Swimming account, take and pass the open book Stroke and Turn/Timer test on the

USA Swimming site with a minimum 80% passing grade.

6. Must attend a Stroke and Turn clinic to be held at various locations at select times throughout the year.

7. Clinic availability will be posted on <https://www.teamunify.com/team/gslsc/page/home> presented by Training Committees approved by the Officials’ Chair.

8. Official attire requirements for regular Gulf Swimming meets: White short sleeves polo shirt with collar

must be tucked in (no team logos), navy shorts, long pants or skirts, white socks/white athletic shoes.

This might be referred to as white over navy with white athletic shoes.

9. Officials attire requirements for championship meets attire may change to a special combination (e.g.,

white over khaki; navy blue over khaki white socks/white athletic shoes). Attire is always specified in the

meet announcement. The shirts must be tucked in to look professional on deck. Once the above process is complete you will receive a confirmation email from USA Swimming with a link to print your “Stroke and Turn (AP) Apprentice” card. Please allow USA Swimming 7-10 days to process this transaction.

**STROKE AND TURN CERTIFICATION -QUALIFIED (Q)**

In order to become fully certified as a Stroke & Turn official the following steps need to be completed after

on-deck training has been cleared with the “AP” or Apprentice designation:

● Work with a certified official for four (4) sessions at which time no disqualifications should be called by

the apprentice during this learning phase. This requirement can be waived by the Meet Referee if the

apprentice has previous officiating experience and understands the position or if there are not enough

certified officials in attendance to provide one on one training

● Work an additional minimum six (6) sessions on deck as an apprentice S&T official at which time calls

can and should be made as observed to assist with the determination of certification readiness.

● Please note that certification is not automatic after completion of the minimum ten (10) sessions. The

Stroke and Turn Apprentice must have proven themselves capable of handling the roles and

demonstrates the best possible judgement and fairness officiating at the meet.

● The S&T apprentice official can request recommendation for certification from the Meet Referee of the

meet after completing the minimum sessions.

● Please make sure that when you do request an evaluation for recommendation, refer to the attached

Stroke and Turn Training log as a guideline to meet all the requirements.

● All sessions worked should include events for backstroke, butterfly, breaststroke and an individual

medley event plus be a minimum of two (2) hours in length to be considered towards certification.

● In order to finalize certification as a Stroke & Turn Official, the Officials Chair must have received positive

recommendations from three (3) Meet Referees within the Gulf Swimming LSC but must be from three

(3) Separate meets for this level.

● At the discretion of the Gulf Swimming Officials Chair and based on recommendations received from the

Meet Referees, the minimum number of sessions can be waived for final certification if the Stroke &

Turn Apprentice has previous officiating experience and demonstrates that during sessions worked in the

position.

● When the above criteria have been met and the LSC Officials Chair has processed the certification, the

apprentice Stroke and Turn Official will be emailed a link from USA Swimming to your certification card that shows “Stroke & Turn–Q”. Please allow USA Swimming 7-10 days to process this transaction.

**CHIEF JUDGE–APPRENTICE (AP)**

The following prerequisites must be met in order to commence apprenticeship on-deck as a Chief Judge:

● Must be currently certified in the Gulf Swimming LSC as a Stroke and Turn Judge.\*

● Must work a minimum of six (6) sessions as certified Stroke and Turn .

● Must attend a Chief Judge Apprentice clinic.

● Clinic availability will be posted on <https://www.teamunify.com/team/gslsc/page/home>presented by the Training Committee approved by the Officials Chair.

When the above criteria have been met, the apprentice Chief Judge will be emailed by USA Swimming with a link to your certification card that shows “Chief Judge–AP”. Please allow USA Swimming 7-10 days to process this transaction.

**CHIEF JUDGE–QUALIFIED (Q)**

In order to finalize certification as a Chief Judge in the LSC the apprentice must:

● Read and understand the “Professional Chief Judge” document posted on www.usaswimming.org

● Work a minimum of ten (10) sessions in the position of a Chief Judge.

● Please note that certification is not automatic after completion of the minimum ten (10) sessions. The

Chief Judge Apprentice must have proven that you are knowledgeable and capable of fulfilling this

position and professional manner.

● The Chief Judge (AP) can request evaluation for a recommendation from the Meet Referee of the meet after completing the minimum sessions.

● Please make sure that when you do request an evaluation for recommendation, refer to the attached Chief Judge Training log as a guideline to meet all the requirements.

● Must request and successfully obtain positive recommendations from three different three (3) Meet Referees but must be from three (3) separate meets for this level, one of whom must be an N3 certified Deck Referee with USA Swimming or approved by the LSC Officials Chair to attend the meet to accommodate this recommendation.

● One of the three (3) recommendations must come from working in the position of a Chief Judge at a

Prelims/Finals meet with multiple sessions.

● Once the above criteria have been met, the LSC Officials Chair will review all the recommendations and

may require an additional on-deck evaluation prior to certification. If required, you will be notified by

email and an evaluation set up accordingly

\* NOTE - The required training activities for Chief Judge certification may be fulfilled at any time after certification as a Stroke and Turn Judge. The Chief Judge certification does not have to be completed prior to training and certification for either Starter or Deck Referee. However, Chief Judge certification is required prior to training as a Meet Referee. When the above criteria have been met and the LSC Officials Chair has processed the certification, the apprentice Chief Judge Official will be emailed a link from USA Swimming to your certification card that shows “Chief Judge–Q”. Please allow USA Swimming 7-10 days to process this transaction.

**STARTER–APPRENTICE (AP)**

The following pre-requisites must be met in order to commence apprenticeship on-deck as a Starter:

● Must be currently certified in the Gulf Swimming LSC as a Stroke & Turn Official.

● Must complete the online Starter’s test.

● Must work a minimum of six (6) sessions as certified Stroke and Turn.

● Must attend a Starter clinic to be held at various locations at select times throughout the year.

● Clinic availability will be posted on <https://www.teamunify.com/team/gslsc/page/home> presented by Training committee approved by the LSC Officials Chair.

● Sign onto your USA Swimming account, take and pass the open book Starter test on the USA Swimming

site with a minimum 80% passing grade.

When the above criteria have been met, the Starter (AP) will be emailed by USA Swimming with a link to your certification card that shows “Starter–AP”. Please allow USA Swimming 7-10 days to process this transaction.

**STARTER–QUALIFIED (Q)**

In order to finalize certification as a Starter in the LSC the apprentice must:

● Work a minimum of ten (10) sessions in the role of an apprentice Starter on deck.

● Of the ten (10) sessions worked, there must be a combination of starting at various levels of meets

including 8 & under, Age Group and Senior meets.

● Please note that certification is not automatic after completion of the minimum ten(10) sessions. The

Starter Apprentice must have proven themselves capable of handling the role and providing the best

possible starts for the swimmers.

● The Starter (AP) can request evaluation for a recommendation from the Meet Referee of the meet after

completing the minimum sessions. Please make sure that when you do request an evaluation for

recommendation, refer to the attached Starter Training log as a guideline to meet all the requirements.

● Must request and successfully obtain positive recommendations from three different (3) Meet

Referees,but must be from three (3) separate meets from this level, one of whom must be an N3

certified Starter with USA Swimming or approved by the LSC Official Chair to attend the meet to

accommodate this recommendation.

● Once the above criteria have been met, the LSC Officials Chair will review all the recommendations and

may require an additional on-deck evaluation prior to certification. If required, you will be notified by

email and an evaluation set up accordingly.

When the above criteria have been met, the Starter (AP) will be emailed by USA Swimming with a link to your certification card that shows “Starter–Q”. Please allow USA Swimming 7-10 days to process this transaction.

**DECK REFEREE–APPRENTICE (AP)**

The following prerequisites must be met in order to commence apprenticeship on-deck as a Deck Referee:

● Current certification as a Stroke & Turn and Starter in Gulf Swimming LSC.

● Completion of the following online tests found on www.usaswimming.org:

➢ Referee

➢ Administrative Referee

➢ Timing Judge

➢ Clerk of Course

➢ Starter Recertification-required if expired

➢ Stroke & Turn/Timer -required if expired

● Must work a minimum of six (6) sessions as certified Starter.

● Must attend a Deck Referee Apprentice clinic.

● Clinic availability will be posted on <https://www.teamunify.com/team/gslsc/page/home> presented by the Training Committee

approved by the Officials Chair.

When the above criteria have been met, the Deck Referee (AP) will be emailed by USA Swimming with a link to your certification card that shows “Deck Referee–AP”. Please allow USA Swimming 7-10 days to process this transaction.

**DECK REFEREE–QUALIFIED (Q)**

In order to finalize certification as a Deck Referee in the LSC the apprentice must:

● Work on deck as a Deck referee apprentice under the guidance of other certified Deck Referees or Meet

Referees for a minimum of ten (10) sessions.

● Must work a combination of both short and long course meets (Important for this level).

● Must work a combination of meets on behalf of several different host teams.

● Please note that certification is not automatic after completion of the minimum ten (10) sessions.

● The Deck Referee Apprentice must have proven that you are knowledgeable and capable of fulfilling this

position in a capable and professional manner.

● The Deck Referee (AP) can request evaluation for a recommendation from the Meet Referee of the meet

after completing the minimum sessions. Please make sure that when you do request an evaluation for

recommendation, refer to the attached Deck Referee Training log as a guideline to meet all the

requirements.

● Must request and successfully obtain positive recommendations from three (3) different Meet Referees

but must be from three (3) separate meets from this level, one of whom must be an N3 certified Deck

Referee with USA Swimming or approved by the LSC Officials Chair to attend the meet to accommodate

this recommendation.

● Once the above criteria have been met, the LSC Officials Chair will review all the recommendations and

may require an additional on-deck evaluation prior to certification. If required, you will be notified by

email and an evaluation set up accordingly.

When the above criteria have been met, the Deck Referee (AP) will be emailed by USA Swimming with a link to your certification card that shows “Deck Referee–Q”. Please allow USA Swimming 7-10 days to process this transaction.

**MEET REFEREE – APPRENTICE (AP)**

The following pre-requisites must be met in order to commence apprenticeship on-deck as a Meet Referee:

● Must be currently certified at Stroke and Turn, Starter, Deck Referee and Chief Judge positions.

● Must attend a Meet Referee Apprentice Workshop presented by Training Committee approved by the

Officials Committee Chair.

● Must pass all re-certification tests if expired.

● Must show a continuous active record of working as a certified Deck Referee to gain experience prior to

being considered a Meet Referee Apprentice. This experience must include the following:

● Minimum of 24 sessions worked in the capacity of Deck Referee.

● At least 6 of these sessions must be worked at Prelims/Finals Championship format meets.

● At least 6 of these sessions must be worked at long course meets.

● At least 6 of these sessions must be worked at meets hosted by unaffiliated clubs.

When the above criteria have been met, the Meet Referee Apprentice will be emailed by USA Swimming with a link to your certification card that shows “Meet Referee (AP)” to assist with identifying the candidate as someone interested in certification at this level. Please allow USA Swimming 7-10 days to process this transaction. Additionally, to be finalized certification as a Meet Referee in the GULF LSC, the apprentice must also:

● Attain at least one N2 certification at any position (preferably as N2 Deck Referee).

● Work as an Assistant Meet Referee for at least 3 full meets under the supervision of certified Gulf

Swimming Meet Referees (minimum 3 sessions each meet, and at least one of these must be a long

course meet). The Meet Referee (AP) must request in writing from the Officials Committee Chair

assignments to work as an Assistant Meet Referee at these three meets at least six (6) weeks in advance

of each meet.

● The Meet Referee(AP) can request an evaluation for recommendation from Meet Referee after completing

the minimum sessions. Please make sure that when you do request an evaluation for recommendation and refer to the Meet Referee (AP) Training log as a guideline to meet all the requirements.

● Receive a minimum of 3 positive recommendations to certify from 3 different Gulf Swimming Meet

Referees, two of whom must not be attached to the trainee's club. The three (3) supervising meet

referees must have at least two (2) years experience as a Meet Referee in order to submit a valid

recommendation. These recommendations must be based on positive performance by the apprentice

while working in the capacity of Assistant Meet Referee by the supervising Meet Referees.

● Final process for certification to include a majority votes from all Gulf Swimming certified/active Meet

Referees, approval from Officials Committees and final recommendation from by the Officials Chair.

● Once certified as Meet Referee-Q, your first meet will be required to be observed /mentor by any Senior

certified GULF Meet Referee (at least 2 years as certified Meet Referee)

When the above criteria have been met, the Meet Referee (AP) will be emailed by USA Swimming with a link to your certification card that shows “Meet Referee–Q”. Please allow USA Swimming 7-10 days to process this transaction.

**OPEN WATER JUDGE APPRENTICE**

**Education & Training/Clinic:**

● Must meet the initial requirements for an Official per USA swimming guidelines (successfully pass a Level

II BGC, complete the APT and are properly credentialed by both USA Swimming and GULF Swimming).

● Must pass USA Swimming Open Water Judge test with a score of 80% or better prior to attending an

Open Water Clinic/Event.

● When the above criteria have been met, the Open Water Judge (AP) will be emailed by USA Swimming

with a link to your certification card that shows “Open Water Judge (AP)”. Please allow USA Swimming

7-10 days to process this transaction.

● Must attend an Open Water Clinic presented by Training Committee approved by the Official’s Chair.

● Clinic: send your request via email to GULF Open Water Meet Referee on the announcement.

● After you have completed the above requirements, you can request to be an Apprentice Open Water

Judge in the GULF LSC by emailing to the Official’s Chair or their designee.

**OPEN WATER JUDGE CERTIFICATION**

**Evaluation & Certification:**

● Apprentice Open Water Judges must work a minimum of 2 meets under the supervision of the Open

Water Meet Referee or their designee before being considered for certification. If this requirement is

not met, the Apprentice Open Water Judge will need to begin the entire Trainee process again.

● After each meet the Apprentice Open Water Judges must present the necessary evaluation paperwork

to the Meet Referee to fill out and return. One (1) Meet Referee recommendation is required to be

certified as an Open Water Judge.

● The Open Water Judge (AP) can request evaluation for a recommendation from the Meet Referee of the

meet after completing the minimum sessions. Please make sure that when you do request an evaluation

for recommendation, refer to the Open water Training log as a guideline to meet all the requirements.

● As soon as all data has been verified by the LSC Officials Chair or their designee, the applicant will be

certified as an Open Water Judge.

● When the above criteria have been met, the Open Water Judge (AP) will be emailed by USA Swimming

with a link to your certification card that shows “OJ–Q”. Please allow 7-10 days to process this

transaction.

**Renewal:**

● Must pass USA Swimming Recertification test with a score of 80% or better every two (2) years.

● To maintain certification, must work a minimum of one (1) Open Water Events every three (3) years in

any of the Open Water Judge positions

● Based on continuing USA Swimming membership and satisfactory per USA swimming membership and

satisfaction.

**OPEN WATER REFEREE**

**Education & Training/Clinic:**

● Previous certification as an Open Water Judge.

● Must pass USA Swimming Open Water Referee test with a score of 80% or better prior to attending an

Open Water Clinic/Event.

● Must attend an Open Water Clinic presented by Training Committee approved by the Official’s Chair.

● Clinic: send your request via email to GULF Open Water Meet Referee on the announcement.

● After you have completed the above requirements, you can request to be an Apprentice Open Water

Judge in the GULF LSC by emailing to the Official’s Chair or their designee.

**Evaluation & Certification:**

● Apprentice Open Water Referee must work a minimum of 2 meets under the supervision of the Open

Water Meet Referee or their designee before being considered for certification.

● If this requirement is not met, the Apprentice Open Water Referee will need to begin the entire Trainee

process again.

● After each meet the Apprentice Open Water Referee must present the necessary evaluation paperwork

to the Meet Referee to fill out and return.

● One (1) Meet Referee recommendation is required to be certified as an Open Water Judge.

● The Open Water Referee (AP) can request evaluation for a recommendation from the Meet Referee of

the meet after completing the minimum sessions. Please make sure that when you do request an

evaluation for recommendation, refer to the Open water Training log as a guideline to meet all the

requirements.

● As soon as all data has been verified by the LSC Officials Chair or their designee, the applicant will be

certified as an Open Water Judge.

● When the above criteria have been met, the Open Water Referee (AP) will be emailed by USA Swimming

with a link to your certification card that shows “OR-Q”. Please allow 7-10 days to process.

**Renewal:**

● Must pass USA Swimming Recertification test with a score of 80% or better every two (2) years.

● To maintain certification, must work a minimum of one (1) Open Water Events every three (3) years in

any of the Open Water Judge positions

● Based on continuing USA Swimming membership and satisfactory per USA swimming membership and

satisfaction.

**TRANSFER FROM OTHER LSC’S**

The National Officials Committee has adopted a policy that expects LSC’s to recognize the certified status of visiting and transferring officials from other USA Swimming LSC’s. Specific expectations for transferring officials and LSC’s are described on the USA Swimming website. The information below provides our local LSC policy regarding transfers:

1. Visiting officials are always welcome at all Gulf sanctioned meets. Meet assignments for visiting officials

will be determined by the Meet Referee. Visiting officials should always notify the Meet Referee in advance so that appropriate meet assignments can be scheduled.

2. Officials relocating from other LSC’s are highly valued and always welcome to join our team of officials.

Relocating officials should contact the Gulf Swimming LSC Officials Chair to provide information such as

name, contact information, new club affiliation, and current certification(s). The Chair will add the

transferring official to the Gulf officials list.

3. Any transferring official must register as a non-athlete with USA Swimming; if already registered in

another LSC, the registration will need to be transferred to Gulf Swimming. The official must also have passed the Background Check and completed the online Athlete Protection Training.

4. For each level of certification, the skills and experience attained prior to transfer must meet the

minimum requirements for certification at that level as outlined in this document before the official can be

certified at that same level in the Gulf Swimming LSC. If additional skills or experience are needed to meet

the minimum standards, then the relocating official will be certified at one level below their previous

certification level, and the LSC will provide the needed opportunities for any training and/or meet experience so that the prior certification level can be reinstated in the Gulf Swimming LSC as soon as possible.

5. For transferring Stroke & Turn officials, the existing certification will be recognized automatically and

transferred to Gulf Swimming. For all other positions (Starter, Chief Judge, Deck Referee, Meet Referee)

certification transfer(s) will be made after a positive assessment of prior skills and experience has been

completed.

**REINSTATEMENT OF EXPIRED CERTIFICATION**

Officials with expired USA Swimming certifications who wish to be reinstated are always welcome back and

should contact the Gulf Swimming Officials Chair to provide information such as name, contact information, club affiliation, and previous expired certification(s). Reinstatement requirements will be handled on a case by case basis by the GULF Swimming LSC Officials Chair. However, in general, for certifications that have only been expired for a short period of time, the official will simply need to re-register, pass the required background check and athlete protection training (if expired) and take the recertification test(s) for the position(s) being reinstated. For reinstatements of certifications that have been expired for lengthy periods of time, the official will need to work enough meets/sessions to demonstrate minimum skills; in this case, a positive assessment of skills will also be required.

NATIONAL OFFICIAL TRAINING AND ADVANCEMENT 2019-2020

Gulf Swimming recognizes that its officials must be in tune with the latest thinking and procedures of USA Swimming, and this is best accomplished from a top-down basis, concentrating on the referees who are eligible to attend the USA Swimming National Officials Clinic. Additionally, in order to increase the number of Gulf Swimming Officials available to serve as National Evaluators, Gulf Swimming needs to advance as many of its own officials through the ranks of N2 and N3 status. Since N3 referee and starter status is best gained through working the deck of National Championship, Spring Championship, US Open and Junior National Championship meets, Gulf Swimming should promote its Officials' working at those meets.

### NATIONAL OFFICIALS CLINIC

Up to two (2) recently-certified Officials shall attend the USA Swimming National Official's Clinic annually. The Officials shall be selected by the Gulf Swimming Officials Committee Chair. Each Official may attend the clinic only once. The chosen candidate(s) shall be reimbursed for transportation and lodging costs up to their actual expenses, if any, and according to the stated Gulf per diem amount (Per Diem Policy, page 7-5), but only if all meals are not provided.

### NATIONAL MEETS

Up to three (3) Officials per calendar year, pre-approved by the Gulf Swimming Officials Committee Chair, shall be reimbursed for transportation, lodging costs, and per diem according to the stated Gulf Swimming per diem (Per Diem Policy, page 7-5) amount. Priority will be given to those officials who need to attend a National meet to satisfy the requirements of advancement to N3 Chief Judge, Starter or Referee certification. Those officials who have already attained N3 Chief Judge, Starter or Referee certification(s) will be eligible for full reimbursement for one National meet every three (3) calendar years. The National meets eligible under this policy include USA Swimming National Championship, Spring Championship, US Open and Junior National Championship meets. Officials applying to work at these meets must advise the Gulf Swimming Officials Chair no later than sixty (60) days prior to the meet, in order to be considered for selection under this policy.

### OFFICIAL ADVANCEMENT

It shall be Gulf Swimming's policy to provide as many advancement opportunities to its eligible active Officials as possible. As such, each club hosting a meet eligible for N2 and N3 advancement is expected to apply for approval of such and to provide a National Evaluator for the meet.

SECTION 8 - CONVENTIONS AND AWARDS

UNITED STATES AQUATIC SPORTS NATIONAL CONVENTION

2019

The United States Aquatic Sports National Convention is held each year during the month of September. USA Swimming holds its national convention as part of the USAS convention, along with other aquatic sports, such as U.S. Diving, Synchronized Swimming, Water Polo, and U.S. Masters Swimming. Gulf Swimming sends representatives to this National Convention as follows:

The General Chair of Gulf Swimming is the Chair of the Gulf Swimming delegation. The General Chair, or his designee, is responsible for registration. (11/16 HOD) Each delegate is responsible for making their own travel and hotel arrangements. The GULF SWIMMING TRAVEL POLICY 2019-2020, NOVEMBER 17, 2014 will apply with the additional stipulation that Gulf Swimming will only reimburse for Lodging at the USAS Convention rate published for the USAS Convention on the USA Swimming website for a Single or Double room.

* + 1. The Gulf Swimming delegation will be composed of:
       1. All voting delegates as currently set forth by USA Swimming, i.e.: General Chair

Administrative Vice-Chair Senior Vice-Chair Age Group Vice-Chair

Senior Athletes' Representative Coaches' Representative

Safe Sport

The following non-voting delegates:

Treasurer

Athletes Representatives

Registration Coordinators

Diversity Coordinator

Officials Chair

Executive Director of Gulf Swimming

* + - 1. Any At-Large USA Swimming delegates from Gulf Swimming.
      2. Any Gulf Swimming members of any National Committee.
    1. For a Non-Athlete Delegate to be reimbursed by Gulf Swimming, the Delegate must have attended at least four of the Gulf Swimming Board of Directors and House of Delegates Meetings within the last twelve months. If this attendance requirement is satisfied, then the Delegates' registration, airfare, and hotel rooms will be paid for by Gulf Swimming. Each Delegate, who has met the attendance requirement, will be reimbursed at the current per diem rate (Per Diem Policy, page 7-5). Non-Athlete Delegates elected to an initial term on the Gulf Swimming Board of Directors (that is, elected Board Members who did not serve on the Gulf Swimming Board of Directors during the previous year) do not have to meet the attendance requirement. Athlete Delegates do not have to meet the attendance requirement.
    2. Exceptions to the above will be considered by the Board of Directors on a case-by-case basis.

TEXAS SWIMMING ASSOCIATION ANNUAL CONVENTION

The Texas Swimming Association will hold its annual meeting of the House of Delegates within two (2) weeks after the conclusion of the United States Aquatic Sports Convention. The exact date shall be selected by the President of TSA. The site of each annual meeting shall rotate between Houston, Austin, Dallas, El Paso, and San Antonio, in that order. Gulf Swimming sends representatives to the TSA annual meeting as follows:

1. The General Chair of Gulf Swimming is the Chair of the Gulf Swimming delegation.
2. The Gulf Swimming delegation will be composed of all voting delegates as established by the Texas Swimming Association rules. Currently, there are three (3) at-large delegates and two (2) athlete delegates.
3. Delegates' registration, travel expenses, and hotel rooms will be paid for by Gulf Swimming. Each delegate will be reimbursed a per diem (Per Diem Policy, page 7-5).

ANNUAL AWARDS BANQUET 2019-2020

To honor Gulf swimmers and outstanding performances, Gulf Swimming holds an Awards Banquet each year. The Banquet is organized as follows:

1. The Annual Awards Banquet is held on the weekend between the USA Swimming National Convention and the Texas Swimming Association annual meeting. This is normally the first weekend in October.
2. The Banquet will be held in a hotel or country club with a large ballroom. An effort should be made to rotate the site of the Banquet around the city.

Dress is semi-formal.

Awards shall be given to Gulf Swimming registered swimmers on USA Swimming Teams, for swims during the previous Short Course and Long Course Seasons. Awards will only be given for swimmers who are graduating high school seniors or younger.

Awards are tabulated based on performances from the year of the banquet and the fall of the prior year (i.e.: awards presented at the 2014 banquet are based on performances from 9/1/2013 through 8/31/2014 from both the short course and long course seasons), EXCEPT the USA Swimming Top Ten awards are tabulated from performances from the prior year’s short course and long course seasons (i.e.: USA Swimming Top Ten awards presented at the 2014 banquet are based on performances from 9/1/2012 through 8/31/2013). The awards are given to athletes as follows:

* 1. Qualification Award (Q Award) One award with appropriate recognition for: Texas Select All Star Camp Participant

National Diversity Camp Participant National Open Water Camp Participant

Gulf Open Water Team Participant

TAGS Individual Finalist (10&U through 8th place, 11–12 & 13–14 through 16th place)

TAGS Relay Finalist (through 8th place) Sectionals Individual Finalist (through 16th place) Sectionals Relay Finalist (through 16th place)

National Championships Relay Participant US Open Championships Relay Participant

* 1. Achievement Recognition Award 1st Level of Achievement

One award plaque, in addition to the above Q Award, for individual performances recognizing each for:

Zones Select Camp Participant

Speedo Junior National Championships Qualifier

TAGS, Senior Zones or Sectionals Champion

2nd Level of Achievement

One award plaque, in addition to the above Q Award, recognizing each for: National Select Camp Participant

Gulf, or Senior Zones Record (Individual & Relay) Speedo Junior National Championships Finalist

National Championships Qualifier US Open Championships Qualifier National Open Water Top 8 Finisher

USA Swimming Top 10 (awards from prior season’s performances. USA Swimming publishes the official Top Ten lists in November. See language in item 5, above)

3rd Level of Achievement

One award plaque, in addition to the above Q Award, recognizing each for: National Championship Finalist

US Open Championships Finalist

National Age Group Record (Individual & Relay) National Open Water Champion Olympic Trials Qualifier

World Championships Trials Qualifier

4th Level of Achievement

In addition to the above Q Award, a Special Recognition award for the following performances:

National Junior Team Member

Speedo Junior National Championships Champion National Championships 18 & Under Champion US Open Championships 18 & Under Champion

5th Level of Achievement

In addition to the above Q Award, a Special Recognition award for the following performances:

National Team Member National Championships Champion US Open Championships Champion Olympic Team Member World Championships Team Member

The award recipients shall be determined with the cooperation from:

Age Group Vice-Chair

Senior Vice-Chair Coaches Representative Records Coordinator

Texas Select All Star Camp Head Coach

1. Other awards are given as follows:
   1. Pauline Phillips Award
   2. Phillips 66 Outstanding Service Award
   3. R. S. “Bob” Stallings Award
   4. Age Group Coach of the Year
   5. Coach of the Year
2. The Awards Banquet should also include:
   1. A slide show or variety of shots of teams for the past year
   2. A guest speaker (It may be possible to hold a Gold Medal Clinic on the same weekend as the Banquet, and then use the Clinician as the featured speaker of the Banquet.)

|  |  |  |
| --- | --- | --- |
| 7. | Qualification Awards shall be: |  |
|  | 2013 | Red Bag |
|  | 2014 | Blue Towel |
|  | 2015 | Blue Blanket |
|  | 2016 | Blue Bag |
|  | 2017 | White Towel |
|  | 2018 | Red Blanket |
|  | 2019 and beyond | Continue rotation as above |

1. Special Recognition Award is to be determined.

THE PAULINE PHILLIPS AWARD 2019-2020

The Pauline Phillips Award is presented annually to the Gulf swimmer at the Senior level (a high school student in his Sophomore, Junior or Senior year), whose continued devotion to the sport of swimming, citizenship, and selfless support of his/her teammates best exemplify the selfless contributions of Pauline Phillips to the sport of swimming in general and more specifically to Gulf Swimming. An individual may receive this award only one time during his swimming career.

It is the intent of the sponsors of this memorial award that the recipient not necessarily be selected on the basis of achievement at the National level. Rather to be consistent with the attitude and motivations of Pauline Phillips, whose name this award bears, the selection should be made on the basis of the development of his own talents to the maximum extent possible through sheer hard work. The winner of this award should also be recognized as a teammate whose encouragement of his/her team members and whose personal example serves as a major inspirational factor in the accomplishments of others, moreover, to be consistent with the memory of Pauline Phillips, the winner of this award must be recognized by his/her adversaries as a swimmer possessing the utmost qualities of sportsmanship.

### NOMINATION PROCESS

**IMPLEMENTATION**

From April 1st through July 15th of each year, registered Gulf Swimming Members may nominate qualifying

Gulf Swimming athletes. This nomination must be made by a Gulf Swimming Member by completing an award nominating form. Additionally, each nominated swimmer will be required to complete a questionnaire provided by the award governing committee.

### AWARD GOVERNING COMMITTEE

Members of the award governing committee shall be named by the Gulf Swimming General Chair and the Gulf Swimming Junior Athlete Representative. The award committee should represent a cross section of Gulf Swimming. There shall be at least five (5) members named to this committee.

### SELECTION PROCESS

The award governing committee shall then select the award winner based on the information supplied by the nominator and the athlete questionnaire.

### FORM OF RECOGNITION

The winning athlete shall receive a plaque citing him/her as the winner for the designated year. The award shall be presented at the Annual Gulf Awards Banquet, and if at all possible, the previous year's winner should make the presentation to the next winner.

### WINNERS OF THE PAULINE PHILLIPS AWARD

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| *Year* | *Athlete* | *Club* | *Year* | *Athlete* | *Club* |
| 1991 | Tina Schweiger | ATEX | 2005 | Kristine Kelly | COOG |
| 1992 | Scott Jones | SCAT | 2006 | Elizabeth Gormley | CFSC |
| 1993 | No Nominations |  | 2007 | No Nominations |  |
| 1994 | Rachel Doyle | ALAC | 2008 | Ryan Littlefield | FCST |
| 1995 | Devin Howard | ATEX | 2009 | Laura Burt | LSST |
| 1996-1999 | No Nominations |  | 2010 | No Nominations |  |
| 2000 | Amy Allen | AGS | 2011 | Hayden Duplechain | AGS |
| 2001-2003 | No Nominations |  | 2012 | Matthew Power | NEHA |

2004 Emily Fletcher BTA 2013 Delaney Quattlebaum FCST

R. S. “BOB” STALLINGS AWARD 2019-2020

The R.S. ’Bob’ Stallings Award was established in 2008 to recognize a swim official for his/her invaluable contribution to Gulf Swimming. The award is named after Bob Stallings, a former Texas A&M swimmer and longtime Gulf Swimming, high school and collegiate official. Bob was a dedicated supporter of swimming at all levels and his dedication to the sport is epitomized by his death while officiating at the 2007 USA Swimming Junior National Championships.

The R.S. ‘Bob’ Stallings Award is presented annually to the Gulf Swimming official, who has distinguished himself in the current year through his or her service to Gulf Swimming (5/6/2020 – Meet Referees are not eligible for this award). Selection criteria include:

* 1. The position worked and the number of Gulf Swimming LSC meets and sessions worked as an official during the current year;
  2. Participation in USA Swimming meets outside of the Gulf Swimming LSC, including championship level meets (Sectionals, Zones, Grand Prix, Nationals, etc.);
  3. The level of meets and position worked at non-USA Swimming meets during the year (high school, collegiate, disability, masters, etc.);
  4. Past and current dedication to the improvement of Gulf Swimming officiating through participation in clinics, recruiting and mentoring other officials, and service to the Gulf Swimming Officials Committee; and
  5. Additional service in support of swimming.

The candidates for this award are nominated by the Gulf Swimming Officials Committee Chair. The award is voted on by the Gulf Swimming Officials Recognition Committee, which is appointed by the Gulf Swimming Officials Committee Chair. The award is presented at the Annual Gulf Swimming Awards Banquet, held during the fall of each year. (5/6/2020) Winners may not receive this award in consecutive years.

### RECIPIENTS OF THE R. S. “Bob” STALLINGS AWARD

*Year Recipient*

2008 Ron Lusk

2009 Mary Eberhardt

2010 Louis Davis

2011 Matt Sale

2012 Donna Lai-Dormiani

2013 Mike Swaim

PHILLIPS 66 OUTSTANDING SERVICE AWARD 2019-2020

The Outstanding Service Award was established in 1981 to recognize volunteers for their invaluable contribution to USA Swimming. The award, sponsored by Phillips *66*, is presented annually to an honoree named by each of the fifty-nine Local Swimming Committees. Selection criteria consider quality, level and years of volunteer service in elected or appointed positions.

USA Swimming and Phillips *66* take great pride in honoring the role of the volunteer as an important investment in the future of all swimming athletes and the growth of the programs they represent.

Volunteers have been the heart and strength of American swimming, and their special gifts of time, talent, and devotion to local swimming programs make USA Swimming what it is today.

The Phillips *66* Outstanding Service Award is presented annually to the Gulf Swimming volunteer, who has distinguished himself in the past years through his service to Gulf Swimming. The recipient of this award shall be selected by an Award Governing Committee. The members of the Award Governing Committee shall be named by the Gulf Swimming General Chair. The award is presented at the Annual Gulf Swimming Awards Banquet, held during the fall of each year.

### RECIPIENTS OF THE PHILLIPS *66* OUTSTANDING SERVICE AWARD

*Year Recipient*

1992 Jim McDwyer

1993 Steve Jones

1994 Paul Peacock

1995 David Howard

1996 Annette Leach

1997 Herb Schwab

1998 Maureen Lankford

1999 Les Schoppe

2000 Rose Eide

2001 Rick Kehlenbach

2002 Gary Baker and Tom Hasz

2003 Linda Brenneke and Bill Phillips

2004 Kathryn Bloodworth

2005 Sharon Bourne

2006 Scott Byrum

2007 Jay Cookingham

2008 Rick Tobin

2009 Henry Clark

2010 Chris Day

2011 Cathy Bleasdell

2012 Nicole Rembach

2013 Ron Lusk

AGE GROUP COACH OF THE YEAR 2019-2020

The Age Group Coach of the Year Award is presented annually to the outstanding Age Group Coach for the past year. The candidates for this award are nominated by the Gulf Swimming coaches and voted on by the coaches by secret ballot. The award is presented at the Annual Gulf Awards Banquet, held during the fall of each year.

The Head Coach and an Age Group Coach from each team is entitled to vote for this award, for a total of two (2) votes for each team.

Gulf Swimming will reimburse up to $400 of travel expenses for the Age Group Coach of the Year to attend the annual ASCA Convention in the year after his selection as the recipient of this award. At the time of the request for reimbursement, the Age Group Coach of the Year must be registered in Gulf Swimming, and still be employed by a Gulf Swimming Club Member, to be eligible for reimbursement.

### WINNERS OF THE AGE GROUP COACH OF THE YEAR AWARD

*Year Coach*

1992 Seth Huston

1993 Joel Engel

1994 David Harbach

1995 Tim Bauer

1996 Travis Sandifer

1997 Steve Wilson Travis Sandifer

1998 Steve Wilson

1999 Steve Wilson

2000 Mark Cresswell

2001 John Dissinger

2002 Shana Trabona

2003 Bill Bailey

2004 Bill Bailey

2005 Derek Howorth

2006 Derek Howorth

2007 Shana Trabona

2008 Shane McCauley

2010 Shana Trabona

2011 Shana Trabona

2012 Jason Devine

2013 Shana Trabona

COACH OF THE YEAR 2019-2020

The Coach of the Year Award is presented annually to the outstanding Head Coach for the past year. The candidates for this award are nominated by the Gulf Swimming coaches and voted on by the head coaches by secret ballot. The award is presented at the Annual Gulf Awards Banquet, held during the fall of each year.

The Head Coach from each team is entitled to one vote each for this award.

Gulf Swimming will reimburse up to $400 of travel expenses for the Coach of the Year to attend the annual ASCA Convention in the year after his selection as the recipient of this award. At the time of the request for reimbursement, the Coach of the Year must be registered in the Gulf Swimming, and still be employed by a Gulf Swimming Club Member, to be eligible for reimbursement.

### WINNERS OF THE COACH OF THE YEAR AWARD

*Year Coach*

1992 John Vogel

1993 Mark Boerner

1994 Betsy Graham Daphne Colbert

1995 Clayton Cagle

1996 John Little

1997 Clayton Cagle

1998 John Little

1999 Mike Yearwood

2000 Clayton Cagle

2001 Travis Sandifer

2002 Steve Wilson

2003 David Harbach Steve Wilson

2004 Tim Bauer

2005 Travis Sandifer

2006 Clayton Cagle

2007 Clayton Cagle

2008 Clayton Cagle

2009 Tim Bauer

2010 Allison Beebe

2011 Allison Beebe

2012 Steve Bultman

2013 Allison Beebe

LADDER OF SUCCESS 2019-2020

1. Age Group Eligibility

For each age group, the top five (5) swimmers in each event are eligible. The age groups are: 9-10, 11-12, 13-14, 15-16, and 17-18.

1. Qualifying Times
   1. Times must have been achieved in either a USA Swimming sanctioned meet or be an OVC'd time.
   2. For all non-Gulf sanctioned meets to be considered for inclusion in the tabulations, the swimmer/parent/coach/club is responsible for supplying the meet results to the Gulf Swimming Age Group Vice-Chair by May 1st for Short Course and September 1st for Long Course (no exceptions). The Age Group Vice-Chair will be responsible for obtaining results

from TAGS, Zones, Senior Circuit Meets, and National Championships.

* 1. Only the following swims will be considered: individual swims, time trials, and lead-off relay splits. Splits from longer distances will not be recognized.
  2. The Long Course Season Ladder of Success will include all sanctioned Long Course Meets from the current Long Course Season ending September 30th and any sanctioned Long Course Meets from the previous Short Course Season, i.e., Spring National Championships, Olympic Trials and the U.S. Open (LC Meters). The Short Course Season Ladder of Success begins on October 1st and ends on the day before the first Gulf Long Course Meet in the following year.

1. Awards
   1. T-shirts will be given for each Short and Long Course Seasons.
   2. Distribution of awards for the Short Course Season will normally be in September and in December for the Long Course Season.
2. Results to be considered for the Ladder of Success should be sent to the Age Group Vice-Chair:

For the contact information for the current Age Group Vice-Chair go to [www.gulfswimming.org](http://www.gulfswimming.org)

GULF SWIMMING SECTION 9 - MEET DIRECTOR’S INFORMATION MEET DIRECTOR'S INFORMATION

2019-2020

### INTRODUCTION

The key to a team successfully hosting a swim meet is to prepare, prepare, prepare. In this portion of the *Gulf Swimming Handbook*, meet directors will find information and suggestions regarding meet management. This information was developed with input from successful meet directors in Gulf Swimming. If you have never been a meet director before, you should observe how other teams run their meets (even after you have done it, you can always learn something from others). You are encouraged to contribute suggestions about improving these guidelines. Suggestions may be sent to the Technical Planning Committee Chair, Joel Beard.

### SECTIONS



### MEET TIMELINE

|  |  |
| --- | --- |
| Time Frame | Task |
| Annually | Inform parents of meet dates and communicate to parents that everyone is expected to help |
| 3 months | Designate Meet Director Secure pool contract |
| 10 weeks | Obtain commitment from Meet Referee and Administrative Referee/Official Start soliciting ads and donations |
| 8 weeks | Apply for meet sanction  Request Gulf equipment (if needed) |
| 7 weeks | Order awards  Set up events in MEET MANAGER |
| 6 weeks | E-mail announcement and EV3 set up file to Gulf Swimming web page |
| 4 weeks | Get donated goods from local businesses Contact Officials about working at the meet |
| 2 weeks | Entry deadline  After receipt of the entries, reconcile the entries with the athlete registration file |
| Monday before the meet | Send tentative timeline and warm-up schedule to the Gulf Swimming web page |
| 0 days | Run the meet  On a daily basis, reconcile the on-deck entries with the athlete registration file |
| Within 3 days after meet | Send results to the Gulf Swimming web page. Send a zipped MDB file, a zipped CL file, and a PDF file of the Final Results. |
| Within 2 weeks after meet | Send printed Final Results to any teams requesting a paper copy  Send reports to Gulf Swimming Treasurer and Technical Planning Chair |

Also see the “Meet Host Team’s Administration Timeline” in Appendix A, on page 13-17.

### MEET DIRECTORS CERTIFICATION

Gulf Swimming Rules require that Meet Directors understand USA Swimming and Gulf Swimming rules concerning swim meet management and operation, and that they be certified annually based upon requirements set out by the Gulf Swimming Technical Planning Committee to ensure this knowledge and skill. In order to become a certified Meet Director, candidates must (1) attend a Gulf Swimming Meet Director’s Clinic of approximately three hours in length, and (2) pass an open-book test (80% passing grade) of their knowledge of USA Swimming and Gulf Swimming rules prepared by the Technical Planning Committee. The Meet Director’s Clinic will be given at least once annually between the end of long course season and the beginning of short course season. Candidates that are unable to attend this clinic may substitute a viewing of a videotape of that year’s clinic or, as approved in advance by the Technical Planning Committee Chair, work a full (minimum three hours) meet session with a certified meet director. Candidates who fail to achieve a passing grade on a test may re-take a test upon completion of working a full (minimum three hours) meet session with a certified meet director approved by the Technical Planning Committee Chair.

Once certified, Meet Directors may recertify annually by attending the Gulf Swimming Meet Director’s Clinic, viewing of a videotape of that year’s clinic, or as otherwise approved by the Technical Planning Committee Chair. Exemptions, waivers or supplements to these procedures may be granted by the Technical Planning Committee Chair, as necessary.

A meet host must have a certified Meet Director in order to receive a sanction and all Gulf Swimming meets must have a Meet Director on deck. Meet Directors must also be registered as USA Swimming non-athlete members in order to receive a sanction for a meet and to work on deck.

### BASIC MEET MANAGEMENT

* 1. Under the current Gulf Swimming rules, Gulf Swimming schedules the dates and types of meets to be held during the year. Clubs may bid for any of these meets at meetings determined by the Gulf Swimming Board of Directors. A meet bid form is attached as Appendix B, on page 13-18. Therefore, it will be predetermined what type of meet is being held by your club and what the qualifying times will be; i.e., Senior, "AA", "A", "BB", or Open.
  2. The Technical Planning Committee will determine the format for each meet. If a team wants to deviate from this format, it must submit the proposed order of events to the Gulf Swimming Technical Planning Chair at least ninety (90) days before the meet is to be held.
  3. Each team may determine what it will charge for heat sheets, etc.
  4. The entry fees have been set by Gulf Swimming:
     1. All Meets (except as listed below) - $5.25 individual event, $9.00 per relay
     2. Prelim/Final Meets - $5.50 individual event, $9.00 per relay.
     3. Mile Meets - $7.75 individual event
     4. Time Trials – On-Deck Entry Fees apply

For Long Course Meets, the swimmers’ individual entry fees shall be increased by $0.25. This additional fee, payable to the host team, is for the purpose of offsetting the additional cost of running meets in and maintaining the larger pool.

For meets approved to be called a championship meet by the House of Delegates, the swimmers' individual entry fees shall be increased by $0.25. This additional fee, payable to the host team, is for the sole purpose of offsetting the additional cost of awarding medals at the meet. If no medals are awarded, then the individual entry fees shall not be increased.

In addition to the entry fees, a Facility Surcharge will be assessed:

Public/Private Pools: $2.00 per swimmer University Pools (Texas A&M, University of Houston): $5.00 per swimmer

* 1. Gulf Swimming has determined that no meet shall start before 9:00 a.m. unless approved in advance by the Board of Directors of Gulf Swimming. Friday evening sessions shall start at 6:30 p.m., unless some other start time is approved by the Board of Directors.
  2. Awards
     1. "B & Under" Meets - ribbons
     2. "BB" Meets - ribbons
     3. "A" Meets - medals, ribbons & medals, or trophies, if they wish.

Awards should be made available to be picked up by the swimmers as soon as the results are posted at the meet. If the awards are not picked up at the meet, they shall be distributed to the teams.

* 1. Seeding
     1. All Gulf Swimming meets shall be pre-seeded for events 200 yards/meters and shorter.
     2. Events of 400 yards/meters and longer will require a positive check-in.
     3. Deck entries are due 45 minutes prior to the start of the session.
     4. Deck entries will be accepted to fill existing heats. If necessary, and if the timeline permits, a heat zero will be created.
     5. Clubs are encouraged to notify the meet administration and scratch swimmers that are not at the meet in order to make space for more swimmers.
     6. Each meet host shall e-mail a psych sheet to all participating clubs by the Monday preceding the start of the meet.
     7. Each meet host is required to post the team summary listing on the Gulf Swimming website.

### OFFICIALS

It is the responsibility of the Meet Director to secure the necessary officials for the meet. Gulf rules require a minimum of four (4) officials to run a meet. It is the responsibility of the Meet Director to identify the Meet Referee and the Administrative Referee/Official eight (8) weeks in advance of the meet at the time that the meet sanction application is made.

At all meets, there should be as many On-Deck Trainees as possible. Officials do not have to be the same individuals for Friday, Saturday, and Sunday.

### KEY PERSONNEL

No one person can successfully execute all of the tasks involved in planning and running a swim meet. A good meet director delegates responsibilities to others on the host team. Plans and assignments for every aspect of meet operations should be made well in advance, even though some of the functions will not be performed until the day of the meet. Good communication between the Meet Director and key personnel is vital. The meet director should establish specific deadlines for the tasks of key personnel.

Key personnel include:

Meet Referee – full authority over the actual conduct of the meet Administrative Referee/Official – full responsibility for the dry side of the meet Meet Director – general coordination of the meet

Safety Marshal – enforces the warm-up procedures and maintains order in the venue (see page 4-12)

Awards Ordering – orders the awards

Entry Chair – receives and inputs the entries for the meet

Heat Sheet Ads – contacts vendors and businesses and solicits ads and donations Computer Operator – runs the software, including seeding and printing results

Assistants

Colorado Timing System Operator – controls the CTS console and timing system Assistants

Announcer – general purpose announcements Timing Judges – receive all results and checks for validity

Clerk of Course – receives on-deck entries and maintains control over the event entries Chief Timer – maintains control over lane timers and starts 2 backup watches on each race Ready Area Marshals – if needed, controls the area behind the starting blocks

Hospitality Chair – supervises and organizes the hospitality room Concessions Chair – supervises the purchasing and sales of concessions

Assistants Runners:

From Computer to Awards and Posting Results From Computer to Lane Timers

From Lane Timers to Timing Judges

From Computer to two Starters, two Ready Area Marshals, Posting Lane Assignments and Flipping Event Numbers

Heat Sheets/Awards – sells heat sheets and distributes awards Extra Volunteers (to fill in for each shift as needed)

Equipment Pick-Up – obtains timing equipment from Gulf Swimming Equipment Set-Up – sets up the timing equipment at the venue Clean Up – maintains a clean and orderly venue

Return Equipment – delivers timing equipment to Gulf Swimming

### SANCTIONS AND APPROVALS

* 1. Meet sanctions and approvals shall be applied for at least eight (8) weeks prior to the meet, except for meets awarded on an emergency basis. If the Sanction Coordinator receives the application later than this time, a $100.00 fine will be levied against the team. Meets not on the Official Gulf Schedule, such as dual meets, will be sanctioned only when they do not conflict with the Official Gulf Schedule.
  2. Fill out a USA Swimming Application for Sanction form (Appendix C, page 13-19) and email it along with a copy of your meet announcement, including full event schedule, name of Meet Referee, Administrative Referee/Official, and meet eligibility criteria to the Sanction Coordinator: [sanctions@gulfswimming.org](file:///C:\Users\Tom\Documents\sanctions@gulfswimming.org)
  3. Pay on Gulf Pay at <https://www.teamunify.com/team/gslsc/page/home> or attach a check payable to Gulf Swimming, Inc., for $50.00 per meet day. Time Trials require a sanction fee of $50.00. Mail to

Gulf Swimming

1911 Shadow Forest Dr.

Katy, TX t-77494

* 1. Send duplicate copies of the meet announcement to the Technical Planning Committee Chair:

[gulftpc@gmail.com](mailto:gulftpc@gmail.com)

and to the General Chair: Go to <https://www.teamunify.com/team/gslsc/page/about-us/contact-list> for the email address and name of the current General Chair

* 1. When the Sanction Coordinator approves your meet announcement, a sanction number will be issued, which must be placed on the announcement. Therefore, it is imperative that the Meet Director's telephone number be included in the information sent to the Sanction Coordinator.

### GULF SWIMMING TIMING EQUIPMENT

* 1. The Gulf Swimming equipment is available to any Gulf Member Club sponsoring a swim meet, subject to the following conditions determining priority:
     1. Rental by Gulf teams hosting Gulf sanctioned meets on the official Gulf schedule.
     2. Rental by Gulf teams hosting non-sanctioned meets.
     3. Rental by other organizations, if approved by Gulf Swimming.
  2. To reserve the equipment, notify the Equipment Coordinator: [gulfequipmentcoordinator@gmail.com](file:///C:\Users\Tom\Documents\gulfequipmentcoordinator@gmail.com)

Via email, eight (8) weeks prior to the scheduled date of the meet. When the host team has not reserved the equipment two (2) weeks prior to the date of the scheduled meet, the equipment will be committed to the host team with a lower priority.

* 1. The equipment rental fee structure is outlined in Appendix H, page 13-31. The rental fees must be received before the equipment is picked up.
  2. To arrange pick-up of the equipment trailer, email the Equipment Coordinator:

[gulfequipmentcoordinator@gmail.com](mailto:gulfequipmentcoordinator@gmail.com)

The equipment is not to be picked up without prior arrangement.

* 1. When the equipment is picked up, check all items against the list in the trailer. Notify the Equipment Coordinator immediately of any shortages or nonfunctional items.
  2. The CTS Console and watches should NOT be left in the trailer. They should be stored in a SAFE location.
  3. The host team (Meet Director) is responsible for the equipment and trailer. Do not leave the trailer on the street or in areas subject to vandalism. Should the equipment be stolen, lost, or damaged through the negligence of the host team using the equipment, THE HOST TEAM WILL BE REQUIRED TO REPLACE THE EQUIPMENT OR BE CHARGED THE COST OF THE EQUIPMENT BY GULF SWIMMING. A fee of $25.00, in addition to the cost of the equipment, will be charged for any item that is not returned as received by the host team.
  4. It is strongly recommended that the Gulf Swimming equipment be picked up from and returned to the Equipment Coordinator, Clay Douglass. Exceptions to this rule require prior approval by the Equipment Coordinator and do not relieve the renter of any liability.
  5. Expendable items, such as watch and two-way radio batteries, and CTS paper, will not be provided. The host team's Meet Director should be sure to check the supply of these items before the meet.
  6. The host team provides the PA system.

### MEET ANNOUNCEMENTS

* 1. A standard format will be used for all meet announcements (see Appendix E, page 13-21).
  2. All announcements should include the Gulf Swimming PROOF OF TIME RULE, page 5-8. 10 and under swimmers must pre-prove eligibility to swim Senior events in meets with Senior classification.

A swimmer who qualifies to swim an event in more than one age group (i.e., 8 & Under or 10

& Under or Senior, etc.) may swim the event in either age group, but MAY NOT swim the same event in both age groups in the same meet. This rule applies to both individual and relay events.

* 1. All meets that are scored should conform to the *USA Swimming Rules and Regulations* and include:

|  |  |  |
| --- | --- | --- |
| Individual Events: | 7-5-4-3-2-1 | (for 6 lane pool) or |
|  | 8-6-5-4-3-2-1 | (for 7 lane pool) or |
|  | 9-7-6-5-4-3-2-1 | (for 8 lane pool) |
| Relay Events: | 14-10-8-6-4-2 | (for 6 lane pool) or |
|  | 16-12-10-8-6-4-2 | (for 7 lane pool) or |
|  | 18-14-12-10-8-6-4-2 | (for 8 lane pool) |

If team awards are to be given, they must be based upon the scoring as set out above, unless authorized in advance by the Gulf Swimming Technical Planning Committee Chair.

* 1. E-mail a copy of the meet announcement and the meet set-up file in EV3 format to the Gulf Swimming Webmaster, at least six (6) weeks prior to the first day of the meet. Failure to e- mail a copy of the meet announcement and the meet set-up file in EV3 format to the Gulf Swimming Webmaster, at least six (6) weeks prior to the first day of the meet, shall result in a fine of $100 per day, with a maximum fine of $1,500. (It is not necessary to post meet

set-up files for meets, which allow on-deck entries only.) The \*.EV3 file posted to the website shall contain:

* + 1. A complete description of the meet events per the approved format.
    2. Cut-off and qualifying time standards.
    3. The meet entry fees.
  1. Gulf Swimming has established a uniform meet entry deadline. The announcement should state that all entry information must be in the hands of the Meet Director (or Meet Entry Chair) no later than 6:00 p.m. on the Tuesday (enter the date, which is at least 7 days in advance of the meet).
  2. All meets are to be pre-seeded and must have that indicated on the meet announcement along with this statement:

Anyone missing the entry deadline for a meet will be able to enter the meet in the following manner:

1. Swimmers must pay double the entry fee at the time of entry.
2. Swimmers must supply completed entry forms. The swimmers will be seeded into the events in open lanes.
3. Swimmers must enter all events for the day forty-five (45) minutes prior to the start of the day's first event.
4. Swimmers must be qualified to swim the event entered.
5. Swimmers must not exceed the number of events allowed each day.
6. A heat will be added, if necessary and if the timeline permits.
   1. Meets may be under the Zone system. Teams will be assigned to Gulf zones by the Technical Planning Committee.
   2. If the 1650/1500 (1000/800) freestyle is to be swum in your meet, the following must be stated on the announcement:
      1. TIMED FINAL MEET - "The 1650/1500 (1000/800) freestyle heats will be swum fastest to slowest, alternating girls and boys heats." Remember, the swimmer must have an "A" time in the 500/400 free in order to swim this event.
      2. PRELIMS AND FINALS MEET - "The 1650/1500 (1000/800) event is a timed final event. The fastest heat will be swum as the first event in the finals. Preliminary heats will be swum fastest to slowest, alternating girls and boys heats, as the last event in the prelims." Remember, the swimmer must have an "A" time in the 500/400 free in order to swim this event.

As an option, with approval of the Technical Planning Committee Chair, swimmers in the 1650/1500 Freestyle may elect to swim in prelims. “The 1650/1500 Freestyle will be swum as a timed final event and will be combined into one event for girls and one event for boys. Each event will be seeded by entry time and scored separately by age group. For the 1500 Freestyle check-in, swimmers may elect to swim the event during prelims. The fastest 8 girls and the fastest 8 boys who check-in, and who do not elect to swim in prelims, will swim during Sunday’s finals. All other heats will be swum, fastest to slowest, alternating girls and boys, as the final event in Sunday’s prelim session.”

* 1. The dates, starting times, type of meet, eligibility, qualifying times, location, etc., of the meet should be stated on the announcement, along with hotels in the area for meets that are longer than one (1) day.
  2. Except for championship meets, swimmers are to enter meets at their best times in each event, either in short course yards, short course meters or long course meters, regardless of the meet course. Meet hosts will seed entries from all courses together using the default conversion factors in HY-TEK MEET MANAGER. If a swimmer does not have a yard time or meter time, he must enter a NO TIME (NT). This rule does not apply to TAGS or certain Gulf championship meets.

For meets (that is, Gulf Swimming championship meets which include solely events for senior swimmers (and not age group events), long course meters shall be the conforming course for long course championship meets, and events shall be seeded with conforming times first, followed by non-conforming short course meter times followed by non- conforming short course yard times. Short course yards shall be the conforming course for short course championship meets, and events shall be seeded with conforming times first, followed by non-conforming long course meter times followed by non-conforming short course meter times. THERE ARE TO BE NO CONVERSIONS FROM YARDS TO METERS OR METER TO YARDS. If a swimmer does not have a yard time or meter time, he must enter a NO TIME (NT). This rule shall apply only to Gulf championship meets which include solely events for senior swimmers (and not age group events).

* 1. Attach a copy of the Entry Verification Form, Appendix F, page 13-28.
  2. Attach a copy of the Gulf Swimming Safety Guidelines and Warm-up Procedures, Appendix G, page 13-29.

### TEAM ENTRIES

The use of the current version of the HY-TEK MEET MANAGER Software is required to seed the meet, tabulate the times, and publish the results.

* 1. Use the correct registered name and correct registered acronym for each team entered in your meet. The correct names and acronyms for Gulf Swimming teams are listed in this *Gulf Swimming Handbook*, beginning on page 15-1. The use of any name other than these registered names will cause problems when the results are loaded into the Team Manager Online database after the meet is completed. Also, for any swimmers who are members of a Gulf Swimming club, but are unattached, use the acronym “U” + “TEAM ACRONYM”, (for example, an unattached swimmer who is a member of team “ABC”, would be listed as “UABC”). Any truly unattached swimmer shall be listed as “UN”.
  2. As each team's entry arrives, check the data against their master entry sheet. If they do not match up or if the entry fees are incorrect, try to contact that team's coach or representative.
  3. After the entry deadline, heat sheets should be printed, including the following information: Order of Events

Meet Timeline

List of Participating Teams Warm-up Lane Assignments Timing Lane Assignments

Event Qualifying Times and Time Standards Name of Meet Referee

Names of People in key positions (e.g., Meet Director, Clerk of Course, Colorado Timing System Operator, etc.)

Special Notes – Parking, etc. Sponsorships and Advertisements Pool and Facility Map

Meet Evaluation Form (a copy is attached in Appendix M, page 13-40) Safety Information

* 1. Heat sheets for “A” and above meets shall include the following information:
     1. TAGS time for each event
     2. Qualifying time for each event
  2. Heat sheets for “BB” meets shall include the following information:
     1. “A” time for each event
     2. Qualifying time for each event
  3. Heat sheets for combined meets (e.g., A/BB/B) shall include the following information:
     1. TAGS time for each event
     2. “A” time for each event
     3. “BB” time for each event
     4. Qualifying time for each event
  4. Heat sheets for Open meets shall include the following information:
     1. TAGS time for each event
     2. “A” time for each event
     3. “BB” time for each event
  5. Heat sheets for Gulf Championship Meets shall include the following information:
     1. National Championships qualifying time for each event
     2. TAGS time for each event
     3. Qualifying time for each event
  6. Heat sheets for Senior Meets shall include the following information:
     1. Texas Senior Circuit qualifying time for each event
     2. Junior National Championships qualifying time for each event
     3. National Championships qualifying time for each event
  7. When making copies of heat sheets, usually run about 65-75 percent of the total number of swimmers. Remember, save about fifty (50) copies for the officials, coaches, timers, etc.

### MEET ENTRIES RECONCILIATION

It is the responsibility of the meet host team to reconcile the MEET MANAGER database with the athlete registration file. The meet host team shall reconcile the MEET MANAGER database file after all of the entries are input, and then after each day of the meet after the on-deck entries are entered.

It is also the responsibility of the meet host team to contact any team with any problems encountered with reconciling their entries with the athlete registration file. The submitting teams shall have a chance to fix their entries, hopefully prior to the host team printing the heat sheet for the meet.

Likewise, after on-deck entries are entered each day, the meet host shall perform this reconciliation procedure and contact the teams that have outstanding problems with the athlete reconciliations.

The teams must have a chance to correct their errors before the end of the meet.

The host team and the submitting teams are subject to penalties if these reconciliation procedures are not performed. There may be some problems or reconciliation issues that cannot be resolved by the host team. If those cases, the penalties would be waived.

The meet entries, and results, must be reconciled. Errors and/or mismatches in the meet results when compared with the athlete registration database will result in those athletes’ times not being submitted to the USA Swimming national database.

The MEET MANAGER database shall be checked against the Gulf Swimming Athlete Membership database. In order to do this, obtain the Registration File (also called the \*.RE1 file) from the Athlete Registration Coordinator, Annette Leach. The following process should be

completed after the normal entries have been entered, and then each day of the meet, after all of the on-deck entries have been entered.

* 1. Request the \*.RE1 file (via e-mail) from the Athlete Registration Coordinator, Annette Leach.
  2. Save the file on your hard disk, in a directory that you can access, such as: C:\SWMEETS\GU\_MeetRecon.re1
  3. Start up HY-TEK MEET MANAGER (MM).
  4. Open your database file, and select:

Reports

Exceptions Report

Reg Ck / Proof of Time

Click on the “Check Athletes Against External Registration File” and

“Check matching LSC only”

Click “Create Report” at the top of the screen, and a dialog box will pop up, so that you can select the Athlete Registration File. Double-click on the name of the correct Athlete Registration File, and an “Exceptions Report” will be created and displayed on your screen.

* 1. Once the Exceptions Report is created, send a copy of that report to the Athlete Registration Coordinator, by either e-mail or fax. There could be errors in the Team Manager databases from the clubs entered into the meet. The Athlete Registration Coordinator will contact those teams directly to have them use the registered name of the athlete.
  2. Some Exceptions listed can easily be fixed; some not so easily. Be sure to follow these guidelines and fix the exceptions that can be fixed:
     1. The easiest way to fix most of the errors may be to browse the RE1 file. This can be accomplished simply by using the same “Exceptions Report” menu as in paragraph “D” above. Just check the box marked “Browse the Reg File”. Then, select the correct RE1 file (as you selected above), and you can browse every athlete name. You can even re-sort the lists by clicking on the column headings at the top of the page. This should allow you to find the correct spelling for an athlete, the correct middle initial, and the correct birth date.
     2. Fix any misspellings of first, middle, last names. Use the RE1 file as the reference file. If there are any errors in the RE1 file, the swimmer needs to contact the Athlete Registration Coordinator, Annette Leach.
     3. Fix any birthday problems. Again, use the RE1 file as the reference file; it contains the correct birthday. If there are any errors, have the swimmer contact the Athlete Registration Coordinator.
     4. Generally ignore any mismatches on team affiliation. But, if there are any errors with the team affiliation for on-deck entries, double-check the entry form to be sure that the correct team was entered into the MM database. Do not worry about swimmers competing unattached, or changing teams. This is perfectly acceptable.
     5. Carefully check any “matching ID not found” exceptions. Many of these exceptions may be due to errors in the first, middle, or last names or due to errors in the birthdate (see paragraphs 2 and 3 above). Try to fix those errors. Also, the message that “matching ID not found” may be due to swimmers who have turned in their registration paperwork to their team registrar, but those registrations may not have been entered into the database yet. These swimmers are still eligible to swim.

### MEET TIMELINES

Meet timelines are used to help swimmers and coaches plan their warm-up/rests/swims, assist meet hosts in scheduling facilities and volunteers, provide meet director and meet referee with a measure of how the meet is running, and allow swimmers and their parents to plan the weekend. In publicizing the meet timeline, though, everyone should realize that it is merely an estimate and that no meet can ever be expected to run exactly on the timeline. That said, it is important that meets not run significantly ahead of the timeline, as it will cause swimmers and coaches to not be prepared. In order to maximize utility and provide a standard basis, Meet Hosts will generate timelines for posting on the Gulf Swimming Website and other publication on the following basis:

* 1. Short Course – meets using “flyover starts” shall be based on 20 second intervals (plus a 15 second backstroke interval) and all other meets shall be based on 30 second intervals between heats.
  2. Long Course – meets using "chase starts" shall be based on 0 second intervals and meets using "flyover starts" shall be based on 10 second intervals between heats.
  3. Timelines for time trials, championship meets and meets with unusual circumstances may be based upon different intervals if approved in advance by the Technical Planning Committee Chair.

Email your meet timeline to the Gulf Swimming Webmaster at least by the Monday prior to the first day of your meet. If your meet features split session warm-up, you should also send a warm- up schedule for posting on the website. You may also post timing assignments, parking or other information.

### MEET PREPARATIONS

* 1. Advise your Food Concession Chair of the number of swimmers to facilitate ordering the proper amount of food. Do not forget Officials.
  2. Be sure that you have adequate change for heat sheets. Suggested amount - $40.00 in small bills. The individual selling heat sheets should arrive one (1) hour before the start of the meet.
  3. Make sure that you have all necessary equipment for the Colorado Timing System. Identify backup computers and printers, connections, cables, extension cords and batteries.
  4. Secure Colorado Timing System console paper and computer paper (regular and ribbon labels).
  5. Set up ready benches, chairs for timers, etc.
  6. Keep records of expenses for the club treasurer.
  7. Keep a record of all meet entries for the Meet Director's Financial Report.
  8. If your pool has movable bulkheads, measure your pool before the meet and confirm after each session! Every lane should be measured by a steel tape or other acceptable

measuring device with the touchpads in place. The distance should measure exactly (within the tolerance of plus (+) 0.03 meters (1 and 3/16ths of an inch)) in a vertical plane extending 0.3 meters (12 inches) above and 0.8 meters (2 feet, 7 and 1/2 inches) below the surface of the water at all points of both end walls. If your measurement is off, then

you should adjust the bulkhead, touchpads, etc until your distance is correct. If you find that you cannot adjust to the correct measurement, you should contact the Technical Planning Chair immediately. If your pool does not have any movable bulkheads, the pool should be measured as above, and a certification of measurement should be filed with USA Swimming (Appendix I, page 13-34).

### CLERK OF COURSE TIPS

* 1. Remember, the purpose of the meet is to let the kids swim, not to keep them out. Every effort that is legal should be made to allow them to swim.
  2. Be sure that you have a current *USA Swimming Rules and Regulations* Book and read it.
  3. Know the scratch rules for Prelim and Finals meet and enforce them. Know scratch rules for seeding on the deck. The Meet Referee is the ultimate authority.
  4. Tell announcer, referee, and starter of any changes in heats, such as combinations, excessive scratches, failure to check in, etc.
  5. If you post the heat sheet on the wall in your area for swimmers to look at, there will be less interruptions for questions.
  6. Keep lists of scratches by age group and days. You may be able to work ahead and see possible heat combinations, especially for relays and distance events. (This is important at a long meet, where time is a factor.)
  7. Keep the original team entry sheets in alphabetical order at your desk. If swimmers say that they are in an event, but are not listed on the heat sheet, verification is simple. If you have made an error, ask the Meet Referee how to put the swimmer in the event. It may be necessary to re-seed the event. If there is any other reason why the swimmer is not on the heat sheet, talk to the Meet Referee.

### MEET DIRECTOR'S DUTIES DURING THE MEET

* 1. Prepare the physical facilities around the pool.
     1. Area or board to post event numbers and lane assignments.
     2. Timers' Chairs
     3. Table and Chairs for Clerk of Course, Timing Judge, Awards, and Gate.
     4. PA system and table and chairs. Table for Colorado Timing System.
     5. Ready bench area.
  2. Introduce yourself to the Referee and be sure that (s)he knows the Clerk of Course, Timing Judge, and Chief Timer.
  3. Be available during the meet to the Meet Referee and the key personnel.
  4. Check with your key personnel regularly and act as a helping hand, if necessary.
  5. Watch for unruly behavior by swimmers around the grounds and in the restrooms. Contact team coaches, if necessary.
  6. If the meet is held in the winter, have a place for swimmers and parents to go to be out of the weather.
  7. Set aside heat sheets for the coaches, officials, and timers (one for each lane).
  8. Give entry worksheets from teams to the Clerk of Course to have during the meet.
  9. Have a sign-up sheet at the gate for people to sign for final results. The charge is $5.00.
  10. Have a location (by the exit of the venue) to collect Meet Evaluation Forms and forward the completed forms to the Technical Planning Committee Chair.
  11. Be sure clean-up work is started.
  12. Write a report on the meet and include any suggestions to the next Meet Director on areas that need improvement.
  13. Prepare the Meet Director's Financial Report (see the form in Appendix K, on page 13-38). Submit this form with surcharge check and the MEET MANAGER Team Report to the Gulf Swimming Treasurer within two (2) weeks of the date of the meet.
  14. Prepare the Meet Financial Statement (see the form in Appendix L, page 13-39). Submit this form to the Gulf Swimming Treasurer within two (2) weeks of the conclusion of the meet. This form is required by *USA Swimming Rule and Regulations*.

### SCORING TIPS - TIMED FINALS

It cannot be stressed enough how important this job is! Accuracy is the most vital ingredient. It is advised that the Timing Judge be the same individual throughout the entire meet with the same assistants, if possible, so that there is continuity during the meet. Any time that there is a question, the *USA Swimming Rules and Regulations* Book or *Gulf Swimming Handbook* should be consulted. Listed below are some hints for a TIMED FINAL MEET.

* 1. When using a timing system that has both a primary and button back-up system, the Timing Judge should make comparisons between those two systems. Usually, if there is a

0.3 second difference, the back-up time will show next to the automatic or prime time. Review the watch time to see if the back-up time should be used (sometimes the back-up shows up when, in fact, the prime time is good).

If there is no prime time (swimmers failed to activate the pad), check the back-up times. The back-up time should be used unless there is a BIG difference between the watch and the back-up times. Have the Meet Referee verify the times and sign the timer’s sheet.

Watch times usually will be faster than the automatic timing system, especially in the 50's. The watch time should be used as a last resort.

* 1. After it has been established which time to use, one person should accurately record the time. If there is a tie, check the times of the tied swimmers to establish that the same time was not used twice. DO NOT round off the automatic times. Drop the thousandths when recording the time (e.g., 31.356 would be 31.35).

Note: Do not break a tie using the thousandths. If times are identical to the 1/100th second, the result shall be declared a tie, with swim-offs only needed in preliminaries to determine finalists.

* 1. Ask for the times to be printed in lane order, not place order on the CTS printout.
  2. Only hand-held, battery powered, digital read-out type watches designed for timing purposes shall be used. All watches shall have a resolution of one one-hundredth of a second (0.01 second). Times from all systems shall be recorded to hundredths of a second. The digits representing thousandths shall be dropped with no rounding.
  3. If three (3) watches are used, take the middle time of the watches. Do not try to average two of the three watches:

1:21.36 1:21.46

1:21.50 1:22.00

1:21.43 1:21.94

equals 1:21.43 equals 1:21.94

* 1. If two (2) watches are the same, use that time:

1:21.39 1:14.56

1:21.39 1:14.62

1:21.43 1:14.62

equals 1:21.39 equals 1:14.62

* 1. If times from only two (2) watches are available, the official time shall be the average of those two watches. The digits representing thousandths of a second shall be dropped with no rounding.

If the watch times are: 27.26

27.51

Then the average time is: 27.385

And the official time will be:

27.38

* 1. Keep the CTS printout with the timers sheets at all times.
  2. Watch for swimmers in the same lane but different heats. Timers sometimes get the timers sheets mixed up.
  3. At a minimum, the following personnel are needed at the scoring table:
     1. One person to compare the times from the CTS console and the timers’ sheets. This person could also record the time in the proper place or give the sheet to another person to record.
     2. One person to put the times into the computer and print the results and award labels. A copy should be given to the awards table to help in the distribution of awards. Places should be marked on the posted sheets.

### SCORING TIPS - PRELIM/FINALS

* 1. Follow the above steps to determine the prelim time for each swimmer.
  2. Use MEET MANAGER to determine the finalists and alternates.
  3. These are the qualifiers for the finals at night and must be announced as quickly as possible as there is a thirty (30) minute waiting period to allow swimmers to scratch the event, if they wish. After the 30 minute period has passed, the scratches are turned into the MEET MANAGER computer operator. Scratches from the finals are made with the Meet Referee unless he designates that they be given directly to the scoring table.
  4. If there is a tie between the last place qualifier and the first alternate, a swim-off will occur. If there is a tie with the top 6, 7, or 8 finalists, a flip of the coin will determine the lane. If there are two final heats at night (Championship and Consolation) and there is a tie between the last place qualifier in the Championship heat and the first place qualifier in the Consolation heat, there will be a swim-off. If there is a tie between alternates, they may decide by flipping a coin or a swim-off.

In no case may a swimmer use his swim-off time to displace another swimmer's place in the finals. The swim-off only determines which of the two swimmers made the finals. The time is official, however, and must be printed on the final results.

* 1. Before you have swim-offs for ties, check to see that the same time was not recorded twice for two different lanes in the same heat.
  2. After the top finalists have been determined, list them on a sheet and post it so that all swimmers and parents can see who has made the finals. Also, post all other swimmers' times.

Any other questions about scoring can be found in your *USA Swimming Rules and Regulations*

Book.

### MEET RESULTS

* 1. Copies of all meet results MUST be sent to:

|  |  |  |
| --- | --- | --- |
| MEET RESULTS | | |
|  | Paper Copy | Electronic Copy |
| Participating Teams requesting paper copies | Yes |  |
| Gulf Web Page |  | E-mail to Webmaster. Send a zipped MDB file, a zipped CL file, and a PDF file of the Final Results. |

* 1. The host team shall mail a paper copy of the meet results within two (2) weeks of the meet to any participating teams that request a copy in writing. Meet results shall be printed in HY- TEK MEET MANAGER “Standard Publication Order.” If the meet is a Prelim/Final meet, use the option “A” (All) for printing both Prelim and Final results together.
  2. Entry information, results, and timers sheets shall be maintained by the host team for one

(1) year from the date of the meet. The host team shall be responsible for promptly resolving any inaccuracies in the results and re-submitting any results, which have been revised.

* 1. All meet results from Gulf Swimming sanctioned meets must be submitted in HY-TEK MEET MANAGER format and in PDF format to the Gulf Swimming Computer Information System Coordinator within three (3) days after the conclusion of the meet. The PDF format shall include the team information page, any team or individual scoring, and the results, in publication order, printed two columns per page. If the results are not submitted within the specified time, the host team will be subject to a fine of $100.00. Additional delays or failure to follow these rules will result in the forfeiture of bidding rights on meets the following year. Results shall be submitted by e-mail. The instructions, submission requirements and addresses will be available on the Gulf Swimming web page (www.gulfswimming.org).
  2. Hosts for championship meets shall provide the Gulf Swimming Computer Information System Coordinator with a list of team scores and high point award scores. Hosts of championship meets shall additionally supply the Gulf Swimming Publicity Coordinator with a summary of the meet, including winning team, high point award winners, National, State or Gulf Swimming record breakers, and any other highlights, in a format suitable for publication.

### POST-MEET REPORTS

* 1. The Meet Director is responsible for completing and submitting the following reports in a

timely fashion:

* + 1. The Meet Summary Report Form, Appendix J, page 13-37. This report will help determine, among other things, whether the meet is too small or too large. The Meet Director also has the opportunity to offer suggestions for making the meet better.
    2. The Meet Director’s Financial Report Form, Appendix K, page 13-38. This form is used by the Meet Director to determine the amount of fees due to Gulf Swimming, based upon the number of entries in the meet.
    3. The Meet Financial Statement, Appendix L, page 13-39. This form is required of all USA Swimming teams that host any sanctioned meet.
    4. The Meet Evaluation Forms, Appendix M, page 13-40. These forms will be utilized by the Technical Planning Committee for future meets.

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| MEET HOST TEAM’S ADMINISTRATION TIMELINE APPENDIX A | | | | | | | | | | | |
| **Gulf Swimming** | Pre-Meet Administration | | | | | | Post-Meet Administration | | | | |
| At Least 8 Weeks | | At Least 6 Weeks | | 2  Weeks | Monday prior to meet | No Later Than 3 Days | No Later Than 2 Weeks | | | |
| Mail or Email | Email | Email | Email | Mail or Email | Email | Email | Mail | Mail | Mail | Mail |
| Sanction Form Check  Meet Announcement | Request for Equipment Rental (If Applicable) | Meet Announcement | EV3 Setup Files | Meet Entries Due Back Reconcile the Meet Entries | Timeline | MDB/CL/PDF Files to Webmaster (After Reconciling the Meet Results) | Results w/Time Standards Proof of Time Statement  Name of Gulf Administrative Vice-Chair | Meet Directors Financial Report Form w/Check  Meet Financial Statement | Meet Summary Report Form | Meet Evaluation Forms |
| Gulf General Chair | X |  |  |  |  |  |  |  |  |  |  |
| Gulf Treasurer |  |  |  |  |  |  |  |  | X |  |  |
| Gulf Technical Chair | X |  |  |  |  |  |  |  |  | X | X |
| Gulf Sanction Coordinator | X |  |  |  |  |  |  |  |  |  |  |
| Gulf Equipment Coordinator |  | X |  |  |  |  |  |  |  |  |  |
| Gulf Webmaster |  |  | X | X |  | X | X |  |  |  |  |
| Host Team |  |  |  |  | X |  |  |  |  |  |  |
| Participating Teams Requesting Paper Copies of Results |  |  |  |  |  |  |  | X |  |  |  |

GULF SWIMMING MEET BID FORM APPENDIX B 2019-2020

Please submit bids to: Gulf Technical Planning Committee Chair Joel Beard

1519 Park Wind Drive Katy, TX 77450

309-333-8822 (Cell)

[gulftpc@gmail.com](mailto:gulftpc@gmail.com)

Please list the meets in the order of preference with #1 being the most preferred. Include all requested information.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | DATE | MEET | POOL NAME | POOL LOCATION |
| 1 |  |  |  |  |
| 2 |  |  |  |  |
| 3 |  |  |  |  |
| 4 |  |  |  |  |
| 5 |  |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| TEAM NAME: | | HEAD COACH: | |
| CONTACT PERSON: | | | |
| HOME PHONE: | WORK PHONE: | | e-mail: |

POOL Number of Lanes Cool-down area available? Yes No DATA:

Is a timing system available to use? Yes No

Do you anticipate renting the Gulf Swimming timing equipment? Yes No

OFFICIALS How many certified Officials are registered with your team? INFORMATION:

How many Trainees?

COMMENTS:

USA SWIMMING APPLICATION FOR SANCTION APPENDIX C

Date:

I, , apply on behalf of

(Organization) for a sanction to hold swimming competitions, exhibitions, Swim-a-Thons or clinics at on the

day(s) of \_, 201 . Our sanction fee of $ , a copy of the event information (announcement) and event entry form are attached.

Also included is a complete schedule of lanes and times for all warm-up procedures, which must be adhered to by all participants.

As a condition of obtaining such a sanction, I and the above organization, which I represent, agree to abide and govern this event under the rules and regulations of USA Swimming and Gulf Swimming, and all other terms and conditions upon which this sanction may be granted. These terms specifically include all local rules and regulations and those set forth in Article 202 of the current edition of the *USA Swimming Rules and Regulations*, specific reference to Section 202.2.8, which provides that:

*In granting this sanction it is understood and agreed that USA Swimming and Gulf Swimming shall be free and held harmless from any liabilities or claims for damages arising by reason of injuries to anyone during the conduct of the event*.

Officials for this meet (e.g., Referee, Administrative Referee/Official, Meet Director and Safety Marshal) must be qualified persons certified by USA Swimming and a list of such officials will be submitted at least eight (8) weeks prior to the above event.

Signed: Club President Date

Signed: Meet Director Date

Return Sanction to: Address:

City/State/Zip: Telephone:

Email Application To: <sanctions@gulfswimming.org

Meet Referee:

Safety Marshal:

Administrative Referee/Official:

DO NOT WRITE BELOW THIS LINE

For LSC Use Only

Sanctioned/Not Sanctioned (circle one) Signed:

Gulf Swimming Sanction Coordinator

Sanction Number:

Issued:

USA SWIMMING APPLICATION FOR APPROVAL APPENDIX D

Date:

I, , apply on behalf of

(Organization) for approval to hold a swimming competition at

on the day(s) of , 201 . Our approval fee of $200.00, a copy of the event information (announcement) and event entry form are attached.

Also included is a complete schedule of lanes and times for all warm-up procedures, which must be adhered to by all participants.

As a condition of obtaining such an approval, I and the above organization, which I represent, agree that:

* the meet shall be conducted in accordance with USA Swimming technical rules;
* a sufficient number of USA Swimming officials will be present to observe and certify that the conduct of the competition and all times achieved in such competition were in conformance with all applicable USA Swimming technical rules;
* USA Swimming officials will be permitted to be on deck at both ends of the course where they can properly view strokes and turns;
* any income derived from the approved event must be used for the further promotion of swimming, for an approved charity, or for the general welfare of the promoting organization as a whole; and
* complete meet results shall be submitted to the LSC within the period of time established by the LSC.

Approval of the above competition is requested under the terms and conditions set forth in Article 202.4 of the current edition of the *USA Swimming Rules and Regulations*, specifically including Section 202.4.13, which provides that:

*In granting this approval it is understood and agreed that USA Swimming and Gulf Swimming shall be free and held harmless from any liabilities or claims for damages arising by reason of injuries to anyone during the conduct of the event*.

Signed: President Date

Signed: Meet Director Date

Return Sanction to: Address:

City/State/Zip: Telephone:

Mail Application To:

Meet Referee: Administrative Referee/Official:

Safety Marshal:

DO NOT WRITE BELOW THIS LINE

For LSC Use Only

Approved/Not Approved (circle one) Signed: Gulf Swimming Sanction Coordinator

Approval Number:

Issued:

* 1. APPLICATION FOR APPROVAL

SAMPLE ANNOUNCEMENT FOR GULF SWIMMING APPENDIX E

*ITALICS ARE FOR INFORMATION ONLY AND DO NOT APPEAR IN THE FINAL ANNOUNCEMENT.*

### Title of Meet HOSTED BY

***Club hosting meet Type of meet Date(s) of meet***

**SANCTION #GU *(Number issued by Sanction Coordinator)***

**LOCATION:** *Insert name of facility where meet is held.*

*Insert address of facility. Insert city where meet is held.*

Directions: *(Insert directions to venue)*

**COACHES:** *Insert Name* Head Coach

*Insert Name* Head Age Group Coach

*Insert Names As Appropriate* Assistant Coach

**POOL:** Eight lane, *(25 yard or 50 meter as appropriate)*, *("indoor" or "outdoor" as appropriate)* pool with non-turbulent lane lines. *(Identify separate warmdown facilities as appropriate.)*

**TIME AND DATE:** *(Insert type of meet, e.g., “This is a timed-finals meet.”)*

Friday: warm-up at 5:00 p.m., meet starts at 6:30 p.m. (TIMED FINAL EVENTS) Saturday and Sunday: warm-up at 7:30 a.m., meet starts at 9:00 a.m. (TIMED

FINAL EVENTS)

*(Note: If split warm-ups are going to be used, it must be mentioned in the announcement with a note stating, “Split warm-ups will be in effect, with assignments posted on the Gulf Swimming web site.”) (Note: For certain Long Course meets with split sessions, include “This meet is scheduled to be run in split sessions, but depending upon the number of entries, it may be changed to run in a single session each day. If a change is made, a notice will be posted on the Gulf Swimming website by the Tuesday before the meet.”)*

*Use these times for prelim/final meets:*

|  |  |  |
| --- | --- | --- |
| Saturday: | - Prelims | 7:30 a.m. warm-up, meet starts at 9:00 a.m. |
|  | - Finals | 5:30 p.m. warm-up, meet starts at 6:30 p.m. |
| Sunday: | - Prelims | 7:30 a.m. warm-up, meet starts at 9:00 a.m. |
|  | - Finals | 5:00 p.m. warm-up, meet starts at 6:00 p.m. |

Lane assignments for warm-ups and timing will be designated in the heat sheet, and posted on the Gulf Swimming website at least by the Monday *(enter date)* prior to the start of the meet.

**MEET TYPE:** *(For Short Course Meets)* This meet will be run utilizing the “Flyover Starts” procedures unless a waiver is received from the Technical Planning Committee Chair. At the conclusion of each heat, the swimmers shall remain in the water until after the next heat is started. Coaches, please remind your swimmers of the “Flyover Start” procedures.

*(For Long Course Meets)* This meet will be run utilizing chase starts. Girls and boys will swim alternating heats with the girls starting from one end and the boys starting from the opposite end. Unless a waiver is received from the Technical

Planning Committee Chair, “Flyover starts” will be used for 50 meter events, if starting 50 meter events from both ends of the pool.

**MEET REFEREE:** *Name*

**ADMINISTRATIVE REFEREE/OFFICIAL *(as appropriate)*:** *Name* **MEET DIRECTOR:** *Name, including phone number, and e-mail address* **SAFETY MARSHAL:** *Name*

*(All of the above must be registered members of USA Swimming.)*

**SAFETY GUIDELINES AND WARM-UP PROCEDURES:** See attached Safety Guidelines and Warm-up Procedures. *(Note: Attach to the announcement the standard Gulf Swimming "SAFETY GUIDELINES AND WARM-UP PROCEDURES".*

**SEEDING:** The meet will be a pre-seeded meet for events of 200 yards/meters or shorter.

*For certain championship short course yard meets (that is, this rule shall apply only to Gulf championship meets which include solely events for senior swimmers (and not age group events)), add this paragraph:* Seeding shall be in the following order: Conforming course entries in time order, followed by non-conforming long course entries in time order, followed by non-conforming short course entries in time order.

*For certain championship long course meter meets (that is, this rule shall apply only to Gulf championship meets which include solely events for senior swimmers (and not age group events)), add this paragraph:* Seeding shall be in the following order: Conforming course entries in time order, followed by non-conforming short course meter entries in time order, followed by non-conforming short course yard entries in time order.

**SCRATCHING:** *(For certain championship short course yard meets, add this entire section:)* **Procedures:** Scratches prior to the seeding of heats shall be confirmed by properly filling out a scratch card and depositing in the scratch box. *(Meet hosts are encouraged to also provide an email, fax or phone line for first day scratches.)* After the heats have been seeded, any swimmer who fails to compete in an individual event heat in which they have been entered and have not been scratched will be barred from further individual and relay events that day. No shows will also result in the swimmer being assessed a $5.00 fine, payable to Gulf Swimming Administrative Vice-Chair, for each event in which he/she fails to appear.

**Deadlines:** The scratch deadline for the first days’ events shall be fifteen minutes after the general meeting is adjourned. The scratch deadline for all subsequent days’ events shall be *(insert appropriate deadline)*.

**Location of the Scratch Box:** The scratch box shall be located at *(insert appropriate location)*.

**Relays:** Properly completed relay cards must be turned in to the Clerk of Course by

(*8:15 AM if relays are first, otherwise as appropriate)*, or the entry will be considered scratched.

**CHECK-IN:** *(For all meets, other than certain championship meets, add this section:)* All swimmers must positively check-in with the Clerk of the Course for events of 400 yards/meters or longer. *S*wimmers are required to positively check-in by *(enter check-in time)*. After the events are officially closed, no one may check-in or scratch. After checking-in, failure to appear at the starting blocks will result in the swimmer being assessed a $5.00 fine, payable to Gulf Swimming Administrative Vice-Chair, for each event in which he/she fails to appear. Relay cards must be turned in to the

Clerk of Course by (*8:15 AM if relays are first, otherwise as appropriate)*, or the entry will be considered scratched.

**FINALS AND SCRATCHING:** *For Prelim/Final Meets, add this entire section:*

The administrative rules for the conduct of Gulf Swimming meets shall follow the Administrative Conduct of USA Swimming Championships, USA Swimming rules 207.11.6D and 207.11.6E, as modified below.

Any finalist who fails to compete in finals or consolation finals, or any other bonus final heat, for which he has qualified and failed to scratch with the Clerk of Course prior to the scratch deadline, shall be banned from further competition in the meet in accordance with the *USA Swimming Rules and Regulations* and will be assessed a fine of $50.00. A Club, which has not paid the fine, will not be allowed to register for membership in Gulf Swimming until the fine is paid.

In a Prelim/Final meet, the finalists and alternates for finals shall be announced and shall have thirty (30) minutes after the announcement to scratch from finals. Any qualified swimmer in the event (a swimmer is qualified for finals or consolation finals or any other bonus finals if he has successfully completed the event in Prelims) may be moved into finals due to scratches, therefore all swimmers who will not be present at finals must scratch to avoid a possible suspension from the meet and a fine of $50.00. Thirty (30) minutes after the announcement, no further scratches shall be accepted, the existing scratches will be tabulated and the finalists and two (2) alternates for the event shall be set.

Only the finalists set at this point may be subject to the above fines and banishment from competition, even though any qualified swimmer may be moved into finals. The alternates, after the existing scratches are tabulated, will not be penalized if they are unavailable to compete in finals.

The USA Swimming National Championships Meets "reserve the right to scratch" rule is not applicable to any Gulf Swimming meet. The "intent to scratch" rule is not applicable to any Gulf Swimming meet.

**ON-DECK ENTRIES:** Late entries will be accepted each day up to 45 minutes before the start of each session. Those swimmers missing the 6:00 p.m. Tuesday deadline may enter the meet on-deck in the following manner:

* + 1. Swimmers must pay double the entry fee at the time of entry.
    2. Swimmers must supply completed entry forms. The swimmers will be seeded into open lanes.
    3. Swimmers must enter all events for the session forty-five (45) minutes prior to the start of the session's first event.
    4. Swimmers must be qualified to swim the event entered.
    5. Swimmers must not exceed the allotted number of events allowed each day.
    6. A heat will be added, if necessary and if the timeline permits.

### ENTRY INFORMATION:

**Entry Times:** Swimmers must enter at their best time. Entry times must be submitted in the course at which the best time was achieved – short course yards (Y), short course meters (S), or long course meters (L). Do not convert *meter (yard)* times to *yard (meter)* times. *(Note: Except at certain championship meets, entries are to be made at a swimmer’s best time, no matter what the course in which the time was achieved. Entry times should not be converted by the entrant – they will be converted to the proper course by the host team using the default conversions in HY-TEK MEET MANAGER.)* If entries are made by paper (not using HY-TEK), swimmers should indicate on their entry the course at which the entry time was made (i.e., Y, S, or L). If swimmers have never competed in a USA Swimming meet before, put NT where a seed time is requested. (*For spring and summer*

*championship meets, delete the preceding sentence about NT, and add* “Swimmers must have swum each event entered at some time previous to this meet. Swimmers may not enter with no time (NT)”).

**Cut-off Times:** *(If using cut-off times, add this statement.)* Swimmers must not have bettered the cut-off times attached. Cut-off times are 201*x* Gulf “*(insert appropriate standard)*” times and are included with this announcement.

**Qualifying Times:** *(If using qualifying times, add this statement.)* Swimmers must be qualified to swim the events entered. Qualifying times are 201*x*-201y Gulf "*(insert appropriate standard)*" times and are included with this announcement. *(Note: USA Swimming issues National Motivational times for the quadrennium. Gulf Swimming uses these USA Swimming National Motivational times beginning in the first Long Course season immediately after USA Swimming has issued the time standards.*

*These times standards are in effect until USA Swimming adopts a new set of time standards. For example, USA Swimming times developed at the Fall 2012 USA Swimming Convention start at the beginning of the 2013 Long Course season and end at the last meet of the Short Course season in 2016-2017.)*

*(If appropriate, add the following.)* Gulf Swimming allows all 13 and older swimmers to qualify for an event with at least a "BB" time, even if that swimmer has not achieved a "BB" time.

**Age**: As of *(insert the date of the first day of the meet)*.

**Number of Events:** Swimmers may compete in up to *(enter the appropriate limit, check with the Technical Planning Committee Chair)* individual events per day and up to one (1) relay event per day. *(For prelim/final meets, the maximum number is three individual events per day.)*

**Deadline:** Entries must be in the hands of the Meet Entry Chair no later than 6:00

p.m. on Tuesday, *(insert a date which is the Tuesday, at least 7 days before the start of the meet*). No late entries will be accepted. Do not send entries via Federal Express, etc., that require a signature; if you must send your entries by express mail, please indicate that a signature is NOT required. Mail or hand deliver entries to the Meet Entry Chair at:

*Name of Meet Entry Chair Address Telephone Number e-mail address*

**Entries:** All teams entering 10 or more swimmers MUST submit their entries on a diskette or electronically via e-mail, using the HY-TEK MEET MANAGER/HY-TEK TEAM MANAGER computer software, along with a hard copy printout of the entries. Teams without HY-TEK should submit their entries on the enclosed Entry Form. A

$25.00 fee must be included with the entry fees for teams that enter 10 or more swimmers using an entry form only (without sending HY-TEK files). Include relays and relay-only swimmers on your completed entry form, diskette, or electronic submission.

Teams may electronically mail their MEET MANAGER files. Payments for the electronic entries and a hard copy print-out of the entries must be submitted or postmarked no later than 24 hours after the entry deadline as stated in the Meet Announcement.

**Eligible Teams:** *(If this is a zoned meet, list the teams eligible to compete.)* Only swimmers attached to these Gulf Swimming Group *X* Teams, or swimmers in the documented process of transferring to one of these Group *X* Teams, may participate in this Invitational meet.

**Fees:** X dollars ($X.XX) per Individual Event and X dollars ($X.00) for each Relay event. Make checks payable to *Team Name*. Entry fees must accompany entries, if delivered by any method other than email. *(See the Gulf Swimming Handbook, for appropriate fee.)*

**AWARDS:** *(As a minimum, the following should be awarded.)* Individual events: ribbons 1st - 8th place. Relay events: ribbons 1st – 3rd place. *(As appropriate, the following may also apply.* Medals for individual 1st – 3rd place and 1st place for relays. Plaques will be awarded to the boy and girl in each age group earning the highest points. A team high point trophy will also be awarded.)

**SCORING:** *(If appropriate, include SCORING.) (This is an example for an 8 lane pool.)*

Individual Events: 9-7-6-5-4-3-2-1

Relay Events: 18-14-12-10-8-6-4-2

*(If appropriate, include:* Any swimmer that fails to make the qualifying time shall not score points.)

**1650 FREE:** *(If included in a prelim/final meet, add the following.)*

This event will be swum as a Timed Final event. The fastest heat will be swum in the finals at night as the FIRST event; all remaining heats will be swum at the END of Prelims, going from fastest to slowest, alternating girls then boys.

*(With approval of the Technical Planning Committee Chair, swimmers in the 1650/1500 Freestyle may elect to swim in prelims. If approved, add the following.)* The 1650/1500 Freestyle will be swum as a timed final event and will be combined into one event for girls and one event for boys. Each event will be seeded by entry time and scored separately by age group. For the 1650/1500 Freestyle check-in, swimmers may elect to swim the event during prelims. The fastest 8 girls and the fastest 8 boys who check-in, and who do not elect to swim in prelims, will swim during Sunday’s finals. All other heats will be swum, fastest to slowest, alternating girls and boys, as the final event in Sunday’s prelim session.

**RULES AND SANCTIONS:** The 201x-1x USA Swimming and Gulf Swimming rules will apply. The meet will be held under the sanction of USA Swimming and Gulf Swimming. It is understood and agreed that USA Swimming and Gulf Swimming shall be free from any liabilities or claims for damages arising by reason of injuries to anyone during the conduct of the event. No entries can be accepted unless the entrant is a registered member of USA Swimming as provided in Article 302. On-deck USA Swimming membership registration will not be permitted. *(For zoned meets, add the following: Gulf Zone x teams are not eligible to swim at this meet.) (For "BB/B" meets and other meets with cut-off times, add the following: The three (3) event rule and up/down rule do not apply. Swimmers are not eligible to swim an event, if they have times equal to or better than the listed cut-off times for that event. Once swimmers have qualified for a particular division in an event, prior to the entry deadline stated in the meet announcement, they may not swim that event in a slower division. Swimmers entering events in a slower division are subject to disqualification from the meet by the Referee.)*

**POOL MEASUREMENT:** *(Include one of these statements, as appropriate.)*

The competition course has been certified in accordance with USA Swimming Rule 104.2.2C(4). The copy of such certification is on file with USA Swimming.

The competition course has not been certified in accordance with USA Swimming Rule 104.2.2(C). The pool will be measured before the competition begins to ensure that the course length is correct.

*(Include the correct water depth in the following paragraph.)*

The water depth of the competition course is *XX (insert the correct water depth)* feet measured from 1 meter to 5 meters on the starting end of the course, and *XX (insert the correct water depth)* feet measured from 1 meter to 5 meters on the turning end of the course.

**TIMING SYSTEM:** *(Alternative suggested for BB and above and non-zone meets.)*

A Colorado Model 5000 electronic timing system with electronic scoreboard will be used. Two watches per lane will be used as a back-up. Teams will be required to furnish timers based on their percentage of swims at the meet. Timing assignments will be published in the heat sheet.

*(Alternative suggested for 10 & Under and B & Under Meets.)*

Three watches per lane. Teams will be required to furnish timers based on their percentage of swims at the meet. Timing assignments will be published in the heat sheet.

**POOL DECK RESTRICTION:** Because of USA Swimming Insurance Safety Regulations, the swimming pool deck, during the operation of all Gulf Swimming sanctioned meets, is closed to all persons except swimmers, coaches, marshals, officials, meet personnel, and timers. All registered non-athletes are required to display their current USA Swimming registration card. If you are asked to leave the deck by any registered personnel, please do so. It is for your safety.

Coaches and Officials must present their membership cards in order to receive complimentary Heat Sheets and for admission to the Hospitality Room.

**DECK CHANGING PROHIBITION:** Except where venue facilities require otherwise, changing into or out of swimsuits other than in locker rooms or other designated areas is not appropriate and is prohibited.

**AUDIO/VIDEO RECORDING DEVICES:** Use of audio or visual recording devices, including a cell phone, is not permitted in the area behind the starting blocks, in changing areas, restrooms, showers or locker rooms. Violators may be reported to law enforcement or other governmental authorities and/or may be barred from the facility during the sanctioned event.

**PROOF OF TIME:** Any swimmer that cannot prove that he/she was eligible to swim an event will be fined $20.00 for each event he/she fails to prove. The fine or proof of time is sent to the Administrative Vice-Chair, *(Insert current name)*.

**UNACCOMPANIED SWIMMERS**: Any swimmers entered in the meet must be certified by a USA Swimming member coach as being proficient in performing a racing start or must start each race from within the water. When unaccompanied by a member coach, it is the responsibility of the swimmer or the swimmer's legal guardian to ensure compliance with this requirement.

**SWIMMERS WITH DISABILITIES**: Coaches and/or swimmers are responsible for notifying the Meet Referee of any disability prior to the competition and for providing their own assistant or equipment. However, Coaches/Swimmers may contact the Meet Director at least two weeks in advance of the meet to reserve Gulf Swimming equipment (remote strobe).

**CONCESSIONS:** Concessions will be available *... (fill in as appropriate)*

**HOSPITALITY:** A hospitality room will be available *... (fill in as appropriate)*

**MERCHANDISE:** *(Vendor Name)* will be at the meet selling swim apparel and swim gear. *(fill in as appropriate)*

**MEET RESULTS:** Meet results will be posted on the Gulf Swimming Web Page (www.gulfswimming.org), within three days after the conclusion of the meet.

*(Add any specific information relating to this specific meet or venue.)*

*Attach Meet Format, Entry Verification Form, Gulf Safety Guidelines and Warm-up Procedures, and Official Meet Entry Form*.

ENTRY VERIFICATION APPENDIX F

I, the undersigned coach or team representative, verify that all of the swimmers and coaches listed on the enclosed entry forms or entry disk are currently registered with USA Swimming. Additionally, I verify that the on-deck coaches have met the current certification requirements.

Signature

Title

SAFETY GUIDELINES AND WARM-UP PROCEDURES

APPENDIX G

### WARM-UP PROCEDURES

1. General warm-up (Initial portion [1/2] of the warm-up session or with the agreement of all of the coaches in a particular lane.)
   1. **NO DIVING OR RACING STARTS** allowed from the blocks edge of the pool. Swimmers must enter the pool feet first cautiously.
   2. **NO SPRINTING OR PACE WORK** allowed during this general warm-up session.
2. Specific warm-up (Last portion [1/2] of the warm-up session or with the agreement of all of the coaches in a particular lane.)
   1. **RACING STARTS ONLY**, either from blocks or from backstroke starts.
   2. Lanes are **ONE WAY ONLY**. **SAFETY GUIDELINES**
3. Swimmers Responsibilities
   1. All swimmers without a registered coach to observe them at the meet, and/or their coaches, should arrange, prior to their arrival at the meet, for a registered coach to observe them during the warm-up, competition and warm-down. Any unattached or unattended swimmers who have not made previous arrangements with a coach to observe them at the meet should contact the Meet Director, Safety Marshal or Meet Referee for assistance in making such arrangements prior to their participating in the warm-up.
4. Coaches Responsibilities
   1. Coaches shall instruct their swimmers regarding safety guidelines and warm-up procedures as they apply to conduct at meets and practice.
   2. Coaches shall stand near the starting end of the pool when starting swimmers on sprint and pace work.
   3. Coaches shall actively supervise their swimmers throughout the warm-up session.
   4. Coaches shall maintain as much contact with their swimmers as possible, both verbal and visual, throughout the warm-up period.
   5. Registered coaches of unattached swimmers and registered coaches of non-Gulf teams should notify the meet host by the entry deadline if they will be at the meet, so that they may be assigned to a warm-up lane.
5. Safety Marshals
   1. Appointed Safety Marshals are members of USA Swimming and have the authority to remove from the deck for the remainder of the warm-up session, any swimmer or coach who is in violation of safety guidelines or warm-up procedures. **THE MEET REFEREE MAY EXERCISE ADDITIONAL ADJUDICATION AUTHORITY AS NECESSARY.**
6. Miscellaneous
   1. Swimmers should be reminded by coaches that breaststrokers need more lead time than freestyle or butterfly swimmers.
   2. Backstrokers shall ensure that they are not starting at the same time as a swimmer on the blocks. Swimmers shall not step up on the starting blocks, when a backstroker is waiting to start.
   3. Swimmers shall not jump or dive into the pool to stop another swimmer on a recalled start.
   4. Swimmers are required to exit the pool upon completion of their warm-up to allow other swimmers adequate warm-up time. The pool is not for visiting or playing during warm-up periods.
   5. Warm-up procedures shall be enforced for any breaks, scheduled or otherwise, during the competition.
   6. All diving boards and equipment are **OFF LIMITS**.
7. Pool Rules
   1. Smoking or use of other tobacco products is not allowed on the grounds of USA Swimming meets.
   2. Glass containers are prohibited.
   3. Swimmers, coaches, and spectators are expected to observe all rules and regulations included in the announcement.

SAFETY GUIDELINES AND WARM-UP 13-29

GULF SWIMMING EQUIPMENT POLICIES AND PROTOCOL APPENDIX H

REVISED SEPTEMBER 2013

### Colorado Timing Systems 24/7 Hotline (1-800-287-0653) You will have to leave Name and number Introduction and Overview

Gulf Swimming owns and maintains three equipment trailers that are available for meet hosts’ usage during Gulf sanctioned swim meets. Clubs hosting meets can rent an equipment trailer from the Gulf at a flat day rate (see price list). The trailers are stored at three separate locations (Kingwood, Cypress, Spring) with the intent of making accessibility as convenient as possible for most of the teams in the Gulf LSC area.

Oversight for trailer reservations and billing is provided by the Gulf Equipment Coordinator (GEC). Storage, inventory and maintenance of individual trailers are provided by three GEC-approved hosting clubs (currently BTA, CFSC, and PACK). Each of these three Trailer Hosts (TH) will be reviewed seasonally by the GEC for performance and reliability, with changes recommended as required for improvement.

The GEC is the single point of accountability for all equipment rentals. Once the GEC has received an equipment rental request, he will make the assignment by email, providing user instructions to the renter. The appropriate TH will be copied on the email so that the trailer can be prepared in time for the meet.

Equipment maintenance may be performed as needed by each TH at their respective storage locations. Selective backup components will be housed at a central location, and will be made accessible to the TH as needed. For any defective components that cannot be repaired locally, the GEC will make arrangements for either replacement or factory repair.

### Rental Process

1. All rentals must be requested by email. Email requests may be sent in at any time, the earlier the better, but preferably no later than the time of meet sanction. Any email request sent less than 2 weeks before the meet date will be considered late. **Late equipment rentals, if available, will be provided at double the current day rate.** The email request must be sent to the Gulf Equipment Coordinator Eddie Adams  **(gulfequipmentcoordinator@gmail.com)** with the following information:

Name of Meet Dates of Meet Contact name Contact email Contact Cell Phone

Trailer preference <optional information>

(Email requests containing incomplete information will be returned for completion)

1. The Gulf Equipment Coordinator will confirm the trailer assignment by return email approximately one week prior to the meet. The confirmation email will include the rental details, including location for pick up and return of the trailer, and instructions on required equipment inventory. The appropriate TH club will be copied on the email alerting them of the reservation so that they may make preparations in advance. Generally, the equipment may be picked up 1-2 days prior to the first day of the meet. **The trailer is due back to the TH by 3:00 pm the following day of the meet,** unless alternative arrangements have been made with the TH and approved by the GEC. **Late charge fees will be imposed and strictly enforced, in the amount of $100 per day to a maximum of double the rental, until the trailer is returned to the appropriate site.**
2. The rental fee is due at the time of meet sanction. Checks should be made out to **Gulf Swimming** and mailed (along with the sanction fee) to the Gulf Sanction Coordinator, Herb Schwab (802 Lakeshore Drive, Sugar Land, TX 77478). Equipment trailers will not be released to the renting club until the fee has been paid – NO exceptions. Any fines should be mailed to the Gulf Treasurer, Tom Hasz (1911 Shadow Forest Drive, Katy, Texas 77494).
3. The renting club is **required to complete a pre- and post-meet inventory of the trailer contents each time the equipment is rented.** A digital inventory form (in MS Excel file format) will be attached to the confirmation email. The completed form must be returned to the GEC (and copied to the appropriate TH) by email within 3 days after the meet. Please fill out the Excel form and save it in the same file format -- paper, scanned, or substitute reporting will not be accepted. **Failure to comply will result in a $100 fine levied against the renting club – no exceptions.**
4. All equipment must be returned to the trailer and secured properly at the conclusion of the meet. Any equipment in need of repair, or any equipment that appears to be missing before or after the meet must be listed on the inventory form. Defective items must be clearly tagged and placed in an accessible location within the trailer. **Failure to comply with either of these requirements may result in a $100 fine levied against the renting club. Renting clubs also assume liability for any equipment lost during the meet.**
5. The TH will validate the renting club’s inventory, repair any defective equipment, and secure the equipment in the assigned storage facility for the next meet. Results of the TH inventory and repair will be reported to the GEC.

### Rental Rates

* Gulf member teams hosting Gulf-sanctioned meets = $100 per day / trailer
* Gulf member teams hosting non-sanctioned meets = $250 per day / trailer
* Non-Gulf member teams = $1,750 per day / trailer

### Note

* Gulf sanctioned meets have first priority on equipment rental over non-Gulf meets.
* Trailer hosts will not be charged for use of equipment at their own hosted meets.
* Trailer hosts will have priority on equipment usage for non-Gulf meets (when no USAS meet).
* Trailer hosts must comply with the inventory requirements for their own hosted meets.

### Equipment Care

* Gulf equipment must not be transferred from one club to another without the written consent of the GEC. For any unauthorized transfer, a renting club may be fined, or may potentially forfeit future access to equipment.
* The renting club assumes liability for missing, damaged, or non-working equipment resulting from accident or abuse. This goes into effect when the club picks up the equipment. Should the club renting the equipment discover an occurrence of damaged or missing equipment from the previous renter, they should report this immediately to the TH. Replacement of items due to normal wear and tear is the responsibility of the Gulf.
* The renting club also assumes liability for any municipal fines that may be levied during transportation of a Gulf equipment trailer (such as EZTAG violations or other traffic or parking violations). If such a violation is charged directly to Gulf Swimming, it will be the responsibility of the club to reimburse Gulf Swimming for the actual cost of the fine, and in addition, the club will be charged a $100 administrative fee payable to Gulf Swimming.
* Care must be taken to ensure that the correct inventory is restored to each trailer after the meet is over. All too often, items from one trailer end up in another trailer (commonly during Long Course meets). When the trailers are returned to different locations, this creates a problem for the swim club renting the equipment (fines and inconvenience) and possibly for the club who may need the equipment for the next weekend.
* Start modules should be switched off prior to being returned to the trailer.
* Many of the components in the trailer are susceptible to heat damage if the trailer is closed up and stored in direct sunlight, particularly during the summer season. During meets, the trailer should be located in a shaded environment or all of the contents removed and stored in a moderate temperature environment to avoid heat induced damage to equipment.
* Touchpads shall be removed from the pool at the end of each day. This requirement is to avoid premature deterioration of the adhesive on the decals and Velcro. It is OK to put the touch pads in the pool prior to and during warm-ups.
* Touchpads must never be transported unless they are securely attached to the touchpad caddy, and they must always be transported within the Gulf trailers.

### Summary of Roles and Responsibilities

*Renting Club’s Responsibilities*

1. Send an email request to Eddie Adams **(gulfequipmentcoordinator@gmail.com)** at least 2 weeks prior to meet (preferably with meet sanction), providing the following information:
   * Name of Meet
   * Dates of Meet
   * Contact name
   * Contact email
   * Contact Cell Phone
   * Trailer preference <optional information>

(Email requests containing incomplete information will be returned for completion)

1. Coordinate pick up and return of trailer with assigned trailer host (TH)
2. Inventory contents of trailer prior to meet, and following meet using electronic Gulf form
3. Send inventory results to both GEC and TH by email attachment
4. Note on form any missing or non-functioning equipment
5. Blue tag any equipment items needing repair
6. Utilize rented equipment in a safe manner, and take steps to protect and secure equipment during the meet
7. Send equipment rental check directly to Herb Schwab at time of meet sanction
8. Return all equipment securely in the trailer at the conclusion of the meet

*Trailer Host’s (TH) Responsibilities*

1. Provide a secure storage facility for trailer and contents
2. Coordinate pick up and return of trailer with assigned club representative
3. Independently verify renting club’s inventory following each meet
4. Repair any non-functioning equipment
5. Replace any consumable supplies as needed (e.g., electrical tape, duct tape, super glue, electrical ties, etc.)
6. Report inventory verification and repair status to GEC
7. Report any missing equipment or non-repairable equipment to GEC
8. Make arrangements to pick up any replacement equipment from GEC as needed
9. Coordinate shipment of defective equipment to factory for any warranty or other repairs as directed by GEC
10. Maintain license tag renewals for trailers

*Gulf Equipment Coordinator’s (GEC) Responsibilities*

1. Maintain a database of equipment rentals / status; forward status reports to Gulf Treasurer
2. Assign trailers to renting clubs
3. Provide detailed instructions to renting clubs regarding trailer usage and necessary paperwork
4. Obtain replacement equipment for TH as needed
5. Provide repair consultation to TH upon request
6. Evaluate TH performance after each competitive season
7. Host a reasonable replacement equipment inventory and deploy to trailers as needed
8. Engage in long-term equipment planning for the Gulf
9. Provide training opportunities on equipment deployment, usage and repairs
10. Report program status to Gulf Board of Directors

*Gulf Swimming Responsibilities*

1. Technical Planning Committee Chair to notify GEC of all 3+ meet weekends well in advance
2. Pay for the cost of all replacement equipment or factory repairs
3. Pay for any facility rental costs for trailer hosts

GULF SWIMMING POOL CERTIFICATION FORM

APPENDIX I 2019-2020

The certification form on the following pages should be completed for all pools and filed with USA Swimming.



## GULF SWIMMING 1-\A.NDBO OK NOVEMBER 17, 2014

MEASUREMENTS (ANSWER ALL QUEST ONS)

**Check off each item below:**

# This pool is: D Long Course (SOm); DSho1t Course yds (25y); DShort Course m (2Sm) This pool is: Dindoors; Doutdoors

Touch pads: D One end; D Both ends, or DNo touch pads - are included in the measurement. This pool has: D Fixed End Walls; D Moveable bulkheads at Done or D both ends.

**LANE 1**

LANE 2

LANE *3*

LANE 4

LANE S

LANE 6

LANE 7

LANE S

LANE 9

**LANE 10**

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**Minimum Len th of each lane:**

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WATER DEPTH (IN FEET)

**LANE 1**

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**\*M1n1mum depth across lanes 1n each locanon. Include both outside lanes and at least every other 1ns1de lane.**

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**Jn my opinion, the provisions of USA Swimming Rules 103.3.1and 104.2.2 as outlined on the previous page have been compiled with in subject pool,with the following exceptions:**

**Measurements were made on *J 20 ,*** *at* **AM/ PM under normal competitive temperature conditions and to an accuracy of at least .01 feet** (1/8 **inch or 3mm) in short course pool and at least Smm in long course pool.**

**The 'following equipment was used for measurements: \_**

*At* the time *of measurement, 1*was *not In* the *employ of* the *pool bu/Ider.*

**Piint Name:**

**Signature:**

# Title/Degree: -------------­ Address:

***c;ty,. State,Zip: \_***

Telephone: *(. ..,* - ----------

**Check one:**

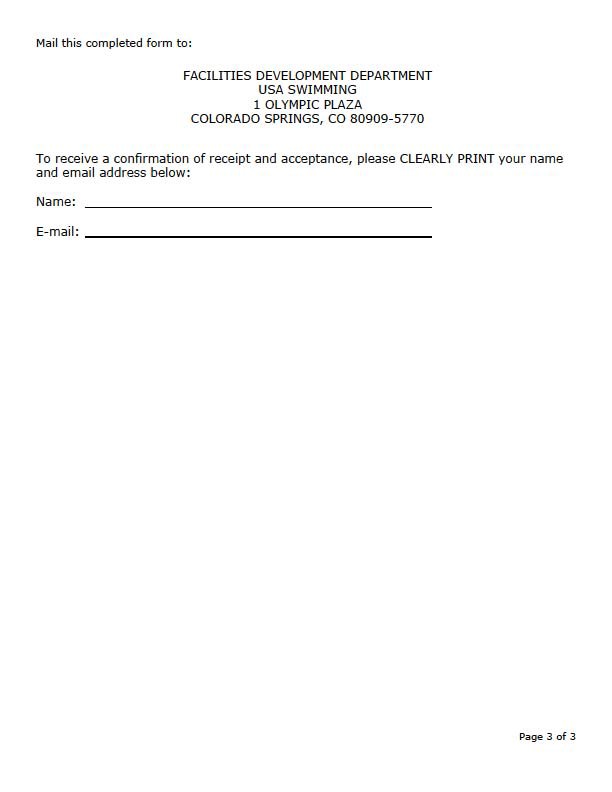
# DRegistered Surveyor

DRegistered Engineer

**License** #----

# State: -----

**Page 2 of 3**



### Meet Summary Information

MEET SUMMARY REPORT FORM APPENDIX J

2019-2020

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Meet Name: |  | Total Athletes: |  | |
| Date(s): |  | Pool Measurement Required? | Yes | No |
| Host Club: |  | Pool Measured? | Yes | No |
| Location: |  | **\***Team Report Submitted? | Yes | No |
| Meet Director: |  | Any Accidents or Injuries? | Yes | No |
| Email Address: |  | Meet Referee: |  | |

### Timeline Information

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Meet Session | Start Time (Planned) | End Time (Planned) | Start Time (Actual) | End Time (Actual) | Start of Last Heat of “12 & Under Events” | Number of swims that occurred after exceeding 4 hours |
|  |  |  |  |  |  |  |
| Session 1 |  |  |  |  |  |  |
| Session 2 |  |  |  |  |  |  |
| Session 3 |  |  |  |  |  |  |
| Session 4 |  |  |  |  |  |  |
| Session 5 |  |  |  |  |  |  |
| Session 6 |  |  |  |  |  |  |
| Session 7 |  |  |  |  |  |  |
| Session 8 |  |  |  |  |  |  |

**Problems at Meet**

|  |  |  |
| --- | --- | --- |
| Problem Area | Yes/No | Comments |
| Facility or Pool Issue |  |  |
| Air Quality |  |  |
| Meet Management |  |  |
| Officials or Timers |  |  |
| Other Volunteers |  |  |
| Spectators or Coaches |  |  |
| Computers or Equipment |  |  |
| Seeding and Paperwork |  |  |
| Other Issues |  |  |

**\*** Please send the “*Team Report with Athlete Entry Count*” to the TPC Chair along with this report. Send both reports to: [**gulftpc@gmail.com**](mailto:gulftpc@gmail.com)

**Additional Comments**

MEET DIRECTOR'S FINANCIAL REPORT FORM APPENDIX K

2019-2020

Team

Date

Meet Director

Type of Meet

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | # of Entries |  | Rate Per Event Fee |  | Total |
| Total Individual Paid Entries received including any scratches |  | x |  | = |  |
| Total Relay Paid Entries received including any scratches |  | x |  | = |  |
| Individual On Deck Entries |  | x |  | = |  |
| Relay On Deck Entries |  | x |  | = |  |
| Total | | | | |  |

### Type of Meet: Rate Per Event Fee:

**All Meets:**

Individual Entries 1.75

Relay Entries 1.75

This report is to be filled out for each meet held. Send this report, check (made payable to Gulf Swimming, Inc.) and the MEET MANAGER Team Report to the Gulf Swimming Treasurer:

Tom Hasz 1911 Shadow Forest Drive Katy, TX 77494

Please mail within two (2) weeks of the date of the meet.

MEET FINANCIAL STATEMENT - APPENDIX L

Host Team

Date of Meet

Meet Director

Type of Meet

|  |  |
| --- | --- |
| **GROSS REVENUES** | **AMOUNT** |
| Meet Entry Fees Including On Deck Entries |  |
| Swimmer Pool Surcharge Amount |  |
| Proceeds from Heat Sheet Sales |  |
| Concession Stand Proceeds |  |
| Equipment Sales or Amount Received from Vendor |  |
| Sale of Special Merchandise (T-shirts, Towels, Cups, etc.) |  |
| Advertising |  |
| Other Revenue (Itemize) |  |
| **TOTAL REVENUES** |  |
| **EXPENSES** | **AMOUNT** |
| Pool Rent - Enter cost/hr [$ ] and total hrs charged [ ] |  |
| Security Charges |  |
| Janitorial Charges (Including Tips) |  |
| Other Facility Charges (Itemize) |  |
| Timing Equipment Rental |  |
| Gulf LSC Sanction Fees |  |
| Gulf LSC Surcharge Fees |  |
| Concession Expenses |  |
| Hospitality Expenses |  |
| Heat Sheet Printing |  |
| Postage |  |
| Awards |  |
| Computer Expenses (Itemize) |  |
| Other Expenses (Provide Detail of Charges) |  |
| **TOTAL EXPENSES** |  |
| **NET PROCEEDS (LOSS) FROM MEET** |  |

This report is to be filled out for each meet held. Please mail to the Gulf Swimming Treasurer: Tom Hasz 1911 Shadow Forest Drive

Katy, TX 77494

Must be mailed within two (2) weeks of the date of the meet. If later, enclose $100 Fine for each week delayed.

MEET FINANCIAL STATEMENT 13-39

MEET EVALUATION FORM APPENDIX M

2019-2020

Meet:

Dates:\_ Location:

This form will be used to assist future hosts, officials and Gulf Swimming in general to improve competition for our athletes. Please complete and deposit in Meet Evaluation box or mail directly to the Chair of the Gulf Swimming Technical Planning Committee:

Joel Beard, 1519 Park Wind Drive, Katy, TX 77450, 309-333-8822 (Cell), [gulftpc@gmail.com](mailto:gulftpc@gmail.com)

This form can also be submitted on-line via the Gulf Swimming web page at [**www.gulfswimming.org**](http://www.gulfswimming.org/)

### Pre-planning 1 (Low) 2 3 4 (High)

Announcement ( ) ( ) ( ) ( )

Map ( ) ( ) ( ) ( )

Easy to get to ( ) ( ) ( ) ( )

Order of events ( ) ( ) ( ) ( )

### Facilities/ general 1 (Low) 2 3 4 (High)

Parking ( ) ( ) ( ) ( )

Concessions ( ) ( ) ( ) ( ) Restrooms and dressing rooms ( ) ( ) ( ) ( ) Swimmers’ rest areas ( ) ( ) ( ) ( )

Public address system ( ) ( ) ( ) ( )

Spectators seating ( ) ( ) ( ) ( )

Warm up/down facilities ( ) ( ) ( ) ( )

### Facilities/ competition pool 1 (Low) 2 3 4 (High)

Lighting ( ) ( ) ( ) ( )

Ventilation ( ) ( ) ( ) ( )

Water conditions ( ) ( ) ( ) ( )

Air temperature ( ) ( ) ( ) ( )

Water temperature ( ) ( ) ( ) ( )

Deck space ( ) ( ) ( ) ( )

### Officials 1 (Low) 2 3 4 (High)

Clerk of the Course ( ) ( ) ( ) ( )

Meet Director ( ) ( ) ( ) ( )

Meet Referee ( ) ( ) ( ) ( )

Starter(s) ( ) ( ) ( ) ( )

Stroke & turn judging ( ) ( ) ( ) ( )

Relay take-off judging ( ) ( ) ( ) ( )

### General appraisal 1 (Low) 2 3 4 (High)

Meet administration ( ) ( ) ( ) ( )

Hospitality room ( ) ( ) ( ) ( )

Safety procedures ( ) ( ) ( ) ( )

Security ( ) ( ) ( ) ( ) Rate overall success of the meet ( ) ( ) ( ) ( )

Please use the back of the sheet for general comments or if you gave any category a rating of 2 or lower.

Signed (optional): ( ) Swimmer ( ) Coach ( ) Official ( ) Parent ( ) Other:\_

13-40 MEET EVALUATION FORM

MEET EVALUATION FORM – PAGE 2

1. Please list things that were particularly good about this meet:
2. Please list things that need to be improved to make the next meet better:
3. Please list general comments you would like to make about this meet:
4. If you gave any category a rating of 2 or lower, please explain:

Thank you for taking the time to help evaluate this meet!

1. 2019 [↑](#footnote-ref-1)