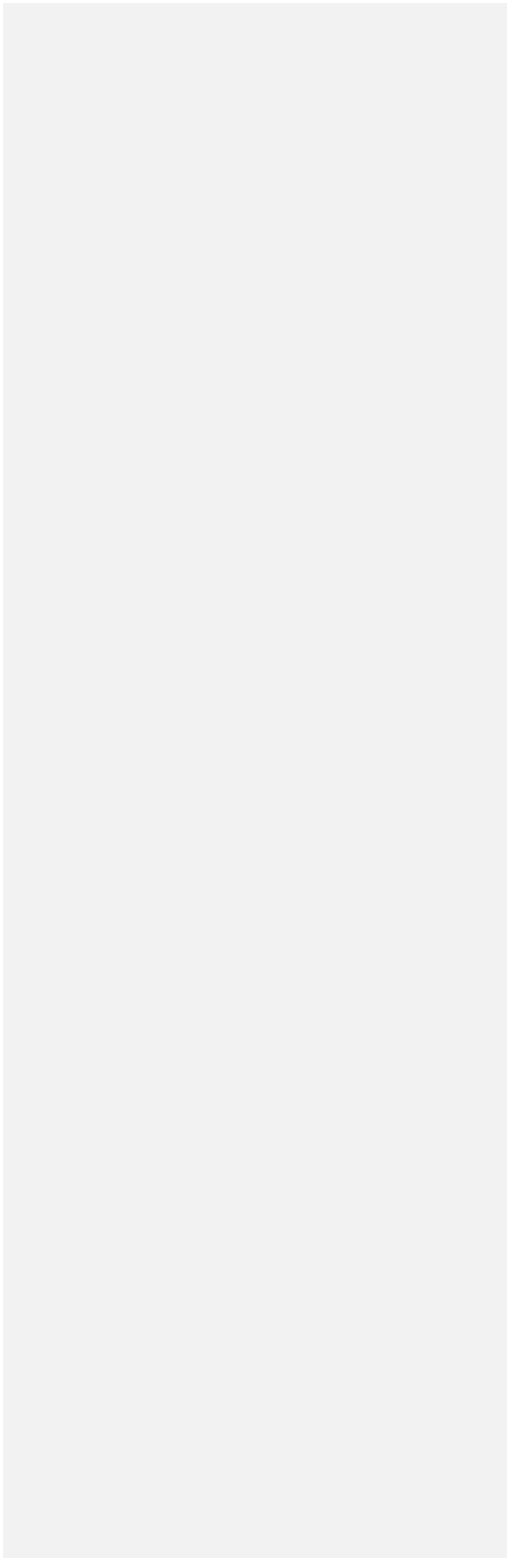


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Hawaiian LSC Policies and Procedures Manual
Draft: January 2020



40 **Article I. MISSION STATEMENT**

41 ~~Providing opportunities to learn competitive skills that create champions in life.~~

42 **Article II. VISION STATEMENT**

43 Hawaiian Swimming promotes the highest levels of swimming and personal excellence.

44
45 **Article III. MODIFICATIONS AND AMENDMENTS TO THE POLICY AND**
46 **PROCEDURES MANUAL**

47 The Policy and Procedures Manual is composed of three parts: Part One: Rules and Regulations;
48 Part Two: Policies and Procedures; and Part Three: Hawaiian Swimming LSC (HISI) Bylaws
49 Interpretations and Clarifications. Each Part has its own process of modifications and
50 amendments.

51
52 **Section 3.01 Part One: Rules and Regulations:**

53 These regulations cover those rules and regulations established by the HISI that govern the
54 individual and member responsibilities as part of the LSC and which carry possible sanctions if
55 not carried out. The USA Swimming Rules and Regulations and HISI Bylaws will be followed in
56 any case where these Rules and Regulations conflict. Part One contains Article IV and Article V.

57 **Section 3.01.1 Part One: Amendment Procedure**

58 **Section 3.01.1.a** Before a vote on a proposed amendment to Part One is
59 considered, said proposal must have been submitted in writing to the Board of
60 Directors of HISI.

61 **Section 3.01.1.b** Proposed amendments to these Rules and Regulations shall be
62 published for the members no later than the regularly scheduled Board meeting
63 immediately prior to the House of Delegates meeting where the amendments
64 are to be considered. The Board may modify the proposed amendment(s) at that
65 Board meeting, provided the final version of the amendment(s) is posted to the
66 website prior to the House of Delegates meeting. A quorum of the House of
67 Delegates shall consist of 30 percent of the official members or a minimum of
68 ten (10) members. A simple majority of the delegates present shall be required
69 to amend the rules and regulations. No proxies will be accepted (See Bylaws).

70 **Section 3.01.1.c** Rules, policies and procedures adopted by the USA Swimming
71 House of Delegates will take precedence over these rules and regulations. In
72 such cases, the legislation passed by the USA Swimming House of Delegates shall
73 be used to modify this document as needed.

74
75 **Section 3.02 Part Two: Policies and Procedures**

76 Part Two contains operational, fiscal, and governance policies and procedures not covered in
77 the Bylaws or Part One. Part Two contains Articles VI to Article XXV.

78
79
80 **Section 3.02.1 Part Two: Amendment Procedure**

Deleted: Hawaiian Swimming LSC (HISI) provides education, competition, and programs for all ages and abilities within the swimming community through Commitment, Open-mindedness, Respect, and Excellence.¶

Commented [MCI]: Verifying that proxy means substitute, but text or email vote possible?

Commented [VC2R1]: Proxies are not allowed, but any form of voting approved by the Board including email, zoom, etc is acceptable.

85 **Section 3.02.1a** All new policies, procedures and/or guidelines approved by the
86 Board of Directors and/or House of Delegates shall automatically become part of
87 this Policy and Procedures Manual as appropriate.
88 **Section 3.02.1.b** Modifications and amendments to Articles I, II, and III, and
89 articles in Part Two may be accomplished at any Board of Directors or House of
90 Delegates meeting, by simple majority vote of those attending and voting on the
91 changes.
92 **Section 3.02.1.c** Rules, policies and procedures adopted by the USA Swimming
93 House of Delegates will take precedence over these policies and procedures. In
94 such cases, the legislation passed by the USA Swimming House of Delegates shall
95 be used to modify this document as needed. The USA Swimming Rules and
96 Regulations and HISI Bylaws will be followed in any case where these Policies
97 and Procedures conflict.
98

Section 3.03 Part Three: HISI Bylaws Interpretations

100 Part Three is made up of materials that were part of the HISI Bylaws prior to the 2019 changes
101 mandated by the USA Swimming Bylaws template. These materials provide details and
102 definitions that the HISI has used in its implementation of the Bylaws over the years. The
103 current USA Swimming Rules and Regulations and HISI Bylaws will be followed in any case
104 where these interpretations conflict or where either document supersedes HISI's previous
105 interpretations or practices. Part Three contains Article 26.

Section 3.03.1 Part Three: Amendment Procedure

107 **Section 3.03.1a** The modification and amendment procedure for changes to Part
108 Three are the same as for changes to Part One (Section 3.01.1).
109

PART ONE: RULES AND REGULATIONS

ARTICLE IV. Policies and Best Practice Guidelines for Athlete Protection

Section 4.01 INTRODUCTION

113 In order to provide a positive experience and a safe environment for athletes, all non-athlete
114 adult members of USA Swimming should maintain professionalism and avoid any appearance of
115 impropriety in their relationships with athletes. Coaches, in particular, should recognize the
116 influence, power and position of trust they have with athletes and should use these only in an
117 athlete's best interest. This document provides specific mandatory policies and best practice
118 guidelines that are strongly recommended.
119

Section 4.02 ATHLETE PROTECTION MANDATORY POLICIES

120 The following Policies from the USA Swimming Code of Conduct are mandatory for all USA
121 Swimming members.
122

123 **Section 4.02.1 Athlete Protection: [U.S. Center for SafeSport and USA Swimming Rules](#)**
124 **[and Regulations: Article 305, 306, and 307](#)**

125 [The following links to USA Swimming Code of Conduct and policies for protection of](#)
126 [Athletes](#)
127 [Minor Athlete Abuse Prevention Program:](#)

Commented [MC3]: Can't we just directly refer to the USA-Swimming policies on Safe Sport so not to duplicate or miss changes as they're made? Or do we need to put here. Have you made changes or interpretations to the USA-S policy in here? I see no reason not to include a "link" to the USA-Policies in this document.

Deleted: Article 304 USA Swimming Code of Conduct :

Deleted: The following policies in the USA Swimming Code of Conduct Article 304 specifically pertain to Athlete Protection: ¶

304.3.3 Violation of any of the Athlete Protection Policies set forth in Article 305 ¶

304.3.4 Violation of any of the Sexual Misconduct Reporting Requirements set forth in Article 306 or the Prohibitions against Retaliation for Good Faith Reporting of Abuse set forth in Article 307. ¶

304.3.6 Conviction of, imposition of a deferred sentence for, or any plea of guilty or no contest at any time, past or present, or the existence of any pending charges for (i) any felony or (ii) any offense involving use, possession, distribution, or intent to distribute illegal drugs or substances ¶

304.3.13 Any non-consensual physical contact, obscene language or gesture, or other threatening language or conduct directed towards any meet official and which is related to any decision made by such official in connection with a USA Swimming sanctioned competition. ¶

304.3.16 Any other material and intentional act, conduct, or omission not provided for above, which is detrimental to the image or reputation of USA Swimming, an LSC, or the sport of swimming. ¶

Measure to be adjudicated by the U.S. Center for SafeSport: 304.3.18 Violation of the Safe Sport Code.[See USA Swimming Rules and Regulations, page 154] ¶

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Deleted: Section 4.02.2 Athlete Protection: Article 305 Athlete Protection Policies ¶

160 <https://www.usaswimming.org/safe-sport/minor-athlete-abuse-prevention-policy>
161 Educational Documents on this site cover: General Requirement; Adult
162 Participant; One-on-One Interactions; Electronic Communication; Locker Rooms
163 and Changing Areas; Meetings and Individual Training Sessions; In-Program
164 Travel and Lodging; and Massages and Rubdowns

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165 ▲
166 Athlete Protection Training:
167 <https://www.usaswimming.org/resource-center/athlete-protection-training>

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168 Safe Sport Club Recognition Program:
169 <https://www.usaswimming.org/safe-sport/safe-sport-recognition-program>

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170 SafeSport Reporting Procedures:
171 <https://www.usaswimming.org/safe-sport/deal-with-a-safe-sport-concern>

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172 USA Swimming Rules and Regulations:
173 **305.1** Clubs shall establish their own action plans for implementing the Minor
174 Athlete Abuse Prevention Policies.
175 **305.2** Clubs shall establish their own anti-bullying policy. USA Swimming shall
176 provide a model policy as an example, which shall serve as the default for any
177 club that fails to establish its own policy. Club anti-bullying policies should be
178 reviewed and agreed to annually by all athletes, parents, coaches and other non-
179 athlete members of the club. See SafeSport Club Toolkit: Policies:
180 <https://www.usaswimming.org/safe-sport/club-tool-kit#policies>

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181 **305.3** Clubs shall establish their own photography policy. USA Swimming shall
182 provide a model policy as a template, which shall serve as the minimum policy
183 for all clubs. Club photography policies shall be reviewed and agreed to annually
184 by all athletes, parents, coaches and other non-athlete members of the club. See
185 SafeSport Club Toolkit: Policies: [https://www.usaswimming.org/safe-sport/club-](https://www.usaswimming.org/safe-sport/club-tool-kit#policies)
186 [tool-kit#policies](https://www.usaswimming.org/safe-sport/club-tool-kit#policies)

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187 **306.1** Pursuant to federal law, it is every member's responsibility to immediately
188 (i.e., within 24 hours) report any incident of child abuse, including physical or
189 sexual abuse, to law enforcement and the U.S. Center for SafeSport. Reporting
190 must occur when an individual has firsthand knowledge of misconduct or where
191 specific and credible information has been received from a victim or
192 knowledgeable third party. A report to the U.S. Center for SafeSport may be
193 made via telephone at 720-531-0340 or online at
194 www.uscenterforsafesport.org/report-a-concern. Various state laws may also
195 require reporting to law enforcement or to a designated child protection agency.
196 **306.2** Filing a knowingly false allegation of child abuse and sexual misconduct is
197 prohibited and may violate state criminal law and civil defamation laws. Any

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203 [person making a knowingly false allegation of sexual misconduct shall be subject](#)
204 [to disciplinary action by USA Swimming.](#)
205 [306.3 Neither civil nor criminal statutes of limitation apply to reports of cases of](#)
206 [sexual abuse.](#)

207
208 [307.1 No Member shall retaliate against any individual who has made a good](#)
209 [faith report under 306.1 or 304.3.14.](#)
210 [307.2 For the purposes of 307.1, there shall be a rebuttable presumption that](#)
211 [any adverse action regarding the employment, membership, or other material](#)
212 [rights of an individual who has made a good faith report under 306.1 or 304.3.14](#)
213 [within 90 days of a report is retaliatory. An adverse action includes, without](#)
214 [limitation: discharge or termination; demotion or reduction in compensation for](#)
215 [services; or the removal of or from, or restrictions on, access to facilities, team](#)
216 [activities or team membership privileges.](#)

217
218 **Section 4.02.3: Athlete Protection: [LSC Travel Policies](#)**

- 219 1. 305.6.1 Regardless of gender, a coach shall not share a hotel room or other
220 sleeping arrangement with an athlete unless the coach is the parent, guardian,
221 sibling, or spouse of that particular athlete.
- 222 2. 305.6.2 Team managers and chaperones must be members of USA Swimming
223 and have success- fully passed a USA Swimming-required criminal background
224 check.
- 225 3. 305.6.3 When only one athlete and one coach travel to a competition, the
226 athlete must have his/her parent's (or legal guardian's) written permission in
227 advance to travel alone with the coach.
- 228 4. 305.6.4 Clubs and LSCs shall develop their own travel policies. USA Swimming
229 will provide a model club travel policy as an example. Club travel policies must
230 be signed and agreed to by all athletes, parents, coaches and other adults
231 traveling with the club.

232
233 **Section 4.03 BEST PRACTICE GUIDELINES**

234 The following Best Practice Guidelines are strongly recommended for all USA Swimming
235 members.

- 236 1. **Parent Support for Athletes**
237 Parents should be encouraged to appropriately support their children's swimming
238 experience.
- 239 2. **Practice open to parents**
240 All swimming practices should be open to observation by parents.
- 241 3. **Two-deep Leadership**
242 One coach member and at least one other adult who is not in the water should be
243 present at all practices and other sanctioned club activities whenever at least one
244 athlete is present. Clubs and coaches should evaluate their seasonal plans and map out
245 how to best accomplish this strongly recommended guideline.

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Deleted: The following policies related to Athlete Protection are mandatory components of the USA Swimming Code of Conduct¶
305.1 Inappropriate touching between an athlete and an adult non-athlete member or Participating Non-Member (as defined in 401.1) is prohibited, including, but not limited to, excessive touching, hugging, kissing, and having an athlete sit on a non-family member adult's lap.¶
305.2 Any inappropriate sexual conduct or advance, or other inappropriate oral, written, visual, or physical conduct of a sexual nature at any time, past or present toward any person under the age of eighteen (18) by (i) a coach member or other non-athlete member, or (ii) any other adult participating in any capacity whatsoever in the activities of USA Swimming (whether such adult is a member or not) is prohibited.¶
305.3 Any rubdown or massage performed on an athlete by any adult member or Participating Non-Member, excluding the spouse, parent, guardian, sibling, or personal assistant of such athlete, is prohibited unless such adult is a licensed massage therapist or other certified professional. Any rubdown or massage performed at a swim venue by a licensed professional must be conducted in open/public locations and must never be done with only the athlete and licensed massage therapist in the room. Even if a coach is a licensed massage therapist, the coach shall not perform a rubdown or massage of an athlete under any circumstances.¶
305.4 Use of audio or visual recording devices, including a cell phone camera, is not allowed in changing areas, rest rooms or locker rooms.¶
305.5 Employees and volunteers of USA Swimming, Zones, LSCs and member clubs who interact directly and frequently with athletes as a regular part of their duties and individuals with any owner- ship interest in a member club must be non-athlete members of USA Swimming and satisfactorily complete criminal background checks as required by USA Swimming. This does not apply to volunteers such as timers, marshals, computer operators, etc., who only have limited contact with athletes during a meet. Any individual who is banned, currently suspended or ineligible for ... [1]

Deleted: 305.6

Commented [MC4]: This makes sense to keep in our policies to me.

Deleted: Section 4.02.3: Athlete Protection: 305.7 Implementing Anti-Bullying Policy¶

Clubs shall establish their own action plans for implementing USA Swimming's anti-bullying policy. USA Swimming shall provide a model plan as an example which shall serve as the default for any club that fails to establish its own plan. Club anti-bullying plans must ... [2]

- 401 **4. Open and Observable Environment**
402 An open and observable environment should be maintained for all interactions between
403 adults and athletes. Private, or one-on-one situations, should be avoided unless they are
404 open and observable. Common sense should be used to move a meeting to an open and
405 observable location if the meeting inadvertently begins in private.
- 406 **5. Invitations by coaches to athletes**
407 Coaches should not invite or have an athlete(s) to their home without the permission of
408 the athlete’s parents (or legal guardian).
- 409 **6. Two-deep Leadership during Travel**
410 During team travel, when doing room checks, attending team meetings and/or other
411 activities, two-deep leadership and open and observable environments should be
412 maintained.
- 413 **7. Coaches Transporting Athletes**
414 Athletes should not ride in a coach’s vehicle without another adult present who is the
415 same gender as the athlete, unless prior parental permission is obtained.
- 416 **8. Overnight Team Travel:**
417 During overnight team travel, if athletes are paired with other athletes they shall be of
418 the same gender and should be a similar age.
- 419 • Where athletes are age 13 & Over, chaperones and/or team managers would
420 ideally stay in nearby rooms.
- 421 • When athletes are age 12 & Under, chaperones and/or team managers may stay
422 with athletes. Where chaperones/team managers are staying in a room with
423 athletes, they should be the same gender as the athlete and written consent
424 should be given by athlete’s parents (or legal guardian).
- 425 **9. Attending Meets (One Coach with a single athlete)**
426 When only one athlete and one coach travel to a competition, at the competition the
427 coach and athlete should attempt to establish a “buddy” club to associate with during
428 the competition and when away from the venue.
- 429 **10. Proper Communications between adults and athletes**
430 Communications between non-athlete adult members and athletes should not include
431 any topic or language that is sexual or inappropriate in nature.
- 432 **11. Respect Physical Privacy of Athlete/Non-Athlete Members**
433 Non-athlete adult members should respect the privacy of athletes in situations such as
434 changing of clothes, showering, etc. Non-athlete adult members should protect their
435 own privacy in similar situations.
- 436 **12. Managing Appropriate Relationships**
437 Relationships of a peer-to-peer nature with any athletes should be avoided. For
438 example, coaches should avoid sharing their own personal problems with athletes.
- 439 **13. Avoid Horseplay and Roughhousing**
440 Coaches and other non-athlete adult members should avoid horseplay and
441 roughhousing with athletes.

- 442 14. **Touching an athlete as part of instruction**
 443 When a coach touches an athlete as part of instruction, the coach should do so in direct
 444 view of others and inform the athlete of what he/she is doing prior to the initial contact.
 445 Touching athletes should be minimized outside the boundaries of what is considered
 446 normal instruction. Appropriate interaction would include high fives, fist bumps, side-to-
 447 side hugs and handshakes.
- 448 15. **Contact with Athletes Outside of Club Programs**
 449 Coaches should not initiate contact with or accept supervisory responsibility for athletes
 450 outside club programs and activities.
- 451 16. **Sexual Intimacies with Former Athletes**
 452 Coaches should not engage in sexual intimacies with a former athlete for at least two
 453 years after the cessation or termination of professional services.
- 454 17. **Coaches Responsibilities and Caution: Sexual Relationships with Former Athletes**
 455 Because sexual intimacies with a former athlete are frequently harmful to the athlete,
 456 and because such intimacies undermine public confidence in the coaching profession
 457 and thereby deter the public's use of needed services, coaches should not engage in
 458 sexual intimacies with former athletes even after a two-year interval except in the most
 459 unusual circumstances. The coach who engages in such activity after the two years
 460 following cessation or termination of the coach-athlete relationship bears the burden of
 461 demonstrating that there has been no exploitation, in light of all relevant factors,
 462 including:
- 463 • The amount of time that has passed since the coach-athlete relationship
 464 terminated;
 - 465 • The circumstances of termination;
 - 466 • The athlete's personal history;
 - 467 • The athlete's current mental status;
 - 468 • The likelihood of adverse impact on the athlete and others; and
 - 469 • Any statements or actions made by the coach during the course of the athlete-
 470 coach relationship suggesting or inviting the possibility of a post-termination
 471 sexual or romantic relationship with the athlete or coach.
 - 472 • Both the athlete and the coach must be 18 years of age or older.

473 **Article V. NON-COMPLIANCE PENALTIES**

474 **Section 5.01 SWIMMING OUT OF CLASSIFICATION**

475 The National Times Verification (NTV) Officer of Hawaiian Swimming has the right to confer
 476 penalties after the fact (subsequent to the meet) if, in the due course of time, violations come
 477 to his/her attention. The effect of this action will be:

- 478 • ~~The Meet Referee, Admin Referee or Meet Director shall notify the NTV of any~~
 479 ~~violations other than Flex swimmers to be investigated.~~
- 480 • No record will be recognized.
- 481 • Times will be voided.

Deleted: Section 4.04 CLUB MODEL BULLYING POLICY

The following model bullying policy shall be adopted by each HSIS Club.

Action Plan of the [insert name of the club] to Address Bullying

Purpose

Bullying of any kind is unacceptable at [insert the name of the club] (the "Club") and will not be tolerated. Bullying is counterproductive to team spirit and can be devastating to a victim. The Club is committed to providing a safe, caring and friendly environment for all of our members. If bullying does occur, all athletes and parents should know that incidents will be dealt with promptly and effectively. Anyone who knows that bullying is happening is expected to tell a coach, board member or athlete/mentor.

Objectives of the Club's Bullying Policy and Action Plan:

- To make it clear that the Club will not tolerate bullying in any form.
- To define bullying and give all board members, coaches, parents and swimmers a good understanding of what bullying is.
- To make it known to all parents, swimmers and coaching staff that there is a policy and protocol should any bullying issues arise.
- To make known how to report bullying clear and understandable.
- To spread the word that (Name of Club) takes bullying seriously and that all swimmers and parents can be assured that they will be supported when bullying is reported.

Prohibition of Bullying

The USA Swimming Code of Conduct prohibits bullying. Generally, bullying is the use of aggression, whether intentional or not, which hurts another person. Bullying results in pain and distress.

Definition of Bullying

Bullying is the severe or repeated use by one or more USA Swimming members of oral, written, electronic or other technological expression, image, sound, data or intelligence of any nature (regardless of the method of transmission), or a physical act or gesture, or any combination thereof, directed at any other member that to a reasonably objective person has the effect of causing physical or emotional harm to the other member or damage to the other member's property.

Deleted: must

Commented [MC6]: 1. There's no way NTV will check the meet requirements for most meets, so someone in charge at the meet will need to request this from the NTV to pursue. 1a. This penalty goes to Hawaiian Swimming who sanctioned the event.
 2. Can a Host Team or Organization (e.g. OSL, MAGSA or BIS) hold standards that can be fined and paid to the organization if they put it in their sanction?

608 Responsible person(s) and/or group members are subject to consideration for punitive
609 action. A twenty-five dollar (\$25) penalty per swimmer per meet for swimming out of
610 classification will be imposed. [If the Flex swimmer registers as a premium member within](#)
611 [thirty \(30\) days from notification of the violation to the team by a meet official or NTV the](#)
612 [twenty-five dollar \(\\$25\) penalty may be waived.](#)

613 •
614

615 **Section 5.02 NON-REGISTERED SWIMMERS**

616 The Registration Coordinator of Hawaiian Swimming has the right to confer penalties after the
617 fact (subsequent to the meet) if, in the due course of time, violations come to his/her attention.

- 618 1. The penalty for a non-registered swimmer participating in a meet will be a hundred-
619 dollar (\$100) fine per swimmer per event swum.
- 620 2. The penalty is in accordance with USA Swimming Rules and is payable within 30 days of
621 written notification.

622 **Section 5.03 POST MEET REQUIREMENT VIOLATIONS**

623 The Age Group Vice-chair of Hawaiian Swimming has the right to confer penalties after the fact
624 (subsequent to the meet) if, in the due course of time, violations come to his/her attention.

- 625 1. The penalty for not adhering to all post meet requirements set forth in Section IV,
626 Sanctions and Post Meet Requirements, is a fifty dollar (\$50) fine per meet.
- 627 2. The penalty is payable within thirty (30) days of written notification from the Age Group
628 Vice-chair.

629 **Section 5.04 LATE ENTRY FEES**

630 Fees for late entries will be established by the Age Group Committee.

631 **Section 5.05 NON-REGISTERED COACHES**

632 The Registration Coordinator of Hawaiian Swimming has the right to confer penalties after the
633 fact subsequent to unauthorized coaching at a swim meet or other USA Swimming sanctioned
634 events, including coaching at a USA Swimming team practice, if in the due course of time,
635 violations come to his/her attention. Coaches are subject to the requirements and rules of USA
636 Swimming, and are subject to all penalties, disqualifications, suspensions, disbarments, or
637 censure as outlined in Article 401.1 of USA Swimming Rules and Regulations.

- 638 1. The Group Member will be assessed a fine of one-hundred dollars (\$100) per day for a
639 non-registered person coaching in a USA Swimming sanctioned swim meet and/or swim
640 practice.
- 641 2. The penalty is in accordance with USA Swimming Rules and is payable within 30 days of
642 written notification.

643 **Section 5.06 NON-CERTIFIED COACHES**

644 The Registration Coordinator of Hawaiian Swimming has the right to confer penalties after the
645 fact subsequent to unauthorized coaching at a swim meet or other USA Swimming sanctioned
646 events including coaching at a USA Swimming team practice if, in the due course of time,
647 violations come to his/her attention. Coaches are subject to the requirements and rules of USA
648
649
650

Deleted: <#>If the violation is a Flex swimmer swimming a meet beyond the allowed number, the above fine will be imposed if the swimmer is not registered for annually before 30 days have passed (notification required to the team by Meet officials).¶

Deleted: <#>Note that Flex swimmers swimming more than allowed meets can register within 30 days and no fine will be incurred.¶

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660 Swimming, and are subject to all penalties, disqualifications, suspensions, disbarments, or
661 censure as outlined in Article 401.1 of USA Swimming Rules and Regulations.
662 False certification – an individual that falsely claims they are a current certified coach (by
663 statement, in writing, or by coaching) and participates in a USA Swimming sanctioned swim
664 meet or other USA Swimming sanctioned events including coaching at a USA Swimming team
665 practice shall be penalized as follows. Should the individual fail to pay the determined fine the
666 responsibility of the fine will be the responsibility of the Group Member that the individual was
667 coaching for.

- 668 1. The individual will be assessed a fine of one-hundred dollars (\$100) for the first offense
669 and will not be allowed to coach for any Hawaiian Swimming registered club until the
670 individual receives his/her coaching certification.
- 671 2. The individual and the Group Member Head Coach, each, will be assessed a fine of one-
672 hundred (\$100) per event day and/or practice day for the second offense. In addition,
673 the individual and the Group Member Head Coach will be suspended from coaching any
674 Hawaiian Swimming registered athlete or club for not less than ninety (90) days and not
675 more than one (1) calendar year from the time the penalty is declared.
- 676 3. For the third or subsequent offense, the Executive Board or its designated committee of
677 three (3) members that will include the Senior Coaches Representative as the chair will
678 hold a hearing to determine the penalty for the individual and the Group Member that
679 was coaching without USA Swimming certification. The result of the penalty for the
680 individual failing to coach with proper certification will include a minimum suspension
681 from coaching under Hawaiian Swimming for a term not less than two (2) calendar years
682 from the time the penalty is determined.
- 683 4. The penalties are in accordance with USA Swimming Rules and is payable within 30 days
684 of written notification.

685 **Section 5.07 COACHING REGISTERED AND NON-REGISTERED ATHLETES**

687 The Registration Coordinator of Hawaiian Swimming has the right to confer penalties after the
688 fact subsequent to simultaneously coaching both USA Swimming registered and non-USAS /
689 non-USMS registered athletes, if in the due course of time, violations come to his/her attention.
690 Coaches are subject to the requirements and rules of USA Swimming, and are subject to all
691 penalties, disqualifications, suspensions, disbarments, or censure as outlined in Article 401.1 of
692 USA Swimming Rules and Regulations.

- 693 1. A certified USA Swimming Coach training USA Swimming registered and non-USAS /
694 non-USMS registered athletes (“mixed”) in violation of USA Swimming Rules and
695 Regulations will be assessed a fine of one-hundred dollars (\$100) per day and an
696 immediate suspension of thirty (30) days.
- 697 2. The penalties are in accordance with USA Swimming Rules and is payable within 30 days
698 of written notification.

700 **PART TWO: POLICIES AND PROCEDURES**

701 **ARTICLE VI. SANCTIONS**

702

703 **Section 6.01 Jurisdiction**

704 The LSC Sanction Chair is responsible for approving and confirming requirements and
705 conditions of competition within the jurisdiction of HISI. Procedures and requirements for
706 Sanctioned Meets, Approved Meets, and Observed Swims are defined in Article 202 of the USA
707 Swimming Rules and Regulations. Additional requirements and conditions established by
708 Hawaiian Swimming follow. Failure to adhere to prescribed requirements and conditions may
709 result in the withdrawal of the sanction if the violation occurs prior to the meet or referral to
710 HISI Board of Directors for determination of punitive action against an individual(s) and/or
711 group member(s).

712
713 **Section 6.02 LSC Sanction Chair**

714 The HISI Age Group Vice-Chair will serve as the LSC Sanction Chair. The LSC Sanction Chair may
715 designate the ability to approve and post sanctioned events to other LSC members with
716 notification to the LSC board.

717
718
719 **Section 6.03 GRANTING A SANCTION**

720 Granting a Hawaiian Swimming sanction expressly confers on the requesting group member the
721 responsibility of adhering to Hawaiian and USA Swimming Rules. Failure to adhere to prescribed
722 rules will result in the withdrawal of the sanction if the violation occurs prior to the meet or
723 referral to Hawaiian Swimming for determination of punitive action to be taken against an
724 individual(s) and/or team(s).

725
726 **Section 6.04 SANCTIONS ARE REQUIRED**

727 All Hawaiian Swimming swim meets require a sanction.

728
729 **Section 6.05 Additional Requirements/Conditions of Sanction:**

730 The requirements and conditions for a sanction shall be consistent with Section 202.2 and
731 202.3 of USA Swimming Rules and Regulations and are summarized below:

- 732 1. Sanction requests are for the sole purpose of improving competitive swimming. Any
733 income derived from sanctioned events must be used for the further promotion of the
734 sport of swimming, an approved charity, or the general welfare of Hawaiian Swimming
735 as a whole.
- 736 2. The sponsoring Group Member must be a “member in good standing”.
- 737 3. The title of the meet must be appropriate to/for Hawaiian Swimming.
- 738 4. Requests for sanction must be submitted using the approved LSC Sanction Request
739 form.
 - 740 a. Required Meet Announcement Information (must be submitted with Sanction
741 Application):
 - 742 i. Option 1 - Electronic document file including: i) Meet Director(s) name,
743 phone, and e-mail, ii) Entry Coordinator name, phone, and e-mail, iii)
744 venue information, iv) event/session schedule (times and listing), v) fees,
745 who & where to send, vi) entry requirements and restrictions, vii) entry

746 registration due date, ix) awards, x) and all other items required in USA-
 747 Swimming 2016 Rulebook §202.4.9.
 748 ii. Option 2 - Reference prior meet announcement with similar meet/event
 749 format including the following information: i) Prev. Sanction#/Link: ii)
 750 Meet Director(s) Name, Phone and Email iii) Entry Coordinator Name,
 751 Phone and Email iv) How meet fees are to be paid.
 752 b. An electronic Meet Management file and Meet Entry File shall be submitted with
 753 the Request for Sanction.
 754 5. All sanctions must be signed by the Sanction Chair or designate and retained.
 755 a. All sanction application forms and on all forms upon which official sanctions are
 756 granted shall have the clauses: "In granting this sanction it is understood and
 757 agree that USA Swimming shall be free from any liabilities or claims for damages
 758 arising by reason of injuries to anyone during the conduct of the event."
 759 "Any swimmer entered in the meet must be certified by a USA Swimming
 760 member-coach as being proficient in performing a racing start or must start each
 761 race from within the water. When unaccompanied by a member-coach, it is the
 762 responsibility of the swimmer or the swimmer's legal guardian to ensure
 763 compliance with this requirement."
 764 b. Unless approved in writing in advance of the competition by the Program & Events
 765 Committee Chair or designee, operation of a drone, or any other flying apparatus, is
 766 prohibited over the venue (pools, athlete/coach areas, spectator areas and open ceiling
 767 locker rooms) any time athletes, coaches, officials and/or spectators are present.
 768 c. Deck changes are prohibited.
 769 d. Use of audio or visual recording devices, including a cell phone, is not permitted in
 770 changing areas, restrooms, or locker rooms.
 771 e. Photography behind the starting area(s) is not permitted.
 772 Application for sanction must include complete meet information, dates for event,
 773 statement of awards, schedule of lanes and times for all warm-up procedures, include a
 774 statement about the depth of the water at the start and turn ends of the pool. It will
 775 also indicate whether the pool has been certified by USA Swimming in accordance with
 776 104.2.2C(4).
 777 6. All meet directors, referees, starters, and stroke and turn judges, serving in an official
 778 capacity in a sanctioned event, must be currently registered members of USA Swimming
 779 or other FINA member organization.
 780 7. All required certifications and background checks must be current.
 781 8. All entrants into a sanctioned meet must be currently registered members of USA
 782 Swimming or other FINA member organization.

784 **Section 6.06 APPLYING FOR A SANCTION**

785 Requests for sanction will be sent to the Age Group Vice-Chair or designee using the Application
 786 for Sanction form. This application should be received 30 days prior to the meet. If confirmation
 787 of receipt of application is not provided within 48 hours applicant must send application and
 788 other required information to the LSC General Chair AND Admin Vice-Chair or approval of the
 789 application may be delayed.
 790

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806 **Section 6.07 PROCEDURES FOR APPLYING FOR A SANCTION**

- 807 1. Requests for sanction must be submitted using the approved LSC Sanction Request
808 form. Electronic signatures or scanned signed forms are permitted. The form is
809 posted on the Hawaiian Swimming Website
810 https://www.teamunify.com/SubTabGeneric.jsp?team=hslsc&_staid =46575
811 2. The application shall include the meet announcement with all required information
812 as stated above.
813 3. Unless otherwise requested, payment for the sanction fee, and the LSC's portion of
814 entry and surcharge fees may be submitted with meet financial report.
815 4. Sanction fees shall be sent to the LSC Treasurer (or electronically transferred to
816 Hawaiian Swimming account) and a copy to the Age Group Vice- chair.

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Deleted: <https://www.teamunify.com/hslsc/UserFiles/File/Documents/Application%20for%20Sanction-v20180915-s.pdf>

Deleted: The forms should be received by the designated date, which is 45 days prior to the meet.

Deleted: LSC equipment rental fees,

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817 **Section 6.08 OPEN WATER SANCTION APPLICATIONS**

818 Applicants for sanction of an open water competition shall complete the application approved
819 by USA Swimming. Before an open water competition is sanctioned by the LSC, the LSC sanction
820 officer shall submit the completed sanction packet to USA Swimming for review and approval.

821
822 **Section 6.09 REQUEST FOR SANCTION DECISIONS**

823 Decision on the request for sanction will be furnished to the requesting group member in
824 writing.

- 825 1. If an application is denied, specific reasons for such action will be stated within 10 days
826 of the receipt of the application. If the requesting group members can correct the
827 deficiency, they may resubmit the application.
828 2. If approval is granted, the Age Group Vice-Chair or designee will notify the group
829 member applying for the sanction, maintain a signed copy of the application and post
830 the meet announcement on the Hawaiian Swimming website.

831
832 **Section 6.10 POSTING MEET ANNOUNCEMENTS**

833 Upon the granting of the sanction, the meet announcement and meet entry file will be posted
834 on the Hawaiian Swimming Website.

- 835 1. Preparation for and conduct of the meet must adhere to the conditions of the sanction
836 guidelines.
837 2. The group member must receive approval from the Age Group Chair (or designee) for
838 any proposed changes. The sponsoring group member shall notify all appropriate group
839 members and the meet referee of any changes prior to the start of the meet.

840
841 ↓
842 **Article VII. MEET SCHEDULES, TIME STANDARDS, TYPES OF MEETS**

843
844 **Section 7.01 MEET SCHEDULES**

845 **7.01.1 Coordination**

846 To ensure proper coordination and programming of available dates, the swim year
847 schedule in its original form will show the Age Group, Senior, High School observed (ILH,

Deleted: Section 6.11 POST MEET REQUIREMENTS

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The sponsoring group member's responsibilities under the sanction continue until all post meet requirements are met. ¶
A complete financial report with payment of appropriate LSC fees shall be postmarked within fourteen (14) days to the LSC Treasurer. ¶
Failure to submit the financial report by the deadline will result in a fifty dollar (\$50) penalty. The penalty is payable within thirty (30) days of written notification. ¶

867 OIA, MIL, BIIF, KIF) and national meets if and when a schedule is provided by the
868 respective authorities representing the other swimming programs.

869 7.01.2 Club Sponsorship Requirements

870 With LSC-Region leagues coordinating meets for all islands, Group Members are
871 expected to work with their Leagues to coordinate in the sponsorship or co-
872 sponsorship of regular age group meets during the swimming year. Group

873 Members whose athletes compete in less than five (5) Hawaiian Swimming age
874 group program meets during the swimming year are exempt from this
875 requirement.

876 7.01.3 Age Group Program Meet Schedule

877 Preliminary age group championship meet schedule will be developed by the Age Group
878 Committee and by the end of March prior to the upcoming swim year.

879 7.01.4 Senior Program Meet Schedule

880 Preliminary senior swimming championship meet schedule will be developed by the
881 Senior Committee by the end of March prior to the upcoming swim year.

882 7.01.5 Preliminary Meet Schedule to Region Leagues

883 A preliminary meet schedule with Championship Dates will be supplied to Region
884 leagues by the end of March to add their Region meets to the schedule. Region meets
885 must be added by the May 15.

886 7.01.6 Primary Meets

887 "Primary" meets are meets included on the annual swim year schedule which meet the
888 following objectives/criteria:

- 889 1. Part of a progression of meets leading up to the next season-ending
890 championship meet(s).
- 891 2. Open to all Hawaiian Swimming members (except when restricted due to overall
892 meet size).
- 893 3. LSC defined "Age Group Meet" class (i.e. unclassified, classified, BC, ABC, A+,
894 AA+, etc).
- 895 4. Includes primarily standard events and standard format (i.e. not a novelty meet).

896 7.01.7 Scheduling Conflicts

897 In general, Hawaiian Swimming will not sanction meets for the same/similar level of
898 athletes on the same day(s) without Region leagues approval and ensuring that
899 sufficient equipment and officials are scheduled for the meets. Neighbor islands' meets
900 are not considered in conflict with meets on other islands.

901 7.01.8 Awarding of Invitationals

902 The Age Group Committee, with the approval of the Board of Directors, will establish a
903 procedure for the approving of bids for invitational meets.

904 7.01.9 Scheduling Restrictions Due to Conflicts:

- 905 1. No sanction is permitted for an event occurring on the same days as a Hawaiian
906 Swimming Championship meet.
 - 907 2. No sanction for an invitational class meet is permitted the weekend prior to or
908 the weekend after an Age Group Championship meet.
 - 909 3. No sanction is permitted for invitational meets on consecutive weekends.
- 910

Commented [MC8]: With leagues for each island, this requirement will fall upon the leagues that schedule their meets.

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Deleted: All Group Members shall sponsor one (1) "Primary" regular season age group meet OR co-sponsor with another group member two (2) "Primary" regular season age group meets during the swimming year. The sponsorship of all other meets does not satisfy this requirement.

Deleted: <#>Group Members are to submit their schedule preferences and/or restrictions to the Age Group Chair no later than 30 days after the posting of the initial approved schedule. The Age Group Committee shall then assign sponsor dates to each Group Member taking into consideration submitted requests and restrictions, venue availability, historical, and other factors determined to be in the best interest of each respective island. Group Members who do not host an invitational class meet shall have preference over hosts of invitational class meets for assignment of their meet sponsorship requirement. If a tie-breaker is needed, the Group Member with fewer registered athletes shall have their preference of meet sponsorship assignment. ¶

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941 **Section 7.02 TIME STANDARDS:**

942 The Age Group Committee and Senior Program Committee will review on an annual basis the
943 time standards for their respective divisions.

- 944 1. Proposed changes, if any, should be submitted to the HSIS Board of Directors for review
945 and comment by August 15th,
946 2. A final proposal should be submitted to the HSIS Board of Directors for vote by August
947 30th.
948 3. Approved changes should be posted to the HSIS website by September 1st.
949 4. Western Zone and USA Swimming Senior standards should be included in postings when
950 provided by their respective governing bodies.
951

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952 **Section 7.03 TYPES OF MEETS**

953 To preclude any misunderstanding or wrong interpretation of the types of meets being held,
954 the following definitions apply:

955 **7.03.1 Championship Meets**

956 A meet in which entry to the individual events is limited to swimmers who have
957 achieved the relevant championship qualifying time in each event entered.

- 958 1. The Age Group/Senior Committee will establish the order of events.
959 2. The Age Group Championship and Senior Championship meets will determine
960 the champions of the respective Hawaiian Swimming program and should be a
961 preliminaries and finals meet.
962 3. Swimmers must have achieved championship qualifying times from the first day
963 of the previous corresponding championship meet to entry deadline.
964 4. Swimmers may enter all qualified events but are limited to compete in a
965 maximum of three (3) individual events per day and a maximum of eight (8)
966 individual events for the meet.
967 5. Entry into age group championship meets is restricted to swimmers registered
968 with Hawaiian Swimming.
969 6. Required notice to move a venue for a Hawaiian Swimming meet will be sixty
970 (60) days prior to the start of the meet.
971 7. A maximum of two (2) "bonus entries" may be permitted. Bonus entries may be
972 limited to a minimum entry time of the Hawaiian Swimming AA-time standard.

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973 **7.03.2 Hawaiian Swimming approved meets**

- 974 1. The requesting group must meet the requirements for approval in accordance
975 with USA Swimming rule (202.6 REQUIREMENTS FOR APPROVAL). Submit a
976 "Request for Approval" form to the Age Group Vice-chair twenty (20) days prior
977 to the meet for pre-approval before competition.
978 2. The High School League Championships and Hawaii High School State
979 Championships are the only pre-approved meets, but each is subject to USA
980 Swimming rule (202.8 REQUIREMENTS FOR OBSERVED SWIMS)
981 3. The completed "Request for Approval" form must be resubmitted within ten (10)
982 days after the meet for the Board's final approval indicating the proper USA
983 Swimming officials.

984 **7.03.3 Invitational Meets**

- 988 1. A meet for competition for those swimmers, organizations, and clubs invited by
 989 the host.
 990 2. All registered Hawaiian Swimming Members, in good-standing, are invited by
 991 default.
 992 3. The Hawaiian 'AA' time standard shall be used as the minimum entry time
 993 requirement. If the new-year time standards are not published when the
 994 sanction is approved, the current year time standards will be used.
 995 4. ~~All~~ Open [division] events will be the ~~[15-18]~~ age group standard.
 996 5. ~~If~~ non-standard age group/division events are offered, the Hawaiian Swimming
 997 time standards of the fastest age group for those events shall be used (e.g. 11-12
 998 times standards to be used for 11&Un events).
 999 6. The minimum age for entry into an Open division event shall be 11 years old or
 1000 older.
 1001 7. The order and type of events offered shall be developed by the sponsoring group
 1002 member and approved by the Age Group Committee.
 1003 8. A maximum of two (2) "bonus entries" may be permitted. Bonus entries may be
 1004 limited to a minimum entry time of the Hawaiian Swimming A-time standard.
 1005 The anticipated meet timeline shall be considered when determining bonus
 1006 entry limits and/or restrictions. Eligible athletes must be entered in at least one
 1007 (1) event for which they have achieved the Hawaiian Swimming AA time
 1008 standard. Bonus events may be swum on the same or separate days and count
 1009 towards event entry limits.

1010 **7.03.4 Prelims/finals Meets**

1011 Meets which offer prelims/finals events shall adhere to the
 1012 requirements/policies/procedures of Invitational Meets.

1013 **7.03.5 A+ Meets**

1014 Entry times will be Hawaiian 'A' or better.

1015 **7.03.6 A/B/C Meets**

1016 Limited to swimmers who have achieved Hawaiian 'A' level times or slower in the event
 1017 and distance offered. No individual shall be permitted to compete in more than three
 1018 (3) individual events and one (1) relay per day.

1019 **7.03.7 B/C Meets**

1020 Limited to developmental swimmers who have not yet achieved the Hawaiian 'A' time in
 1021 that event and distance. No individual shall be permitted to compete in more than three
 1022 (3) individual events and one (1) relay per day.

1023 **7.03.8 Classified Meets**

1024 A meet in which entry to the individual events is limited to swimmers who have met or
 1025 bettered the time standard in each event entered.

1026 **7.03.9 Unclassified Meets**

1027 A meet for which entry is not based on any minimum Hawaiian Swimming time
 1028 standards.

1029 **7.03.10 Non-conforming Meets**

Deleted: If the host does not offer 15-16 age group events, the minimum time standard for the

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Deleted: If the 15-16 age group events are offered, the 17-18 age group minimum time standard will apply to the Open [division] events.

Deleted: <#>If the 15-16 age group time standards are used for the Open division, 17-18 year old athletes may enter events with times that meet the 17-18 time standards where the 17-18 time standards are slower than the 15-16 time standards. ¶

1041 A meet for which entry is not based on any minimum Hawaiian Swimming time
1042 standards and the events to be offered do not conform to nationally recognized events
1043 and age groups.

1044 **7.03.11 Intra-club Meets**

1045 A meet held within the group member's club. An intra-club meet cannot be in conflict
1046 with another sanctioned meet in the Region if it allows swimmers of the same/similar
1047 level as the sanctioned event.

1048 **7.03.12 Inter-club Meets**

1049 A meet held between two or more USA Swimming registered group member clubs. An
1050 inter- club meet cannot be in conflict with another sanctioned meet in the Region if it
1051 allows swimmers of the same/similar level as the sanctioned event.

1052 **7.03.13 Novice Meets**

1053 A single or multi-club meet for athletes new to the sport of swimming who have not
1054 achieved a Hawaiian Swimming 'A' time standard in any event (excluding 25 Y/M
1055 events). Meet events are limited 100 Y/M or shorter events and should be planned to be
1056 no longer than one (1) hour in length. Novice meets are non-award no entry fee meets.

1057 **7.03.14 Senior Meets**

- 1058 1. The format of the meet, event types and order, and entry restrictions and/or
- 1059 requirements shall be developed by the sponsoring group member and
- 1060 approved by the Senior Program Committee.
- 1061 2. Meets shall be open to all members of FINA recognized organizations.
- 1062 3. The minimum age for entry into any event shall be 12 years old or older.

1063 **7.03.15 Western Zone Championships**

1064 The participation of Team Hawaii at the Western Zone Championships is currently the
1065 only "all-star" team participating in a USA Swimming sanctioned meet and is available to
1066 Hawaiian Swimming registered Age Group swimmers. The major task is to assemble the
1067 Hawaii contingent consisting of a coordinator, swimmers, coaches, and chaperones as
1068 well as coordinate all travel accommodations.

1069 7.03.15.1 The Age Group Vice-chair will establish the planning team. The Team
1070 Hawaii Coordinator will be the Age Group Vice-chair or a designated
1071 appointee. The planning committee will consist of the following members:
1072 Team Hawaii Coordinator, LSC Treasurer, Chaperone Coordinator,
1073 Coaches' Representative and/or previous year Team Hawaii Head Coach,
1074 and Swimmers' Representative or previous Team Hawaii swimmer.

1075 7.03.15.2 The Hawaii NTV person will maintain a database of Hawaiian Swimming
1076 meet results to create the required entry file for the Western Zone in
1077 coordination with the Team Hawaii Coordinator.

1078 **1. Team Hawaii Coordinator**

- 1079 i. Will be responsible for the planning, organization, and
- 1080 coordination of the Team Hawaii participation and chair the Team
- 1081 Hawaii Committee
- 1082 ii. Will appoint a Travel Coordinator and Team Uniform Coordinator
- 1083 iii. Will be responsible for the following Western Zone requirements

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- 1086 i. Coordinate application process for swimmers, coaches,
 1087 chaperones
 1088 ii. Team entries and fees
 1089 iii. Team and social activities
 1090 iv. Confirm attendees to the Western Zone meeting
 1091 **2. LSC Treasurer**
 1092 i. Will be responsible for the collection and distribution of all funds.
 1093 This includes swimmer deposits, payments, and subsidies,
 1094 revenues and expenses that are specific and documented as a line
 1095 item for the Western Zone program
 1096 **3. Chaperone Coordinator**
 1097 i. Evaluates chaperone applications and forwards selection to the
 1098 Team Hawaii Coordinator. The Committee will review the
 1099 recommended candidates for approval. The recommended
 1100 criteria for selection are a combination of experienced and
 1101 competent new volunteers.
 1102 ii. The group of chaperones will consist of the Coordinator and a
 1103 minimum of 2 chaperones. Additional chaperone(s) will be
 1104 considered to have at least 1 chaperone for every 12 athletes.
 1105 iii. The group will be responsible for the coordination of
 1106 i. Team meals
 1107 ii. Transportation during the competition (will work with the
 1108 Travel Coordinator)
 1109 iii. Room and chaperone assignments
 1110 iv. Coordinate with the Head Coach on the room assignments for the
 1111 coaches
 1112 **4. Coaches' Representative**
 1113 i. Evaluate applications and forward recommendations to
 1114 Coordinator. The Committee will review the recommended
 1115 candidates for approval. The recommended selection will be for
 1116 one (1) head coach and up to three (3) additional coaches
 1117 depending on expected team size.
 1118 ii. The recommended criteria for selection of the Head Coach will be
 1119 an experienced Western Zone coach, with demonstrated ability to
 1120 motivate swimmers of all levels and work with other coaches, the
 1121 chaperones, and officials.
 1122 iii. The recommended criterion for the selection of the additional
 1123 three coaches is that at least one of the three have experience as a
 1124 Western Zone coach.
 1125 **5. Swimmers' Representative**
 1126 i. Review applications of swimmers and forward recommendations
 1127 for the team captain(s) to the Coordinator. The Committee will
 1128 review the recommended candidates for approval.

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1132 ii. There will be at least two females and two males to be selected.
1133 The team captains will be experienced Western Zone swimmers
1134 who are responsible, respected by other swimmers, considerate,
1135 and will be supportive to the coaches, chaperones, parents, and
1136 ALL swimmers. \

1137 **6. Travel Coordinator**

- 1138 i. Will be responsible for the following:
- 1139 i. Air travel
 - 1140 ii. Accommodations (room and board)
 - 1141 iii. Ground transportation to/from airport, to/from the
 - 1142 competition venue, and to/from all extracurricular activities

1143 **7. Uniform Coordinator**

- 1144 i. Will be responsible for obtaining the following:
- 1145 i. Swimmer uniform to include competition suit and accessories
 - 1146 ii. Coach and chaperone uniform package
- 1147

1148 **Article VIII. MEET ENTRY PROCEDURES AND ENTRY REQUIREMENTS**

1149 **Section 8.01 MEET ENTRY PROCEDURES**

- 1150 1. Meet entry procedures and entry requirements are specified in the USA Swimming
1151 Rules and Regulations and the meet announcements for sanctioned/approved/observed
1152 meets.
- 1153 2. The Age Group Committee is responsible for establishing meet entry procedures and
1154 entry requirements.
- 1155 3. All procedures and requirements specified in the meet notice are to be adhered to for
1156 all meets.

1157 **Article IX. MEET DEADLINES, LATE ENTRIES, AND POST- MEET REQUIREMENTS**

1158 **Section 9.01 MEET DEADLINES**

- 1159 1. The entry deadline for Hawaiian Swimming swim meets is not to exceed ten (10) days
1160 prior to the meet.
- 1161 2. Once all the information for a meet is confirmed, the meet announcement should be
1162 posted a minimum of twenty-one (21) days prior to the entry deadline, otherwise the
1163 entry deadline may be reduced.
- 1164

1165 **Section 9.02 LATE ENTRIES**

- 1166 1. Each meet announcement will clearly specify the closing date and time for all entries.
1167 Acceptance or rejection of late entries for meets is a prerogative of the sponsoring
1168 group member. If any late entries are accepted, the sponsoring group member ~~may~~
1169 charge the requesting group member a late fee (established by the Age Group
1170 Committee).

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1172 2. For Championship Meets, Late Entries are the addition of any athlete, addition of events
1173 for entered athletes, change of entries for entered athletes, and/or the addition or
1174 relays, submitted after the Meet Entry Deadline specified in the Meet Announcement
1175 until 48 hours prior to the scheduled Scratch Deadline for the first session of the meet.
1176 Late Entries submitted later than 48 hours prior to the scheduled Scratch Deadline for
1177 the first session of the meet will not be accepted.

- 1178 1. The late entry fee will be \$100.00 PLUS twice what the fees would be for all
1179 entries

Deleted: The minimum combined Late Entry Fee for the club submitting Late Entries is \$100. There is no maximum combined Late Entry Fee for a club.

1180 Section 9.03 POST MEET REQUIREMENTS

1181 **9.03.1** The sponsoring group member's responsibilities under the sanction continue, until
1182 the following post meet requirements are met:

- 1183 1. Final results will be posted on the Hawaiian Swimming website no later than 5 days
1184 after the end of the meet unless discrepancies are being resolved.
1185 2. A complete financial report with payment of appropriate LSC fees shall be sent
1186 within fourteen (14) days to the Age Group Vice- chair and a copy to the LSC
1187 Treasurer. Leagues that run multiple meets in a season (SCY & LCM) with only Entry
1188 Fees may submit payment before SCY or LCM Age Group Championships. Failure to
1189 meet the deadline for the financial report may result in a fifty dollar (\$50) penalty.
1190 The penalty is payable within thirty (30) days of written notification.

1191 **9.03.2** The Meet Referee's responsibilities include the following post meet requirements:

- 1192 1. The meet referee or designee will enter the officials' position(s) and session(s)
1193 worked into the OTS data within five days of the completion of the meet.
1194 2. In the event the Referee conducted the meet under a formal protest, he/she will,
1195 subsequent to the meet and by direct correspondence, forward a complete report of
1196 the facts and circumstances to the General Chair to be placed on the agenda for the
1197 next scheduled meeting of the Board of Directors. (Refer to USA Swimming Rules
1198 102.23 Protests)

Deleted: <#>Late Entry Fees are in addition to the standard entry fees specified in the Meet Announcement. ¶

The Late Entry Fee for individual athletes is equal to the per athlete surcharge (facility fee, championship fee, equipment fee, and other per athlete fee combined) specified in the Meet Announcement. ¶
The Late Entry Fee for relays is equal to the entry fee for the relays specified in the Meet Announcement. ¶
EXAMPLES: (a) Adding 2 swimmers, 4 events each – 2 athletes * (Facility fee (\$6) + Championship fee (\$10) + Equipment Fee (\$0) + Entry Fees (4*\$4) = \$64 which is less than \$100 so the fee is \$64 + \$100 = \$164. (b) 2 new swimmers (as in (a) \$64) PLUS a relay (\$10) PLUS 2 relay-only swimmers (2*\$16) PLUS 10 new events for swimmers already entered (10*\$4) = \$146 which is more than \$100 so fee is \$146+\$100=\$246. (c) Entering a whole team late (assuming entry fees are over \$100), Double the entry fee, otherwise entry fee + \$100. ¶

1200 Article X. AWARDS AND SCORING

1201 Section 10.01 AWARDS

1202 It is the responsibility of the sponsoring group member, except for State Championships, to
1203 provide appropriate awards for all meets in accordance with the following:

1204 10.01.1 Non-Invitational Meets

- 1205 1. Hawaii A, B, C meets, non-conforming meets, and unclassified meets. Awards will be
1206 ribbons only to the first eight (8) places for individual events and the first three (3)
1207 places for relays.
1208 2. Classified meet individual events, ribbon first (1st) through eighth (8th) will be
1209 awarded by age group and classification. Relay events first (1st) through third (3rd)
1210 will be awarded by event.

1211 **10.01.2** At the discretion of the hosting group member, awards may not be given if entry
1212 fees are not collected.

1213 10.01.3 Invitational Meets

- 1238 1. Team and high point/outstanding swimmer awards are authorized.
 1239 2. Cost will not exceed that prescribed in the USA Swimming Rules.
 1240 3. Medals or non-ribbon awards will be awards for the first three (3) places for
 1241 individual events, and for the first place for relays. Ribbons or medals (sponsoring
 1242 group member’s option) will be awarded for fourth through eighth places for
 1243 individual events, and for second and third places for relays. Ribbons will be special
 1244 invitational ribbons.

1245 **10.01.4 Championship Meets**

- 1246 1. Medals awarded to the first eight (8) places for individual events and first three (3)
 1247 places for relays. Ribbons awarded to relays fourth (4th) through eighth (8th) places.
 1248 2. These shall be official championship medals of a design adopted by Hawaiian
 1249 Swimming that shall be distinctly Hawaiian in design.
 1250 3. Cost of the medals will not exceed the amount prescribed in the USA Swimming
 1251 Rules.
 1252 4. Championship team awards will be based on the point system as specified in the
 1253 USA Swimming Rules.
 1254 5. Team awards will be provided for first (1st) through eighth (8th) place based on
 1255 overall team points, boys and girls combined.
 1256 6. Individual, high point awards will be provided for by age groups. The cost will not
 1257 exceed that prescribed in the USA Swimming Rules.
 1258 7. No other awards are permitted except by consent of the Board of Directors.
 1259

1260 **Section 10.02 SCORING**

1261 Individual awards will be based on the following point system:

First Place	Nine (9) points
Second Place	Seven (7) points
Third Place	Six (6) points
Fourth Place	Five (5) points
Fifth Place	Four (4) points
Sixth Place	Three (3) points
Seventh Place	Two (2) points
Eighth Place	One (1) point

1262
 1263 **10.02.1** Individual point values shall be doubled for relays for team scoring only.

1264 **10.02.2** Scoring for swimmer high point awards will be based on the point system for
 1265 individual events.

1266 **10.02.3** When two or more swimmers are tied in their respective brackets for high
 1267 point awards, duplicate trophies will be awarded.

1268 **10.02.4** Special Awards

- 1269 1. Hawaiian Swimming swimmers tying or breaking a Hawaiian and/or
 1270 National/American record will be given a special award.
 1271 2. For championship meets, an additional nine (9) points shall be added to the
 1272 swimmer’s individual score for tying or breaking a Hawaiian/National record.

1273

1274 **Article XI. ENTRY FEES**

1275 **Section 11.01 Definition**

1276 All monies paid by the swimmer to compete in a swimming meet, including surcharges levied
1277 by the Board of Directors to defray extraordinary expenses.

1278

1279 **Section 11.02 Controlling rules**

1280 All provisions of the USA Swimming Age Group Swimming Rules will apply.

1281

1282 **Section 11.03 Entry Fees set by Board of Directors**

1283 Entry fees, including surcharges and late fees, will be established by the Age Group Committee
1284 and approved by the Board of Directors on an annual basis and posted on the Hawaiian
1285 Swimming website.

1286

1287 **Article XII. ADMISSION FEES**

1288 **Section 12.01 Admission Fees, Reporting, Free Admission Requirements**

1289 If there will be an admission fee for an event sanctioned by Hawaiian Swimming, it will be noted
1290 in the request for event sanction and in the event announcement. Gross receipts from
1291 admissions will be made part of the financial report. Where admission fees are charged, the
1292 following rules for required free admission will prevail:

1293

1. All working volunteers, including officials, will be admitted free.
- 1294 2. All swimmers whose names appear in the meet entry file will be admitted free.
- 1295 3. Coaches, whose names are given to the Meet Director, will be admitted free.
- 1296 4. In addition to the above, each team will be provided one free admission to an adult
1297 chaperone for each twenty (20) swimmers or fraction thereof, whose names appear in
1298 the meet entry file.

1299

1300

1301

1302 **Article XIII. CONCESSIONS**

1303 The sponsoring group member may, at its discretion, operate concessions at Hawaiian
1304 Swimming swim meets. Concession receipts belong to the sponsoring group member.
1305 Concession receipts are not subject to USA Swimming levy, but must be reported on the
1306 financial report.

1307

1308 **Article XIV. CHAMPIONSHIP MEET RESPONSIBILITIES**

1309 In the conduct of a championship meet, the LSC and the sponsoring group member have
1310 specific duties and responsibilities. When a group member submits a bid to host a
1311 championship meet, the group member must be able to satisfy all requirements before the
1312 Board of Directors will grant approval of the bid for the meet.

1313

1314 **Section 14.01 LSC RESPONSIBILITES**

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- 1320 1. Officials – The arrangements and coordination of all officials, who will be working at the
- 1321 championship meet. The Officials Chairperson will do this and ensure that all official
- 1322 forms are available. Officials and volunteers include Referees, Starters, Head Judge,
- 1323 Head Timer, Stroke and Turn Judges, Timing Judge, Clerk of Course, and Announcer.
- 1324 2. Meet Notice/Sanction – Handled by Age Group Committee
- 1325 3. Entries verification and input by Age Group Committee.
- 1326 4. Collection of all entry fees by Treasurer. Entry fees shall be retained and used by the
- 1327 LSC.
- 1328 5. Purchase of all awards.
- 1329 6. Coordination of heat sheets for coaches/officials
- 1330 7. For LSC Sponsored Championship: Hospitality
- 1331 8. All group members in the LSC are responsible for hospitality, which can be either
- 1332 monetary or food support. The sponsoring group member will provide a hospitality
- 1333 coordinator.
- 1334 9. Responsible to get final results posted to the website.

Section 14.02 SPONSORING GROUP MEMBER RESPONSIBILITIES

- 1336 1. Volunteers
- 1337 2. Meet Director (approved by the LSC and must be a USA Swimming registered member)
- 1338 3. Develop team assignments for Marshals and Timers and provide to all teams prior to the
- 1339 meet.
- 1340 4. Provide runners for the meet and for posting heat sheets and results.
- 1341 5. Coordination and set-up of the opening ceremonies.
- 1342 6. Include National and Hawaiian Anthems
- 1343 7. Short Program – Important to start meet on time
- 1344 8. Coordinate with the Meet Referee the awards preparation and presentation.
- 1345 9. Award label printout (2-3 people).
- 1346 10. Presentation platforms for first through eighth places
- 1347 11. Awards table/stand (to layout awards).
- 1348 12. Other expenses, excluding the individual and team awards
- 1349 13. Facilities
- 1350 1. Complete set-up of facility in accordance to USA Swimming standards and needs
- 1351 of officials. (Check with Meet Referee)
- 1352 2. Responsible for the use, access and rental of the swimming venue.
- 1353 3. This includes securing permits, deposits, and all equipment necessary to hold a
- 1354 championship event (such as lane lines, start platforms, flags, etc.) according to
- 1355 Hawaiian Swimming and USA Swimming requirements.
- 1356 4. Responsible to provide adequate restroom facilities in accordance with health
- 1357 requirements
- 1358 14. Equipment
- 1359 1. Arrangements and the transportation of timing system/computers to and from
- 1360 storage facility.
- 1361 2. Secure timing system (includes set-up manpower).
- 1362 3. Manual back up watches.
- 1363

Deleted: <#>Equipment ¶
 Provide computers and meet software for the meet. ¶
 Responsible for ensuring that LSC rental equipment is in
 working order. ¶

Deleted: <#>Marshals ¶
 Timers

**Deleted: <#>Provide storage and security of meet
 competition equipment. ¶**

- 1372 4. Tables/chairs for timing system console team.
- 1373 5. Public address system
- 1374 6. Overhead cover/chairs for timers (both sides for dual system)
- 1375 7. Copy machine
- 1376 8. Computers with meet software (LSC may assist)
- 1377 9. Printers compatible with computers (LSC may assist)
- 1378 15. Supplies (computer and copy paper, pencils, pens, tape, stapler, paper cutter, scissors,
- 1379 etc.).
- 1380 1. Clip boards/lap counters.
- 1381 2. Info box/tray for each swim team.
- 1382 3. Scratch box.
- 1383 4. Event board (optional)
- 1384 16. Provide necessary manpower for set-up/take down of timing equipment daily.
- 1385 17. Provide Hospitality Coordinator
- 1386 1. Provide snacks/beverages (for all officials and coaches). Provide meals as
- 1387 necessary for officials.
- 1388 2. Provide meals after prelims or during timed finals.
- 1389 3. Only one session for coaches (2 per team)
- 1390 4. Provide meal on a session with timed final only events for officials and coaches
- 1391 (2 per team)
- 1392 5. Provide open hospitality area for coaches and officials.
- 1393 6. Manpower for hospitality.
- 1394 7. Hospitality fees are collected by the LSC for each swimmer participating in the
- 1395 meet (see RECAP sheet) and provided to the host team for hospitality expenses.
- 1396 8. Provide areas for meetings.
- 1397 9. Distribution of results.
- 1398 10. Printing of psyche & heat sheets per LSC requirements.

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Section 14.03 REVENUE PROJECTS

- 1403 1. T-shirt sales
- 1404 2. Concessions (recommended)
- 1405 3. Programs (optional) and Heat Sheets (psyche, Prelims/Finals)

1406

Article XV. MEET CONDUCT

Section 15.01 WARM-UP/DOWN SAFETY PROCEDURES

15.01.1 Overview

1410 Procedures are established to ensure safe swim-meet conduct. The purpose of
 1411 procedures is to prevent accidents and to provide a safe environment for all
 1412 participants. If necessary the Meet Referee and/or venue supervisor may close the
 1413 warm-up and/or warm-down areas until a safe environment is provided. Although the
 1414 Meet Referee, the Meet Director, and Safety Marshals are responsible for the safe

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- 1418 conduct of all aspects of the meet, anyone seeing an unsafe condition or activity should
1419 stop/report the activity immediately.
- 1420 1. Safety Marshals shall wear identifying attire and enforce warm-up/down
1421 procedures and maintain order in the swimming venue. The Safety Marshal shall
1422 have full authority to warn or order to cease and desist, and, with the
1423 concurrence of the Referee, to remove, or have removed from the swimming
1424 venue anyone behaving in an unsafe manner or using profane or abusive
1425 language, or whose actions are disrupting the orderly conduct of the meet.
1426 (USAS 2015 Rulebook 102.19)
 - 1427 2. The Meet Referee shall assign the Safety Marshals with specific instructions.
1428 (USAS 2015 Rulebook 102.11.4)
 - 1429 3. The Meet Director or designate of the meet host shall organize the Safety
1430 Marshals prior to the start of each session and assist the Meet Referee with
1431 directing the Safety Marshals and addressing any other safety concerns during
1432 the meet.
 - 1433 4. Safety Marshals are NOT required to be non-athlete members of USA Swimming.
1434 (USAS 2015 Rulebook 305.4)
 - 1435 5. Neither the Meet Referee, nor the Meet Director, can be designated as a Safety
1436 Marshal. Coaches should not be designated as a Safety Marshal unless their
1437 attention can be directed solely to active safety monitoring for all participants.
 - 1438 6. There should be at least one male and one female Safety Marshal. Safety
1439 Marshals should periodically check the bathrooms, locker rooms, and/or
1440 changing rooms for un-safe or suspicious behavior.
 - 1441 7. An announcer should be on duty for the entire session to announce lane and/or
1442 time changes and to assist with the conduct of the warm-up/down activities.
 - 1443 8. Athletes without a coach are assigned to the meet host Head Coach or other
1444 designated USAS Coach Member and must adhere to all procedures required of
1445 other athletes.
 - 1446 9. Venue personnel are responsible for assuring venue specific requirements are
1447 adhered to.
 - 1448 10. Marshals are responsible for assuring safety guidelines, warm-up/down
1449 procedures, and venue specific requirements are adhered to.
 - 1450 11. The Meet Director and/or Meet Referee may assign teams to specific lane and
1451 time for warm-up/down activities.
 - 1452 12. Warm-up/down procedures should be posted at the swimming venue during the
1453 meet.

1454 **15.01.2 Warm-up / Warm-down period definitions**

1455 During all time periods venue lifeguard monitoring requirements must be adhered to in
1456 ADDITION to the following requirements. Warm-up and warm-down activities are
1457 broken into three distinct time periods and have different supervision requirements as
1458 follows:
1459

- 1460 1. "General" or "Open-Lane" Warm-up is the time period specified as "Warm-up"
1461 in the Session Schedule of Meet Announcement where the competition pool

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1463 and/or separate areas or pools are used. Typically this is from the time specified
1464 until the competition pool is cleared for equipment setup and/or races. Athletes
1465 must be supervised by their designated coach. At least one (1) Safety Marshal
1466 should be actively monitoring the competition pool during General Warm-ups.
1467 Depending on the number of athletes participating and/or other factors the
1468 Meet Referee may require additional Safety Marshals. Sprint and Start lane(s)
1469 times and procedures will be announced and may be specified in the Meet
1470 Announcement. If the competition pool is opened by the Meet Referee between
1471 races for warm-up/down activities procedures for General or Open-Lane Warm-
1472 up shall apply.

- 1473 2. "Continuous" Warm-up/down is the time period after the competition pool is
1474 closed for General warm-up and is located in a separate pool and/or separate
1475 area of the competition pool. Continuous Warm-up/down pool areas should be
1476 actively monitored by a minimum of two (2) safety personnel at different
1477 vantage positions of the deck where at least one (1) shall be a designated Safety
1478 Marshal and at least one (1) shall be a certified Lifeguard or a USAS Coach
1479 Member. Depending on the number of athletes participating and/or other
1480 factors the Meet Referee may require additional Safety Marshals. The separate
1481 area/pool shall be closed for all activity if the required personal are not present
1482 OR are not able to effectively monitor the area.
- 1483 3. "Supervised" Warm-up/down is any time the venue facilitator and Meet Director
1484 permit such activities outside of the time periods of General or Continuous
1485 Warm-up - prior to the scheduled start of the meet, the time period after the
1486 races of one session complete and the start of General Warm-up for the next
1487 session, and after completion of the last race of the day. Athletes must be
1488 supervised by their designated coach as required during a regular practice.
1489

15.01.3 Athletes/Coaches:

- 1491 1. Coaches are responsible for instructing their athletes of safety guidelines, warm-
1492 up/down procedures, and venue specific requirements.
- 1493 2. At meets where an identification band is issued to coaches, it must be
1494 prominently displayed at all times. At meets where no band is issued (e.g.: where
1495 there may be an "open deck"), coaches must show valid deck-pass certification
1496 to receive heat sheets, and must show certifications to any meet official
1497 (including meet marshals) when requested.
- 1498 3. Athletes must adhere to the direction of the lifeguards, Safety Marshals, and
1499 other meet safety personnel.
- 1500 4. Athletes must enter the pool from the starting end of the pool using a three-
1501 point entry. Race starts from blocks, deck, or backstroke starts may be done only
1502 in specified lanes at designated times.
- 1503 5. Circle-swimming only except in designated start/sprint lanes where athletes
1504 must swim one-length only and exit at the opposite end unless permitted
1505 otherwise by the Meet Referee.

Deleted: Coaches are required to have their USA Swimming registration card or the appropriate identification band obtained at check-in

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1. No paddles, boards, fins, snorkels nor other training equipment (e.g. stretch cords) are allowed during General Warm-up.
2. No playing or other non-warm-up/down specific activities.
3. No stopping in the middle of a lane.
4. No resting or hanging on lane lines.
5. No resting or congregating at the walls of the pool or at the end of a lane unless receiving instruction from a coach.
6. No swimming under bulkheads. Doing so may result in the immediate disqualification from the meet.
7. No swimming in the area separating the competition area of a pool and the warm-up/down area.

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15.01.4 Safety Marshals:

1. Recognize and appreciate the importance of your role and responsibilities.
2. Meet with the Meet Referee and/or the Meet Director for any specific instructions or assignments.
3. Be focused and actively monitor the warm-up/down areas assigned too.
4. Only coaches, athletes, and officials are allowed in the warm-up/down areas.
5. Remind athletes, as needed, the purpose of the warm-up/down area is to “warm up” and “warm down”.
6. Safety Marshals not assigned to the warm-up/down areas should patrol the locker rooms and other areas of the swimming venue.
7. Multiple Safety Marshals (or other safety personnel as needed) assigned to a warm- up/down area should be staged at different vantage positions of the pool deck.
8. Take turns with short breaks and rotate positions as directed by the Meet Referee.
 1. Never leave a warm-up/down area unattended when rotating positions.
9. Do not have your back to the pool when monitoring a warm-up/down area.
10. Cell phones should be set on silent or vibrate.
11. Do not make or take personal phone calls while assigned to a warm-up/down area.
12. Do not walk together unless a specific inspection requires a witness.
13. Report issues or potential issues that cannot be immediately resolved to the Meet Referee.
14. Read the Meet Announcement prior to the meet as meet specific language may vary or change from time to time.

Section 15.02 SMOKING

Smoking and the use of other tobacco products is prohibited on the pool deck, in the locker rooms, in spectator seating or standing areas, and in all areas used by the swimmers during the meet or during the warm-up periods in connection with the meet. (See USA Swimming Rules)

Section 15.03 ALCOHOLIC BEVERAGES

1554 The sale and use of alcoholic beverages is prohibited in all areas of the venue, including, but not
1555 limited to, the pool deck, locker rooms, spectator seating or standing areas, and in all areas
1556 used by the swimmers. (See USA Swimming Rules)

1557

1558 **Section 15.04 BANNED SUBSTANCES**

1559 The sale and use of controlled illegal substances or any banned substance is expressly
1560 prohibited in all areas of the venue, including, but not limited to, the pool deck, locker rooms,
1561 spectator seating or standing areas, and in all areas used by the swimmers.

1562

1563 **Section 15.05 MEET PROTESTS**

1564 A written protest will be registered only with the Meet Referee within thirty (30) minutes of the
1565 alleged infraction. (See USA Swimming Rules re: Protests)

1566

1567 **Section 15.06 OFF LIMITS**

1568 At no time will coaches and other persons enter upon the deck of the pool during a swim meet,
1569 except on official business.

1570

1571 **Section 15.07 USE OF CELL PHONES**

1572 Use of cell phones, cameras, and other recording devices in bathrooms/locker rooms is
1573 STRICTLY PROHIBITED.

1574

1575 **Article XVI. SWIMMING OFFICIALS**

1576 **Section 16.01 OFFICIALS FOR MEETS**

1577 The sponsoring Group Member and designated Officials Committee representative shall
1578 coordinate to obtain the key certified officials required for the sanctioned event.

1579

- 1580 1. Key officials are defined in the USA Swimming Rule Book, Section 102.10.3-5.
- 1581 2. Failure to provide key certified officials and other required officials is cause of
1582 conditional sanction or revocation of sanction.
- 1583 3. Each participating Group Member is expected to provide officials AND timers
1584 commensurate with their number of athletes entered. Failure to comply may cause the
1585 participating Group Member to be deemed "not in good standing".

1585

1586 **Section 16.02 REIMBURSEMENT OF BACKGROUND CHECK FEES**

1587 The LSC shall reimburse all individuals registering as an Official for the cost of taking their
1588 background check. Said reimbursement shall not exceed the cost that is in effect at the time of
1589 taking their background check. Each individual official may complete a Request for
1590 Reimbursement form and submit their receipt(s) to the LSC Treasurer if they are requesting
1591 reimbursement of the background check fee.

1592

- 1593 1. This process shall be in effect for no less than two (2) years at which time the LSC
1594 Officials Chair and Officials Committee shall re-evaluate the process and any revisions
1595 made by USA Swimming and HISL.
- 1596 2. Officials' reimbursement request must be processed within thirty (30) days of payment
1597 of the background check fee.

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1599 **Section 16.03 CLUB OFFICIALS QUOTA**

1600 Each club of is required to have registered a number of active certified officials relative to the
1601 club’s number of competitive athletes. Clubs in violation of this quota are subject to an annual
1602 registration fee assessment of \$250 per official short of the quota.

1603

1604 **Section 16.03.1 Purpose**

1605 Each Hawaiian Swimming club is required to maintain a specified level of certified deck
1606 official support for meets on an ongoing basis or be subject to an annual registration fee
1607 assessment commencing with the annual 2016 club registration. Failure to comply shall
1608 cause the participating Group Member to be deemed “not in good standing”. Region
1609 Leagues may have additional requirements to participate in League meets in their
1610 region.

1611 **Section 16.03.2 Ratio**

1612 Each Hawaiian Swimming club is required to provide one (1) “active” certified deck
1613 official per sixteen (16) “competitive” athletes who compete in more than one (1)
1614 Hawaiian Swimming sanctioned meet during the swimming year (September 1 to August
1615 31). This number is the club’s “quota”. The quota is rounded up for a partial quota of
1616 eight (8) or more athletes and rounded down for a partial quota of less than eight (8)
1617 athletes.

1618 **Section 16.03.3 Active Certified Official**

1619 An “active” official is a registered certified deck or dryside official who provides at least
1620 ten (10) sessions of service at four (4) or more Hawaiian Swimming age group program
1621 or senior program meets throughout the swimming year. Intra-squad and inter-squad
1622 meets are excluded and shall not be applied toward the quota calculation. An official
1623 who meets or exceeds this level of service in a swimming year satisfies one quota unit
1624 for a given team.

1625

1626

1627 **Section 16.03.4 Transfers**

1628 Officials who transfer from one Hawaiian Swimming club to another Hawaiian
1629 Swimming club during the swimming year shall have their first ten (10) sessions of the
1630 swimming year count towards their former team and their remaining sessions towards
1631 their current team.

1632 **Section 16.03.5 Registration Fee Assessment**

1633 For each active official a club is short of the calculated quota, the club will be assessed a
1634 fee of \$250 due with their annual registration fee for the next swimming year.

1635 **Section 16.03.6 Registration Fee Incentive**

1636 Clubs that exceed their quota by 20% (rounded up to the nearest whole number) will
1637 have their annual registration fee reduced for the next swimming year.

1638 **Section 16.03.7 Exceptions – Active Duty Military Personnel**

1639 Active duty military personnel, or their spouse, who officiate less than ten (10) sessions
1640 per swimming year will have their quota prorated.

1641 **Section 16.03.8 Exceptions – Family Emergencies**

Commented [MC9]: Because of Molokai and Lanai SATELLITE teams that have ~20 swimmers that swim 2 meets or more in a year, but whose parents can't realistically meet the requirements to become an official, I'd like to NOT count them or similar arrangements for other teams with restricted travel abilities to get to meets.

Commented [MC10]: Is there a way to give credit for officials that do more. Maybe 25 sessions and 10 meets counts them as 2 officials for their team? And maybe the LSC recognized them somehow.

Commented [MC11]: Due to the possibility of \$500 registration fees from USA-Swimming.

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1643 If an official has a family emergency and cannot fulfill their session requirement in a
1644 swimming year, another official on the club may step up and complete more sessions
1645 for the official who cannot because of the emergency. This exception must be approved
1646 by the Officials' Committee Chair.

1647 **Section 16.03.9 Exceptions – Military Clubs**

1648 Clubs whose athlete membership comprises 80% or more athletes who are dependents
1649 of Active Duty Military Personnel shall have their Club Official Quota reduced by 50%.

1650 **Section 16.03.10 Exceptions – Non-Competitive Clubs**

1651 Clubs whose athlete membership competes in less than five (5) Hawaiian Swimming age
1652 group program meets during the swimming year are exempt from the quota.

1653 **Section 16.03.11 Apprentice Recognition**

1654 New volunteers receive credit for each session they train or "shadow". New members
1655 shall receive credit retroactively for each session they train or "shadow" once they are
1656 registered as a USAS non- athlete member.

1657 **Section 16.03.12 Unattached Athletes**

1658 Athletes who compete as unattached, but do not need to compete as unattached per
1659 USAS rules, are allocated to the club they practice with for purposes of calculating the
1660 quota.

1661 **Section 16.03.13 Reporting**

1662 Each club shall submit with their annual club registration form: 1) a report listing their
1663 competitive athletes (including the number of meets swum for each athlete), and 2) a
1664 report listing their deck officials (including sessions and meets worked for each
1665 registered deck official) from the USA Swimming Officials' Tracking System (OTS).

1666 **Section 16.03.14 Failure to Comply**

1667 Group Members declared "not in good standing" for failure to have met their quota
1668 must increase their number of certified deck officials to the required level of their quota
1669 prior to their annual registration being approved for the next calendar year. (Doing this
1670 does NOT reduce their calculated registration fee.) It is recognized that new officials
1671 may not achieve the level of an "active" official as defined above prior to the start of the
1672 registration (calendar) year. As such, new officials must have completed all of the
1673 requirements to be added to the USA Swimming Officials' Tracking System (OTS) AND
1674 have started training as an "apprentice".
1675
1676

1677 **Article XVII. LSC FINANCIAL RULES AND RESPONSIBILITIES**

1678 **Section 17.01 LSC REPORTING REQUIREMENTS**

1679 The LSC shall comply with the reporting requirements as found in the USA Swimming Rules and
1680 Regulations and with Federal and State requirements.

1681 **Section 17.02 REIMBURSEMENT FORMS**

1682 Reimbursement forms must be completed for each check written indicating the following
1683 information:

- 1684 1. Name of payee
1685
1686

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Commented [MC12]: No teeth here. We have teams that don't meet requirement, then start an "apprentice" in late November when they realize they're not in compliance, and after HS season ... no more officiating. And some teams just prefer to pay a fine for being short each year. Making "not in good standing" so can't register their team the 2nd year in a row – probably too harsh. But we need something with "dentures" at least.

- 1689 2. Reason or Purpose – reason for the expense or deposit – e.g. long course state
 1690 championship meet; Team Hawaii gifts, etc.
 1691 3. Summary of each receipt
 1692 4. Total reimbursement amount
 1693

Deleted: <#>Title – e.g. General Chair, Age Group Chair, Team Hawaii Chair, etc. ¶

1694 **Section 17.03 TIME PERIOD FOR REQUESTING REIMBURSEMENTS**

1695 Requests for reimbursements should be received within 30 days from date expenses were
 1696 incurred. Requests received after the 30 day period may be denied for reimbursement.
 1697

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1698 **Section 17.04 DEPOSIT FORMS**

1699 Deposit forms should be consistently used for ALL transactions. Deposit forms need to be
 1700 COMPLETELY filled out with the following information:

Commented [MC13]: This needs update so we can do electronic money transfers.

- 1701 1. Name of the person or team that is providing the LSC with money for deposit
 1702 2. Purpose or reason – e.g. entry fees for Long Course State Championships
 1703 3. Title of person making deposit – e.g. General Chair, Age Group Chair, Team Hawaii Chair,
 1704 etc.
 1705 4. Summary of deposit if multiple transactions
 1706 5. Total deposit amount
 1707

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1708 **Article XVIII. MISCELLANEOUS REGULATIONS AND POLICIES**

1709 The following are intended to provide specific and definitive guidance in areas where
 1710 experience has shown a need for standardization and resolution:
 1711

1712 **Section 18.01 LSC TRAVEL POLICY**

1713 Together with USA Swimming and in compliance to the requirements of the USA Swimming
 1714 Rules and Regulations, US Center for SafeSport, and Hawaiian Swimming establishes the
 1715 following mandatory policies for all LSC travel teams. Further, all Hawaiian LSC Club Members
 1716 shall adopt these mandatory policies and such other policies that are consistent with these
 1717 mandatory policies and appropriate to their experience and best practices. They shall submit
 1718 their policy statements to the LSC Board of Directors for approval.

Deleted: (specifically Section 305 in the Code of Conduct)

- 1719 1. Regardless of gender, a coach shall not share a hotel room or other sleeping
 1720 arrangement with an athlete (unless the coach is the parent, guardian, sibling, or spouse
 1721 of that particular athlete).
 1722 2. Team managers and chaperones must be members of USA Swimming and have
 1723 successfully passed a USA Swimming-administered criminal background check.
 1724 3. When only one athlete and one coach travel to a competition, the athlete must have
 1725 his/her parents' (or legal guardian's) written permission in advance to travel alone with
 1726 the coach.
 1727 4. Hawaiian LSC travel policies must be signed and agreed to by all athletes, parents,
 1728 coaches and other adults traveling with the club.
 1729 5. During LSC team travel, when doing room checks, attending team meetings and/or
 1730 other activities, two-deep leadership and open and observable environments should be
 1731 maintained.

Deleted: (305.5.A)

Deleted: (305.5.B)

Deleted: (305.5.C)

Deleted: (305.5.D)

- 1742 6. The Hawaiian Swimming Team Hawaii Coordinator and current Team Hawaii Head
1743 Coach (or Head Coach of other LSC teams that may be formed) shall publish a Code of
1744 Conduct that will be signed and agreed to by all athletes, parents, coaches, and other
1745 adults traveling with the LSC team.
1746 7. If Club Members do not submit their own club travel policies for approval by the House
1747 of Delegates, the LSC's travel policy will be their default policy.

Deleted: at its April 2011 meeting

1749 **Section 18.02 NOTIFICATION OF NAMES OF BOARD OF DIRECTORS AND COMMITTEE**
1750 **CHAIRPERSONS**

1751 The Secretary will make the names of the Board of Directors and Committee Chairpersons of
1752 Hawaiian Swimming available on the Hawaiian Swimming website within 30 days of the annual
1753 election meeting each year.

Deleted: to each group member and each of the Board of Directors after

1754 **Section 18.03 GROUP MEMBER BOARD ROSTERS DECLARATION REQUIREMENT**

1755 The group member president or board chairperson shall make available a board roster including
1756 voting delegates and alternates to the Registration Chairperson by December 31st of each year.
1757 These names may be updated in writing during the year.

1759 **Section 18.04 ROSTER OF TEAMS SENT TO GROUP MEMBERS**

1760 An LSC team roster shall be posted by the Registration Chairperson or Secretary no later than
1761 January 31st of each year.

Deleted: sent to each group member and the Board of Directors by the...

1764 **Section 18.05 REGISTRATION AND TRANSFER**

1765 To eliminate confusion and preclude the possibility of an inadvertent violation of USA
1766 Swimming rules, the procedures and requirements are set forth in the USA Swimming
1767 Rulebook. Current procedures and regulations as set forth by the Hawaiian Swimming
1768 Registration Coordinator regarding transfers between local group members and from other
1769 associations are posted on the Hawaiian Swimming website.

Deleted: available upon request to

1774 **Section 18.06 TIMELINE FOR POSTING REGISTRATION APPLICATIONS TO SWIMS**

1775 The general time frame for posting of completed registration applications submitted to the
1776 Registration Coordinator will be 14 days from the postmark (or electronic receipt) on the
1777 applications containing appropriate payment of registration fees.

1779 **Section 18.07 CONFIRMATION OF MEMBERSHIP ON CLUB PORTALS**

1780 All swimmers must be confirmed as members of USA Swimming prior to being allowed to
1781 participate in sanctioned meets. In general, if membership of a swimmer is disputed at the time
1782 of the meet, this confirmation will be done online either by DeckPass or through use of the USA
1783 Swimming Club Portals.

1784 **Section 18.08 COMMITTEE SUBMISSIONS TO BOARD OF DIRECTORS**

Commented [MC14]: I don't think any of our committees have policies, procedures nor guidelines beyond what's specified in the HISI bylaws.

1792 All committees shall submit for approval by the Board of Directors their policies, procedures
1793 and/or guidelines annually or as needed.

1794

1795 **Section 18.09 ADDITIONS AND CHANGES TO THE RULES AND REGULATIONS**

1796 All new policies, procedures and/or guidelines approved by the Board of Directors shall
1797 automatically become part of these rules and regulations as appropriate.

1798

1799 **Section 18.10 REQUIREMENTS OF MEMBERSHIP**

1800 All members of the Hawaiian Swimming House of Delegates, Board of Directors , persons with
1801 password access to the USA Swimming database, and any committee, sub-committee, or
1802 division of Hawaiian Swimming, appointed or elected, must hold an individual membership in
1803 USA Swimming pursuant to the provisions of Article 502 USA Swimming Rules and Regulations,
1804 unless otherwise specified by the Hawaiian Swimming Board of Directors and USA Swimming
1805 Board of Directors.

1806

1807 **Article XIX. CONFLICT OF INTEREST POLICY FOR THE HAWAIIAN SWIMMING LSC**
1808 **BOARD OF DIRECTORS AND HAWAIIAN SWIMMING LSC ADMINISTRATIVE**
1809 **REVIEW BOARD**

1810 **Section 19.01 SCOPE**

1811 The following statement of policy applies to each member of the Board of Directors and
1812 Board of Review of Hawaiian Swimming LSC, members of the Hawaiian Swimming LSC
1813 House of Delegates, and Hawaiian Swimming LSC task force, committee and/or sub-
1814 committee members.

1815

1816 **Section 19.02 RESPONSIBILITY**

1817 Covered Persons have an obligation to conduct all affairs of the institution in a manner
1818 consistent with their duties to the corporation under law and as required by the
1819 corporation. They are expected to meet the high standards of professional ethics required
1820 of their role in manner consistent with the rules and regulations of Hawaiian Swimming
1821 and USA Swimming, in particular the provisions of the USA Swimming Code of Ethics. All
1822 decisions are to be made solely on the basis of a desire to promote the best interests of USA
1823 Swimming, Hawaiian Swimming, and those they serve, and to avoid conflicts of interests or
1824 the appearance of conflicts of interests.

1825

1826 **Section 19.03 CONFLICTS OF INTEREST**

1827 A conflict of interest involves a situation in which a covered person has a significant
1828 financial or personal consideration that may compromise, or have the appearance of
1829 compromising, their duty/responsibility to the organization. Only material conflicts of
1830 interest are covered under this policy. A conflict of interest is material if an ordinary person
1831 would or could reasonably be perceived as taking it into account in making a decision.

Commented [MC15]: P&P board approval only?

Deleted: and ratified by the House of Delegates

1833 Potential conflicts of interest or arrangements raising conflict issues include, but are not
1834 limited to:

- 1835 1. Having any affiliation with a business or profession providing goods or services to the
1836 Hawaiian Swimming LSC as defined in Section 1.4 of this policy.
- 1837 2. Holding ownership interest in any real or personal property leased or purchased by
1838 Hawaiian Swimming.
- 1839 3. Having direct or indirect financial interest in Hawaiian Swimming's commercial leases or
1840 other transactions.
- 1841 4. Providing preferential treatment to other covered members in exchange for goods and
1842 services.
- 1843 5. Receipt of gifts, gratuities or excessive entertainment from vendors or other groups or
1844 individuals involved in a business relationship with the Hawaiian Swimming LSC or
1845 seeking same. With respect to gifts or gratuities not involving the above, the maximum
1846 value of any gift or gratuity is \$100.00. Gifts in excess of that amount, if they must be
1847 accepted, are accepted on behalf of Hawaiian Swimming and will be turned over to the
1848 Board for appropriate disposition.
- 1849 6. Using information received in your capacity for actual or potential personal, family or
1850 corporate gain.
- 1851 7. Making or accepting payment for referrals.

1852 **Section 19.04 MANAGING POTENTIAL CONFLICTS**

1853 Covered Persons may bring with them interests and affiliations that might raise actual or
1854 potential conflicts of interest. However, the potential impact of a conflict must be weighed
1855 against the useful and advantageous service that the member could provide to Hawaiian
1856 Swimming. Conflicts should be managed so as to ensure that unavoidable conflicts do not
1857 interfere with the integrity of the member's duties in the performance of Hawaiian
1858 Swimming obligations. Potential conflicts should be disclosed to ensure that such conflicts
1859 are properly reviewed and resolved.

1860

1861

1862 **Section 19.05 DISCLOSURE**

1863 The policy of Hawaiian Swimming requires that in the event the Covered Person must
1864 consider any transaction for the LSC which also involves 1) a covered person or a related
1865 other (which shall be, for purposes of this policy, a spouse, parent, siblings, children,
1866 grandparents and significant other, or member of his or her household or a hanai
1867 relationship); or 2) an organization with which a Covered Person is affiliated, such
1868 individual at the first knowledge of the transaction, shall disclose fully the precise nature of
1869 the interest or involvement.

- 1870 1. Disclosure is further required of Covered Persons concerning all relationships and
1871 business affiliations that reasonably could give rise to a conflict of interest or the
1872 appearance of a conflict of interest involving the LSC. This disclosure shall be updated at
1873 least annually or at the time of any event causing a change in a significant relationship,

- 1874 e.g. changes in affiliation/s. For the purpose of this policy, affiliation is understood to
1875 prevail if the Covered Person or a related other:
- 1876 1. Is an officer, director, trustee, partner, employee or agent of such organization;
1877 or
 - 1878 2. Is either the actual or beneficial owner of more than 5 percent of the voting
1879 stock or control interest of such an organization, or where it involves more than
1880 10 percent of an individual's wealth; or
 - 1881 3. Has any other direct or indirect dealing with such organization or other entity or
1882 individual from which he or she knowingly is materially benefited.
- 1883 2. All disclosures required under this policy must be directed in writing to the LSC General
1884 Chair (for members of the Board of Directors, House of Delegates, and members of LSC
1885 task forces, committees or subcommittees) or LSC Board of Review Chair for members
1886 of the LSC Board of Review. The General Chair of Hawaiian Swimming is charged with
1887 administration of and compliance with this policy.
- 1888 3. Matters under this policy shall be reported as required to the General Chair or Chair of
1889 the Board of Review for appropriate action. Information disclosed under this policy shall
1890 be held in confidence except when the best interest of Hawaiian Swimming would be
1891 served by disclosing the information to the appropriate Board in executive session.

1892 **Section 19.06 RESTRAINT ON PARTICIPATION/RECUSAL**

1893 Covered Persons who have declared or been found to have a conflict of interest or the
1894 appearance of a conflict of interest in any matter before the Board, its committees, or the
1895 Board of Review, shall recuse themselves from participating in consideration of the
1896 proposed transaction, unless for special reasons the Board requests information or
1897 interpretation from the person or persons involved. The Chair or appropriate official may
1898 also ask the person or persons involved to excuse themselves from the room at the time of
1899 vote or decision.

- 1900 1. If there appears to be a direct violation of the conflict of interest policy and it has not
1901 been addressed through the existing channels, the General Chair may make a
1902 determination or convene the Executive Committee to deliberate on the matter. In the
1903 case of the Board of Review, the Chair of the BOR may convene an executive session to
1904 consider the matter.
- 1905 2. Any Covered Person who is uncertain about a possible conflict of interest in any matter,
1906 should request the General Chair, committee Chair, or Board of Review Chair as
1907 appropriate, to determine whether a possible conflict exists. If need be, the Board (or
1908 Board of Review in BOR cases) shall resolve the question by majority vote if time
1909 permits. If unable to address the matter timely, the Covered Person should treat the
1910 matter in the same fashion as if it were a possible conflict and therefore, as noted
1911 above, refrain from participating in the consideration of the proposed transaction.
1912 When appropriate, the question of potential conflict should be referred to USA
1913 Swimming counsel for an opinion prior to determination.

1914 **Section 19.07 RECORDS**

1915 Meeting Minutes or other appropriate notation shall reflect any recusals based on a conflict
1916 of interest (a direct conflict or the appearance of a conflict) and that the individual did not
1917 participate in the consideration of or vote on the matter.

1918 **Section 19.08 Disclosure Statement Form**

1919 HAWAIIAN SWIMMING LSC BOARD OF DIRECTORS AND HAWAIIAN SWIMMING LSC
1920 ADMINISTRATIVE REVIEW BOARD CONFLICT OF INTEREST POLICY DISCLOSURE
1921 STATEMENT

1922 In accordance with the Conflict of Interest Policy for Hawaiian Swimming, I make the
1923 following disclosure of affiliation as specified in Section 12.05 of the policy:

- 1924 1. At this time, I am currently an officer, partner, employee or retiree of the following
1925 organization/s (if self-employed, so indicate):
1926 2. At this time, I am a Board member, trustee, or committee member (please indicate which
1927 of the following organizations (include both for-profit and non-profit affiliations):
1928 3. In addition to those listed above, I have the following affiliations (including the
1929 affiliations of "related others") as defined in Section 4 of the Conflict of Interest Policy:

1930 I certify that I have read and understand the Conflict of Interest policy and I agree to update
1931 this form as circumstances/situations change.

1932 Name: _____ Signature: _____

1933 Date: _____

1934 (Please use and attach a separate sheet if needed.) (Please check one of the following)

1935 Applies to: LSC Board of Directors or LSC task force, committee, and/or sub-committee -
1936 LSC Administrative Review Board

1937

1938 **Section 19.09 Gift Disclosure Reporting Form**

1939 CONFLICT OF INTEREST POLICY

1940 GIFT DISCLOSURE REPORTING FORM

1941 **Purpose:** Section 19.03.5 of the Hawaiian LSC Conflict of Interest Policy requires all
1942 members of the LSC Board of Directors or LSC task forces, committees and subcommittees,
1943 as well as LSC Board of Review Members to disclose:

- 1944 1. Receipt of gifts, gratuities or excessive entertainment from vendors or other groups or
1945 individuals involved in a business relationship with the Hawaiian Swimming LSC or
1946 seeking same.

1947 2. With respect to gifts or gratuities not involving the above, the maximum value of any gift
1948 or gratuity is \$100.00. Gifts in excess of that amount, if they must be accepted, are
1949 accepted on behalf of Hawaiian Swimming and will be turned over to the Board for
1950 appropriate disposition.

1951 This means that all of the covered persons in the LSC should be aware of the real or potential conflict of interest when
1952 accepting any gifts, gratuities or excessive entertainment from any current or prospective vendors or other groups or
1953 individuals who have or want to have a business relationship with Hawaiian Swimming. **All such gifts, gratuities and**
1954 **excessive entertainment are discouraged so as to avoid even the perception of a conflict of interest**
1955 **and shall be reported below.**

1956 All other gifts or gratuities that covered persons may receive as a result of their position or work within the LSC are
1957 limited to a value less than \$100.00. If the gift is clearly more valuable than that, and it can not be gracefully declined, the
1958 gift is accepted on behalf of Hawaiian Swimming and is turned over to the Board (through the General Chair) for
1959 appropriate disposition consistent with the mission and tax status of Hawaiian Swimming.

1960 **All such gifts or gratuities, regardless of value, shall be reported below.**

1961 NAME: _____ LSC Position: _____

1962 Describe the gift, gratuity, or entertainment received:

1963

1964 Is this person, group, or vendor involved in or seeking a business relationship with the
1965 LSC?

1966 Explain disposition of the gift (If it is a business meal and other entertainment, please
1967 indicate who was present and the business nature of the event.)

1968

Date Received:

1969

1970

1971 Disposition of the gift: ACCEPTED NOT ACCEPTED (circle one)

1972

1973

Estimated Value:

1974

1975

Article XX. APPROVED MEETS

1976

1977

Section 20.01 Definition and General Rules

1978

Approvals for competition (as opposed to a sanction) may be issued to non-USA Swimming
1979 member clubs/organizations for meets conducted in accordance with USA Swimming technical
1980 rules. They may be given to member clubs for closed competitions conducted according to USA
1981 Swimming technical rules and may be given to member clubs/organizations for open
1982 competition that has been approved in advance by the USA Swimming Program Operations Vice
1983 President or his/her designee.

1984

1985

Section 20.02 Jurisdiction

1986 The Hawaiian LSC may approve, withhold, or withdraw approval of competition in accord with
1987 Section 202.4 of the USA Swimming Rules and Regulations and applicable policies and
1988 procedures set by the LSC below.
1989

1990 **Section 20.03 Application Process for Approved Meets**

- 1991 1. Requests for approvals are submitted to the Age Group Vice--Chair or Senior Vice--
1992 Chair and their respective committees as is appropriate for the level of competition.
1993 2. The Age-Group or Senior Program Committee, as appropriate, shall recommend
1994 approval for competition to the Board of Directors who shall approve, withhold, or
1995 withdraw approvals for competition. The respective Vice--Chair shall sign the approval
1996 on behalf of the Board and shall be responsible for monitoring compliance with the
1997 approval.
1998 3. Meet must be conducted under USA--Swimming technical rules, including time
1999 resolution.
2000 4. All times achieved by USA Swimming members will be recognized by USA Swimming and
2001 eligible for incorporation into the SWIMS database. There are no requirements for
2002 membership in USA Swimming for participation in an approved meet.
2003 5. Following acceptance by the Board of Directors, all approvals must be signed by the
2004 appropriate Vice--Chair for the Age Group or Senior programs and retained. The
2005 approval and all forms upon which approvals are granted shall have the clause: "In
2006 granting this approval it is understood and agreed that USA Swimming shall be free from
2007 any liabilities or claims for damages arising by reason of injuries to anyone during the
2008 conduct of the event."
2009 6. Insurance: If hosted by a USA Swimming member club/organization, full insurance
2010 coverage is provided for all registered members of USA Swimming. General Liability
2011 coverage is provided for the hosting entity. If hosted by a non USA Swimming entity, full
2012 coverage is provided for the USA Swimming member coaches and athletes who are
2013 participating as a USA Swimming entity.
2014 7. No competition shall be approved unless a sufficient number of USA Swimming officials,
2015 certified by the LSC at a minimum of Stroke and Turn level, are present to observe and
2016 certify that the conduct of competition and all times achieved in such competition were
2017 in conformance with all applicable USA Swimming technical rules.
2018 8. Hawaiian Swimming LSC Policies and Procedures Manual – October 2, 2016 35
2019 9. Applications for approval must include complete meet information, dates for event,
2020 statement of awards, schedule of lanes and times for all warm--up procedures, and
2021 include a statement about the depth of the water at the start and turn ends of the pool.
2022 It will also indicate whether the pool has been certified by USA Swimming in accordance
2023 with 104.2.2C(4).
2024

2025 **Article XXI. Observed Meets**

2026 **Section 21.01 Definition and Use of Times**

2027 Swims may be observed by assigned USA Swimming officials for conformance with USA
2028 Swimming technical rules in a meet conducted under other than USA Swimming rules. Times
2029

2030 achieved as observed swims may be submitted for entry into the SWIMS database if the
2031 conditions set forth in Section 202.5 of the USA Swimming Rules and Regulations and policies
2032 and procedures set by Hawaiian Swimming that follow:

2033

2034 **Section 21.02 Current Observed Meets**

2035 The LSC has approved observations for all of the High School varsity and junior varsity season
2036 culminating championships held in the state of Hawai'i.

2037

2038 **Section 21.03 Requests for Observation of a Meet**

2039 Requests for any other observed meets shall be directed to the Age Group or Senior Vice--
2040 Chairs as appropriate. They may recommend the request to the Hawaiian Swimming Board of
2041 Directors for approval, but all such requests must be specifically approved by the USA
2042 Swimming Program Operations Vice President or designee.

2043

2044 **Section 21.04 Observed Meet Regulations**

2045 A USA Swimming official must verify that all swims approved for USA Swimming
2046 purposes were in accordance with the requirements of 102.24 (Timing Rules), 103.3
2047 (Racing Course Dimensions), and 103.14 (Starting Platforms).

- 2048 1. Where the technical rules of the stroke differ from USA Swimming as defined in Article
2049 101, at least two USA Swimming observers, who shall be certified Stroke & Turn Judges
2050 assigned or approved by the Hawaiian LSC, must be present, one at each end of the
2051 course, to verify compliance of the swim or swims with that part of the USA Swimming
2052 rule that differs from the organization's rule.
- 2053 2. Where the technical rules as listed in Article 101 are identical to those of the
2054 organization under whose rules the meet is being conducted, the judgment of the
2055 organization officials shall be sufficient.
- 2056 3. For an individual swim to be observed requires notification to the observers prior to the
2057 start of the competition.
- 2058 4. The times may be entered, upon request, into SWIMS, the National Times Database.

2059

2060 **Article XXII. Western Zone Athlete Travel Reimbursement**

2061

2062 **Section 22.01 Eligibility for Western Zone Swimming Championship reimbursement**

- 2063 1. Swimmer must have been a member of Hawaiian Swimming by January 15 in the year
2064 for which the reimbursement is requested.
- 2065 2. Swimmer must be a current member in good standing of Hawaiian Swimming.
- 2066 3. Swimmer must have participated in at least one Hawaiian Swimming Age Group State
2067 Championship meet during the season in which the reimbursement is requested.
 - 2068 • For example: Requests for the 2010 Western Zone Meet require that the swimmer
2069 participated in one or both of the LSC championships from September 1, 2009
2070 through August 31, 2010.)
- 2071 4. Swimmer must have represented Hawaiian Swimming – Team Hawaii in the Western
2072 Zone Championship for which the reimbursement is requested. Swimmer MUST travel

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¶

- 2075 and stay with Team Hawaii from the date determined by the Team Hawaii Coordinator
2076 and until released by the Coordinator at the conclusion of the championship meet. All
2077 travel must have originated in Hawaii.
- 2078 5. Swimmers may request to travel to and/or from the meet with approval by Team Hawaii
2079 Administrator and must include receipt of airline purchase with this form. Separate
2080 accommodation from Team Hawaii is not allowed.
- 2081 6. Swimmer must complete the current form by the published deadline on the form and
2082 include all required receipts for reimbursement.

2083

2084 **Section 22.02 Eligibility for Travel Reimbursements for Senior Program**

- 2085 1. Swimmer must have been a member of Hawaiian Swimming by January 15 in the year
2086 for which the reimbursement is requested.
- 2087 2. Swimmer must have been a member in good standing of Hawaiian Swimming for a
2088 minimum of three (3) years.
- 2089 • Swimmer who is a military dependent whose parent is stationed in Hawaii must have
2090 been a member in good standing of USA Swimming for a minimum of three (3)
2091 years.
- 2092 3. Swimmer must have participated in at least one Hawaiian Swimming Age Group or
2093 Senior Meet during each of those 3 years, one of which must have been a State
2094 Championship meet.
- 2095 • Swimmer who is a military dependent whose parent is stationed in Hawaii must
2096 have participated in two (2) Hawaiian Swimming Age Group or Senior Swimming
2097 Championship Meets (one long course and one short course) prior to competing in
2098 the eligible meet.
- 2099 4. Swimmer must have qualified, participated, and represented Hawaii in the meet(s) for
2100 which the reimbursement is requested.
- 2101 5. Eligible meets are listed on the current Travel Reimbursement Form.
- 2102 6. Travel to the meet must have originated in Hawaii.
- 2103 7. Swimmers must present proof of participation in all meets selected.
- 2104 8. Swimmer must complete the current form by the published deadline on the form and
2105 include all required receipts for reimbursement.

2106

2107 **Section 22.03 Eligibility for Travel Reimbursements for Coaches in Senior Program**

- 2108 1. Coach must have been a member of Hawaiian Swimming by January 15th of the year for
2109 which the subsidy is requested.
- 2110 2. Coach must be a member in good standing of Hawaiian Swimming and have been a
2111 member in good standing for at least 12 months prior to the meet(s) for which a subsidy
2112 is requested.
- 2113 3. Coach must have been the designated coach of a Hawaiian Swimming registered athlete
2114 who qualified, participated, and represented Hawaii in the meet(s) for which the subsidy
2115 is requested.
- 2116 4. Eligible meets are listed on the current Travel Reimbursement Form.
- 2117 5. Travel to the meet must have originated in Hawaii.
- 2118 6. Coach must present proof of attendance in all meets selected.

2119 7. Coach must complete the current form by the published deadline on the form and
2120 include all required receipts for reimbursement.
2121

2122 **Article XXIII. WHISTLE BLOWER PROTECTION**

2123 **Section 23.01 Overview**

2124 USA Swimming forbids any form of retaliation against individuals for providing truthful
2125 information to a law enforcement official relating to actual or potential unlawful conduct. Such
2126 actions can result in immediate suspension from elected or appointed positions by the General
2127 Chair, with final action taken by the House of Delegates in accord with the Bylaws, Section
2128 604.4.10, or in the case of officers who were not elected by the House of Delegates, final action
2129 may be taken by Board of Directors in accordance with the Bylaws, Section 605.6.10.
2130

2131

2132 **Section 23.02 Retaliation**

2133 If the General Chair is accused of retaliation, the House of Delegates will be convened to act on
2134 the charges within 60 days.
2135

2135

2136 **Section 23.03 Audit Committee**

2137 The audit committee will establish procedures for handling complaints, including anonymous
2138 ones, about accounting and financial matters.
2139

2139

2140 **Article XXIV. RECORDS RETENTION**

2141

2142 **Section 24.01 Overview**

2143 The Organization will retain records in an orderly fashion for time periods that comply with
2144 legal and government requirements. These procedures apply to all activities that generate
2145 business documentation.
2146

2146

2147 **Section 24.02 Storage**

2148 1. Files currently needed for day-to-day operational activities will be stored by the
2149 responsible parties and made available to the new officers/committee members during
2150 transitions in offices and committees. Members should be sensitive to keep confidential
2151 files or materials in secure locations. Files that are no longer needed for daily functions
2152 should be electronically archived, except when required by law to maintain original
2153 documents.
2154

2155 2. Storage of archived records falling within the records retention schedule below are
2156 maintained in electronic form in an LSC approved electronic cloud service. Original
2157 documents are stored at the permanent address of the LSC, or other designated site
2158 available to the LSC.

2158

2159 **Section 24.03 Record Retention Guidelines**

2160 The following holding periods will be utilized for the maintenance of the documents listed
2161 below.

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- 1. Accounting Records**
 - **Permanent Archive:** Audit Reports; Depreciation Schedules; Annual Financial Statements; Fixed Asset Purchases; General Ledger and general journals.
 - **Seven year hold:** Accounts payable; Accounts receivable; Expense reports; Fulfillment records
 - 2. Operations**
 - **Permanent Archive:** Tax returns & working papers; Trial balances (Annual); Correspondence (legal)
 - **Seven Year Hold:** Loan payment schedules; Void Checks; Purchase orders & correspondence;
 - **Two Year Hold:** Purchase requisitions; Correspondence (general);
 - 3. Bank Records**
 - **Permanent Archive:** Checks for capital purchases & important contracts;
 - **Seven Year Hold:** Bank reconciliations; Bank statements; Canceled checks; Electronic payment records
 - **Three Year Hold:** Petty cash vouchers
 - 4. Corporate Records**
 - **Permanent Archive:** Board minutes; Bylaws, charter, articles of incorporation; Business licenses; Contracts (major); Legal & tax correspondence; Patents/trademarks; Leases/mortgages; Insurance records, accidents, claims
 - **Life of contract plus four years:** Contracts (minor); Insurance policies
 - 5. Employee Records**
 - **Permanent Archive:** Benefit plans
 - **Seven Year Hold:** Employee disability benefit records; Employee files (terminated); Employment taxes; Payroll records
 - **One Year Hold:** Employment applications – 1 year HR Dept.
 - 6. Real Property Records**
 - **Permanent Archive:** Appraisals; Construction records; Leasehold improvements; Lease payment records; Real estate purchases
- Section 24.04 Record Destruction**
- After each year end, a review of the files in the LSC archive is performed by the Audit Committee, and any records falling outside the above retention schedule are destroyed.
- Legal Counsel: USA Swimming’s legal counsel or legal counsel contracted by the LSC shall instruct to inform the General Chair and Audit Committee members when document destruction (planned or otherwise) should be halted. The General Chair will in turn notify the staff and board members. Violation of such orders can result in immediate suspension from office or committee membership, pending final action

- 2205 by the House of Delegates or Board of Directors consistent with the LSC Bylaws,
 2206 sections 4.5.9 or 5.6.10 respectively.
 2207 • Retaliation: If the General Chair is accused of retaliation, the House of Delegates will
 2208 be convened to act on the charges within 60 days.
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2229 **Article XXV. Officials Certification Standards**
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Hawaiian Swimming Official Certification and Re-certification Requirements

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TIMER (minimum age: 11)		
Education & Training	None except <i>pre-meet briefing</i> . monitored by Chief Timer and/or Referee during meet.	Performance
Evaluation & Certification	Certify after passing USA Timer's test and satisfactory performance at one meet.	
Renewal	Based on satisfactory performance.	
STROKE AND TURN (minimum age: 18*)		

Education & Training	<p>Formal clinic training. Must take USA Swimming Stroke & Turn Judge test before apprenticing on deck.</p> <p>On-the-deck apprenticeship with at least two (2) trainers (who have a minimum of one (1) year certification as Stroke & Turn Judge) for a minimum of four (4) sessions. (cannot make a disqualification during those sessions).</p>
Evaluation & Certification	<p>Evaluation by trainer and/or Meet Referee to be reported to LSC Officials Chair or their designee. Must complete certification within one year from date of clinic. Must be a member of USA Swimming before officiating as a Stroke and Turn Judge.</p>
Renewal	<p>Require renewal test and clinic participation.</p> <p>To maintain certification, must work a minimum of four (4) sessions per year in Stroke & Turn or higher capacity. Based on continuing USA Swimming membership and satisfactory performance.</p>
*May not officiate at a session in which they are competing.	
RELAY TAKEOFF JUDGE (minimum age: 19)	
Education & Training	Must be certified Stroke & Turn Judge
Evaluation & Certification	Considered part of Stroke & Turn Judge certification.
Renewal	Same as Stroke & Turn Judge.
CHIEF JUDGE (minimum age: 19)	
Education & Training	Must be certified Stroke & Turn Judge
Evaluation & Certification	Considered part of Stroke & Turn Judge certification. Must have a minimum of one (1) year experience as a certified Stroke & Turn Judge .
Renewal	Same as Stroke & Turn Judge.
STARTER (minimum age: 19*)	

Education & Training	<p>Must attend clinic. Must take USA Swimming Starters test and be a current member of USA Swimming.</p> <p>Must serve a minimum of five (5) sessions on the deck at two (2) different meets with at least two (2) different trainers approved by the LSC Officials Chair.</p> <p>Must have worked as certified Stroke & Turn Judge for a minimum one year or five sessions, which ever is greater.</p>
Evaluation & Certification	Certification based on recommendation of the trainer(s) and/or Referee(s)
Renewal	<p>Require completion of renewal test at 80% or better and participation in starter clinic.</p> <p>To maintain certification, must work a minimum of four (4) sessions per year in Starter or higher capacity. Based on continuing USA Swimming membership and evaluation.</p>
*May not officiate at a session in which they are competing.	
REFEREE (minimum age: 21)	
Education & Training	<p>Must attend referee's clinic and apprentice on-the-deck for a minimum of six (6) sessions at three (3) sanctioned meets with at least two (2) different referees.</p> <p>Previous certification as a Stroke & Turn Judge or Starter for a minimum of one (1) year. Recommend be familiar with the positions of Announcer, Clerk of Course, Starter, Stroke & Turn Judge, Chief Judge, Timer, Timing Judge and Meet Marshall.</p> <p>Must pass USA Swimming Officials test (all sections) with a grade of at least 80% and be a current member of USA Swimming.</p>
Evaluation & Certification	Certification based on recommendation of the trainer(s) and/or Referee(s)
Renewal	<p>Require 80% or better scores on renewal test every two years. To maintain certification, must work a minimum of six (6) sessions per year in Starter or higher capacity with at least one session as Referee.</p> <p>Based on continuing USA Swimming membership and evaluation by the LSC Officials Chair or their designee.</p>
Entry Contacts (minimum age: 18)	
	Registered USA-Swimming non-Athlete Member or Athlete Member in good standing An Active Official or Apprentice Official as defined in Club Official Quota policy

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PART THREE: HISI Bylaws Interpretations

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ARTICLE XXVI. HISI BYLAWS INTERPRETATIONS.

2239

Section 26.01 Bylaws Interpretations

2241 Part Three is made up of materials that were part of the HISI Bylaws prior to the 2019 changes

2242 mandated by the USA Swimming Bylaws template. These materials provide details and

2243 definitions that the HISI has used in its implementation of the Bylaws over the years. [Deletions](#)

2244 [have been made where the material is in conflict with the current USA Swimming Rules and](#)

2245 [Regulations and HISI Bylaws. USA Swimming Rules and Regulations, and HISI Bylaws](#) will be

2246 followed in any case where these interpretations conflict or where either document supersedes

2247 HISI's previous interpretations or practice.

2248

Section 26.02 Bylaws Article Two

2250 1. **Group Members** are organizations operating in the Territory which have, upon
2251 application, been granted membership in USA Swimming and Hawaiian Swimming and
2252 paid the fees established by USA Swimming and Hawaiian Swimming pursuant to Article
2253 3.

2254 2. An organization's status as a Group Member is subject to its continued satisfaction of
2255 the criteria for membership and compliance with its responsibilities under these Bylaws,
2256 the rules, regulations, policies, procedures and codes of conduct and ethics of Hawaiian
2257 Swimming and USA Swimming.

2258 • A **Club Member** is an organization which is in good standing as a Group Member of
2259 Hawaiian Swimming and USA Swimming, has athletes and coaches and participates
2260 in the sport of swimming. All athletes and coaches of the organization must be
2261 Individual Members in good standing of Hawaiian Swimming and USA Swimming.

2262 • An **Affiliated Group Member** is an organization which supports the sport of
2263 swimming and the objectives and programs of Hawaiian Swimming and USA
2264 Swimming, which is in good standing as a Group Member of Hawaiian Swimming
2265 and USA Swimming. All of this group member's athletes and coaches may not be
2266 Individual Members of Hawaiian Swimming and USA Swimming.

2267 3. **Individual Members** are individuals involved in the sport of swimming in the Territory
2268 who have, upon annual registration, been granted membership in USA Swimming and
2269 Hawaiian Swimming and paid the dues established by USA Swimming and Hawaiian
2270 Swimming pursuant to Article 3.

2271 • Except for Life members, an individual who wishes to register as an unattached
2272 member of Hawaiian Swimming and is not affiliated with any Club Member of
2273 Hawaiian Swimming must reside within the geographical territory of Hawaiian
2274 Swimming.

2275 • An individual may be denied membership by the Membership/Registration
2276 Coordinator or by the Board of Directors for failure to satisfy the criteria for
2277 membership or for any reason for which an Individual Membership could be

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Deleted: . Membership may be terminated by the National Board of Review or the U.S. Center for SafeSport in accordance with Part Four of the USA Swimming Rules and Regulations...

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- 2312 terminated. Any denial of membership may be appealed to the National Board of
2313 Review.
- 2314 • An individual's status as an Individual Member is subject to the Individual Member's
2315 continued satisfaction of the criteria for membership and compliance with the
2316 individual's responsibilities under these Bylaws the codes of conduct and ethics,
2317 policies, procedures, rules and regulations adopted by USA Swimming and HISI.
 - 2318 • Except for Affiliated Individual Members and Life Members, Individual Members in
2319 good standing shall be entitled to participate in the program of swimming conducted
2320 by Hawaiian Swimming, and competitions sanctioned or approved by USA Swimming
2321
- 2322 4. An **Athlete Member** is an individual who participates or competes in the sport of
2323 swimming and is in good standing as an Individual Member of Hawaiian Swimming and
2324 USA Swimming.
- 2325
- 2326 5. A **Coach Member** is an individual, whether or not affiliated with a Group Member, who
2327 has satisfactorily completed all safety and other training required by Hawaiian
2328 Swimming and/or USA Swimming and who is in good standing as an Individual Member
2329 of Hawaiian Swimming and USA Swimming.
- 2330 • Any individual desiring to act in any coaching capacity at any competition sanctioned
2331 by USA Swimming must be a Coach Member in good standing of Hawaiian Swimming
2332 and USA Swimming.
- 2333 6. An **Active Individual Member** is an individual other than a Coach Member or an Athlete
2334 Member who is a trainer, manager, official, meet director, marshal, Board Member, At-
2335 Large House Member, officer, coordinator or committee chairman or committee
2336 member of Hawaiian Swimming or a Group Member Representative or alternate and
2337 any other individual desiring to participate in the sport of swimming and who is in good
2338 standing as an Individual Member of USA Swimming and Hawaiian Swimming.
- 2339 7. An **Affiliated Individual Member** is an individual interested in the objectives and
2340 programs of Hawaiian Swimming who resides, formerly resided, or formerly participated
2341 in the sport of swimming in the Territory and who is in good standing as an Individual
2342 Member of Hawaiian Swimming and USA Swimming.
- 2343 8. A **Seasonal Athlete Member** is an individual who participates or competes in the sport
2344 of swimming and has joined for one or two periods of time not longer than 150 days
2345 each in a registration year and is in good standing as an Individual Member of Hawaiian
2346 Swimming and USA Swimming.
- 2347 9. A **Flex Athlete Member** is a category of individual membership that allows for limited
2348 meet participation over a given swimming year. See Registration information for current
2349 requirements, fees, and participation limits.
- 2350 10. A **Life Member** is an individual who is a life member of USA Swimming and who resides,
2351 formerly resided or participated in the sport of swimming in the Territory and who is in
2352 good standing as a member of Hawaiian Swimming and USA Swimming.
- 2353 11. Compliance: Each Group or Individual Member shall not take or allow to be taken, any
2354 action, or conspire with or instigate any other person to take or allow to be taken, any

2355 action which could bring the sport of swimming, Hawaiian Swimming or USA Swimming
2356 into disrepute.

- 2357 • By applying for and accepting membership in Hawaiian Swimming and USA
2358 Swimming, each Individual Member agrees to so abide and represents, except to the
2359 extent disclosed to Hawaiian Swimming and USA Swimming, that he or she has
2360 never been convicted of a crime involving sexual misconduct, child abuse, violation
2361 of a law specifically designated to protect minors, or similar offenses, or to have
2362 been found by an Administrative Review Board or the National Board of Review to
2363 have committed actions which would be the basis for conviction and that she or he
2364 has never acted in a manner which might bring into disrepute Hawaiian Swimming,
2365 USA Swimming or the sport of swimming.
- 2366 • Infractions of a Group Member include those committed or allowed to happen by its
2367 members, representatives, officials or coaches or by athletes who are competing as
2368 representatives of the Group Member or who are competing with the Group
2369 Member as unattached swimmers. Also included are infractions committed or
2370 allowed to happen by a person instigated by the Group Member or with whom the
2371 Group Member through any of those individuals conspired. Any Individual Member
2372 may be held responsible for any infractions committed or that were allowed to
2373 happen by the Individual Member. Also included are infractions committed or
2374 allowed to happen by a person instigated by the Individual Member or with whom
2375 the Individual Member conspired.

2376
2377 **Section 26.03 Bylaws Article Three**

- 2378 1. Each Club Member and Seasonal Club Member shall pay an annual fee, consisting of a
2379 national club fee established by USA Swimming and a local club fee established by
2380 Hawaiian Swimming, together with any other charges, fees, etc. as may be established
2381 by Hawaiian Swimming.
- 2382 2. The Board of Directors shall establish the annual membership fees and any other
2383 charges, fees, etc., for Affiliated Group Members.
- 2384 3. Each Athlete member, Seasonal Athlete Member, or Flex Athlete Member shall pay an
2385 annual or seasonal fee, respectively, consisting of a national fee established by USA
2386 Swimming and a local fee established by Hawaiian Swimming.
- 2387 4. Each Coach Member shall pay an annual fee consisting of a national fee established by
2388 USA Swimming and a local fee established by Hawaiian Swimming, together with any
2389 other charges, fees, etc., as may be established by Hawaiian Swimming.
- 2390 5. Each Active Individual Member shall pay an annual fee consisting of a national fee
2391 established by USA Swimming and a local fee established by Hawaiian Swimming,
2392 together with any other charges, fees, etc., as may be established by Hawaiian
2393 Swimming.
- 2394 6. The Board of Directors shall establish the annual membership fees and any other
2395 charges, fees, etc., for Affiliated Individual Members.
- 2396 7. The Board of Directors shall establish the annual or other membership fees, if any, and
2397 any other charges, fees, etc., for Life Members.

- 2398 8. A service charge may be established by the Board of Directors. It may be a flat amount,
 2399 an amount related to the number of events swum, the number of individual swims, the
 2400 number of athletes entered, the cost of equipment and pool time provided, a
 2401 percentage of receipts or profits or a combination of one or more of these or other
 2402 bases.
- 2403 9. The failure of a Group Member, Coach Member or Active Individual Member to pay
 2404 dues, fees, service charges, fines or penalties imposed by Hawaiian Swimming or USA
 2405 Swimming within the time prescribed, as evidenced by a final decision of (i) a court of
 2406 law, and/or (ii) the Hawaiian Swimming Administrative Review Board, or the National
 2407 Board of Review, shall preclude the delinquent member from (a) participating in events
 2408 sanctioned or approved by USA Swimming, (b) participating in any capacity in the affairs
 2409 of USA Swimming, Hawaiian Swimming or any other LSC or (c) serving as a Group
 2410 Member Representative, coach, manager, official, trainer or in any other capacity with
 2411 any Club Member or with any group member of any other LSC until the debt is satisfied.
- 2412 10. The failure of an Athlete Member, Seasonal Athlete Member, or Flex Athlete Member to
 2413 satisfy any financial obligations to USA Swimming, Hawaiian Swimming or their former
 2414 LSCs, within the time prescribed, as evidenced by a final decision of (i) a court of law,
 2415 and/or (ii) the Hawaiian Swimming [Administrative Review Board](#), the National Board of
 2416 Review, shall preclude the delinquent member from (a) competing in any competition
 2417 sanctioned by USA Swimming, (b) obtaining a reportable time achieved in events swum
 2418 in any USA Swimming sanctioned, approved or observed meet, (c) participating in any
 2419 capacity in the affairs of USA Swimming, Hawaiian Swimming or any other LSC, or (d)
 2420 practicing, exercising or otherwise participating in the activities of any Group Member
 2421 or any group member of any other LSC until the debt is satisfied.
- 2422 11. If a Club Member or a Seasonal Club Member has secured: (i) a final court judgment
 2423 against an Individual Member for non-payment of financial obligations owed to the Club
 2424 Member, and (ii) a final decision of the Hawaiian [Swimming Administrative Review](#)
 2425 Board or the National Board of Review suspending such Individual Member's
 2426 membership rights as set forth below, then until the court judgment is satisfied, the
 2427 Individual Member shall not (a) compete in any competition sanctioned by USA
 2428 Swimming, (b) obtain a reportable time in events swum at any USA Swimming approved
 2429 or observed meet, (c) participate in any capacity in the affairs of USA Swimming,
 2430 Hawaiian Swimming or any other LSC, or (d) practice, exercise or otherwise participate
 2431 in the activities of any Group Member or any group member of any other LSC.
- 2432 12. If an Individual Member has secured a final decision of (i) a court of law, and/or (ii) the
 2433 Hawaiian LSC Administrative Review Board or the National Board of Review against a
 2434 Club Member for non-payment of financial obligations (such as a refund of training fees)
 2435 to the Individual Member, then until the decision or judgment is satisfied, the
 2436 delinquent or offending Club Member shall be precluded from (a) participating in events
 2437 sanctioned or approved by USA Swimming and (b) participating in any capacity in the
 2438 affairs of USA Swimming, Hawaiian Swimming or any other LSC, including being
 2439 represented in the House of Delegates by its Group Member Representative.
- 2440 13. Continued failure to pay, within a reasonable period of time after a final decision of a
 2441 court of law, the Hawaiian [Swimming Administrative Review Board](#), or the National

Commented [MC17]: Do we still have this? And what is it's function/limitations. In 9 above, it's the Hawaiian Swimming Administrative Review Board. 11 has a different name still.

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2445 Board of Review, as determined by the Hawaiian [Swimming](#) Administrative Review
2446 Board or the National Board of Review, shall be cause for termination of membership.

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2447
2448 **Section 26.04 Bylaws Article Six Election Process for LSC Officers and Committee Chairs**
2449 **elected by the HOD**

2450 **Section 26.04.1 Election Process**

- 2451 1. In order to encourage and allow the widest opportunity for the members of the House
2452 of Delegates to participate in the elections process, ballots will be sent by any secure
2453 method of distribution to the delegates which they may return to the Secretary to be
2454 counted at the designated annual meeting at which elections are being held.
- 2455 2. Ballots will be distributed a minimum of 20 days prior to the designated annual meeting
2456 for the elections.
- 2457 3. Ballots may **be** cast in two ways: they may be brought to the annual meeting and cast
2458 during the elections at that meeting, or they may be returned to the Secretary by email
2459 from the registered delegate's personal email account (or other approved secure
2460 means) or by U.S. mail so as to be received by the Secretary two days prior to the annual
2461 meeting. They will be counted at the annual meeting along with those ballots that are
2462 cast in-person at the meeting.
- 2463 • Delegates returning ballots by mail or other approved means may write-in qualified
2464 candidates for any of the available positions.
- 2465 4. The candidate who receives the most votes of the ballots cast and counted for the
2466 respective office at the annual meeting shall be elected. In the case of a tie, the
2467 members of the House of Delegates who are present at the meeting will be asked to
2468 break the tie on a ballot issued at the meeting. Their vote will be considered binding.

2469
2470 **Section 26.04.2 Duties and Powers of Officers**

2471 **1. GENERAL CHAIR**

2472 The General Chair shall oversee and have general charge of the management, business,
2473 operations, affairs and property of Hawaiian Swimming and general supervision over its
2474 officers and agents, shall call meetings when and where deemed necessary, shall
2475 preside at all meetings, and, except as otherwise provided in these Bylaws and with the
2476 advice and consent of the Board of Directors, shall appoint committee chairs and
2477 members of standing and special committees or coordinators as may be necessary to
2478 permit Hawaiian Swimming to effectively, efficiently and economically conduct its
2479 affairs. The General Chair shall report to the Board of Directors all matters within the
2480 General Chair's knowledge that the Board of Directors should consider in the best
2481 interests of Hawaiian Swimming.

2482 **2. SECRETARY**

2483 The Secretary, or a delegate, shall be responsible for keeping a record of all meetings of
2484 the House of Delegates and Board of Directors, conducting official correspondence,
2485 issuing meeting and other notices and making such reports to USA Swimming as are
2486 required by Article 608 of the Bylaws and shall perform the other duties incidental to
2487 the office of Secretary. The Secretary shall be custodian of the records and attest the
2488 execution of all duly authorized instruments. The Secretary shall cause to be kept copies

2490 of all minutes, official correspondence, meeting and other notices, and any other
2491 records of Hawaiian Swimming.

2492 **3. TREASURER**

2493 The Treasurer shall be the principal receiving and disbursing officer of Hawaiian
2494 Swimming. Except as otherwise directed by the Finance Vice- Chair or the Board of
2495 Directors, the Treasurer shall receive all moneys, incomes, fees and other receipts of
2496 Hawaiian Swimming and pay all bills, salaries, expenses and other disbursements
2497 approved by an authorized officer, committee Chair, coordinator, the Finance Vice-
2498 Chair, the Board of Directors or the House of Delegates, or required to be paid pursuant
2499 to Section 610.3.12. When authorized by the Board of Directors, income and expenses
2500 may be received and paid by a division, officer, committee or coordinator, provided that
2501 the division, officer, committee or coordinator promptly submits to the Treasurer an
2502 itemized report, duly attested by the division, officer, committee Chair or coordinator
2503 and either within the approved budget of such division, officer, committee or
2504 coordinator, or authorized by the Board of Directors or the House of Delegates. [All](#)
2505 [reimbursement requests must receive the approval of the appropriate chair who has](#)
2506 [jurisdiction over the division from which the request originates prior to submission to](#)
2507 [the Treasurer.](#) The Treasurer shall be a member of the Finance Committee but may not
2508 be its Chair. The Treasurer shall issue a monthly report listing the current budget
2509 variances by line item, all receipts, all expenditures and the current fund and account
2510 balances for the preceding month and for the fiscal year to date, together with such
2511 other items as the Finance Vice-Chair, the General Chair or the Board of Directors may
2512 direct. The Treasurer shall:

- 2514 • have charge of and supervision over and be responsible for the funds,
2515 moneys, securities and other financial instruments of Hawaiian
2516 Swimming;
- 2517 • cause the moneys, securities and other financial instruments of Hawaiian
2518 Swimming to be deposited in the name and to the credit of Hawaiian
2519 Swimming in such institutions as shall be designated in accordance with
2520 Section 606.11 or to be otherwise invested as the Finance Vice-Chair or
2521 the Board of Directors may direct;
- 2522 • cause to be appropriately segregated and accounted for any endowment
2523 funds, scholarship or award funds and any similar special purpose funds
2524 or accounts;
- 2525 • cause the funds of Hawaiian Swimming to be disbursed by checks or
2526 drafts, automated debits or wire transfer on the authorized depositories
2527 of Hawaiian Swimming, and obtain and preserve proper voucher for all
2528 moneys disbursed;
- 2529 • cause to be kept in the safe-keeping of the Treasurer correct books of
2530 account and other financial records of all its affairs and transactions,
2531 and such duplicate books of account as the Board of Directors, the
2532 Finance Vice-Chair or the Treasurer shall determine. The Treasurer's

Commented [MC18]: This needs an update ... Assistant treasurer Bobby to Deborah ... and Gwenn also handles monies for deposits. We also discussed (meeting Dec 22 in Hilo with Mike, Bobby, Jon, Deborah, and me). Need to allow for electronic fund transfers, etc. Also more explicit submission of reimbursement requests to various chairs (AG, Senior, Officials, Admin, Gen'l) before the Treasurer pays the reimbursement (check). Should work with Deborah Christian to update this.

Commented [VC19R18]: Under duties the Treasurer is allowed to "appoint one or more assistant treasurers and delegate to them one or more of the Treasury functions, or parts thereof"

2533 custody of the books and records shall be as a fiduciary for Hawaiian
2534 Swimming and custody and fiduciary state shall end when the Treasurer
2535 leaves office and passes them on to the successor Treasurer;
2536 • upon request and at reasonable hours cause such books or duplicates
2537 thereof to be exhibited to any member of the Board of Directors and
2538 upon application and at reasonable hours cause the monthly financial
2539 reports and the annual audited financial statement to be exhibited to any
2540 member of Hawaiian Swimming or USA Swimming;
2541 • cause Hawaiian Swimming to be in compliance with the requirements of
2542 Section 608.4;
2543 • have the power to require from the officers, committee chairs,
2544 coordinators or agents of Hawaiian Swimming reports or statements
2545 giving such information as the Treasurer may determine to be
2546 appropriate or helpful with respect to any and all financial transactions of
2547 Hawaiian Swimming;
2548 • cause the annual audit of accounts of Hawaiian Swimming to be
2549 performed and cause the preparations and timely filing of all required
2550 federal, state and local tax returns, and other financial and tax reports
2551 with the applicable government official, and forward a copy of the annual
2552 financial statement and audit report and any federal tax return to the
2553 Secretary for submission to the Board of Directors and USA Swimming
2554 national headquarters in accordance with Article 8 of the HISI Bylaws;
2555 • have the power to appoint one or more assistant treasurers and delegate
2556 to them one or more of the Treasury functions, or parts thereof; and
2557 • in general, perform all the other duties incident to the corporate treasury
2558 function.

2559 **4. ADMINISTRATIVE VICE-CHAIR**

2560 The Administrative Vice-Chair shall conduct meetings in the absence of the General
2561 Chair and, at the request of the General Chair or in the event of the disability of the
2562 General Chair, shall perform all of the duties of the General Chair, and when so acting
2563 shall have all of the powers of the General Chair. The Administrative Vice-Chair shall
2564 chair, and have general charge of the business, affairs and property of the division that
2565 administers Hawaiian Swimming business and affairs. The Administrative Vice-Chair
2566 shall aid in the development of policy and the coordination of the activities of the
2567 officers and committees within the division internally and with other divisions,
2568 committees and coordinators. The Administrative Division shall be responsible for the
2569 creation and maintenance of Hawaiian Swimming's Policies and Procedures Manual.

2570 **5. SENIOR VICE-CHAIR**

2571 The Senior Vice-Chair shall chair and have general charge of the affairs and property of
2572 the division that develops and conducts the senior swimming program of Hawaiian
2573 Swimming. The Senior Vice-Chair serves a liaison to the Athlete Representatives and the
2574 Athletes Committee, and shall be responsible to see that the Athlete Representatives
2575 elections are held in accordance with these Bylaws.

- 2576 **6. AGE GROUP VICE-CHAIR**
 2577 The Age Group Vice-Chair shall chair and have general charge of the affairs and property
 2578 of the division that develops and conducts the age group swimming program of
 2579 Hawaiian Swimming including the awarding meet sponsorships to Club Members,
 2580 facilities and equipment rentals and meet management for all swimming meets
 2581 sponsored by Hawaiian Swimming.
- 2582 **7. FINANCE VICE-CHAIR**
 2583 The Finance Vice-Chair is the chief financial officer of Hawaiian Swimming. The Finance
 2584 Vice-Chair shall chair and have general charge of the affairs and property of the division
 2585 that includes the Treasury function, the development and implementation of an
 2586 investment program for Hawaiian Swimming's working capital, funded reserves and
 2587 endowment funds and the development and implementation of a marketing and fund-
 2588 raising plan for Hawaiian Swimming. The Finance Vice-Chair, with the assistance of the
 2589 Budget Committee, shall prepare an annual budget for Hawaiian Swimming's operation
 2590 and present the budget for approval by the Board of Directors and the House of
 2591 Delegates. In addition, the Finance Vice-Chair shall cause to be conducted the audit
 2592 required pursuant to Section 608.5 and shall review the annual audit report and
 2593 recommend acceptance and appropriate action, if any with regard thereto by the Board
 2594 of Directors and the House of Delegates. The Finance Vice-Chair is responsible for the
 2595 adequacy of Hawaiian Swimming's system of internal financial and accounting controls.
 2596 The Finance Vice-Chair is the Chair of the Finance Committee. Together with the
 2597 Treasurer, the Finance Vice-Chair is ultimately responsible for Hawaiian Swimming's
 2598 compliance with Article 8 of the HISI Bylaws.
- 2599 **8. ATHLETE REPRESENTATIVES**
 2600 The Athlete Representatives shall serve as the liaison between the athletes who are
 2601 members of Hawaiian Swimming and the Board of Directors and the House of
 2602 Delegates.
- 2603 **9. COACH REPRESENTATIVES**
 2604 The Coach Representatives shall serve as a liaison between the coaches who are
 2605 members of Hawaiian Swimming and the Board of Directors and House of Delegates.
- 2606 **10. OFFICIALS REPRESENTATIVE**
 2607 The Officials Representative shall serve as a liaison between the officials who are
 2608 members of Hawaiian Swimming and the Board of Directors and House of Delegates.
- 2609 **11. AT-LARGE BOARD MEMBERS**
 2610 In addition to their inherent powers as members of the Board of Directors, the At-Large
 2611 Board Members shall have such powers and duties as may be delegated to them by the
 2612 General Chair, the Board of Directors or the House of Delegates.
 2613
 2614
- Section 26.05 Bylaws Article Six: Divisions, Committees and Coordinators**
 2615 1. The seven divisions of Hawaiian Swimming shall each be chaired by a Vice-Chair, the
 2616 Senior Athletes Representative, the Senior Coaches Representative, the Officials
 2617 Representative, whose respective powers, duties, jurisdiction and responsibilities are
 2618

Deleted: Section 26.04.3 Hawaiian Swimming Delegates to the USA Swimming House of Delegates ¶

Officer and Representative Delegates It shall be the duty and privilege of the General Chair, the Administrative Vice-Chair, the Age Group Vice-Chair, the Senior Vice-Chair, the Senior Athlete Representative and the Senior Coach Representative to attend the USA Swimming annual meeting as representatives of Hawaiian Swimming and voting delegates to the USA Swimming House of Delegates. ¶

Officer Delegate Alternates If any of the officer delegates is unable to attend, their elected alternates if any, shall attend in their places. In the event that there are no elected alternates or the elected alternates are unable to attend, then the General Chair, with the advice and consent of the Board of Directors, shall appoint alternates who shall attend the USA Swimming annual meeting as delegates representing Hawaiian Swimming. ¶

Athlete Representative Alternates If an athlete delegate is unable to attend, the Athlete Representative next most senior in term of office shall attend. If seniority cannot be established or there remain no additional Athlete Representatives or alternates able to attend, then the General Chair, with the advice and consent of the Board of Directors, shall designate one or more Athlete Members to attend as a representative of Hawaiian Swimming. ¶

Coach Representative Alternates If the Senior Coach Representative is unable to attend the USA Swimming annual meeting, then the other Coach Representative shall attend, and if neither Coach Representative is able to attend, then the General Chair, with the advice and consent of the Board of Directors, shall designate a Coach Member to attend as a representative of Hawaiian Swimming. ¶

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described in Section 6.7. Under each division Vice-Chair there are officers, committees, coordinators and direct responsibilities as follows:

- **ADMINISTRATIVE DIVISION – Administrative Vice-Chair**
 - Awards Banquet Bylaws/Legislation/Rules Elections/Insurance/ Legal (General Counsel, if applicable)/ Public Relations Publications/Newsletter/Policies and Procedures Manual
 - Supervise Safe Sport Coordinator, Safety, New Club Organization
- **AGE GROUP DIVISION – Age Group Vice-Chair**
 - Awards, Meet Sanctions, Open Water, Program Development
 - Time Standards, Diversity, Disability and Outreach Programs (USA Swimming),
 - Parent and Athlete Education Programs
- **SENIOR DIVISION – Senior Vice-Chair**
 - Awards,
 - Meet Evaluations, Meet Management, Meet Sponsorship
 - Open Water
 - Time Standards, Swim Camps
 - Program Development
- **FINANCE DIVISION – Finance Vice-Chair**
 - Audit
 - Budget Marketing/Sponsorship, Swim-a-thon
 - Tax reporting and USA Swimming financial filings
- **ATHLETES DIVISION – Senior Athlete Representative**
 - Athlete Representatives, Athlete Committee
- **COACHES DIVISION – Senior Coach Representative**
 - Coaches Representatives, Coaches Committee
- **OFFICIALS DIVISION – Officials Representative**
 - Officials Representative
 - Officials Committee

2. NON-OFFICER CHAIRS, COORDINATORS AND APPOINTED ADMINISTRATORS

- **Membership/Registration Coordinator:** The Membership/Registration Coordinator shall be responsible for the registration of Group and Individual Members and shall make the reports required by Article 8 together with such additional reports as may be required by USA Swimming, the Board of Directors or the Administrative Vice-Chair.

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- **Technical Planning Committee Chair:** The Technical Planning Committee Chair shall chair, and have general charge of the business, affairs and property of the Technical Planning Committee, which is responsible for long- range planning regarding the swimming programs conducted by Hawaiian Swimming, the continuing review and development of the Hawaiian Swimming philosophy and for advising other committees and divisions regarding the implementation of that philosophy in the context of Hawaiian Swimming’s swimming program.
 - **Athletes Committee Chair:** The Senior Athlete Representative shall chair and have general charge of the business, affairs and property of the Athletes Committee, which shall be responsible for the publication of an athletes’ newsletter and shall undertake such other activities (a) delegated to it by the Board of Directors or the General Chair or (b) undertaken by the Committee as being in the best interest of the Athlete Members, Hawaiian Swimming, USA Swimming and the sport of swimming.
 - **Coaches Committee Chair:** The Senior Coach Representative shall chair and have general charge of the business, affairs and property of the Coaches Committee, which shall undertake such activities (a) delegated to it by the Board of Directors or the General Chair or (b) undertaken by the Committee as being in the best interest of the Coach Members, Hawaiian Swimming and the sport of swimming.
 - **Officials Committee Chair:** The Officials Committee Chair shall chair and have general charge of the business, affairs and property of the Officials Committee, which shall undertake such activities (a) delegated to it by the Board of Directors or the General Chair or (b) undertaken by the Committee as being in the best interest of the certified Officials, Hawaiian Swimming and the sport of swimming.
 - **Times Administrator:** The LSC SWIMS Administrator is responsible for the LSC entries into the SWIMS Database, Top 16 reports, NRT, Records, Western Zone Entries, and other reportable times requirements.
 - **Safe Sport Coordinator:** The Safe Sport Coordinator shall be responsible for the implementation and coordination of, and serve as the Hawaiian LSC liaison for, the Safe Sport Program established by USA Swimming. The Safe Sport Coordinator shall be a non-athlete member in good standing, and shall work with the USA Swimming Safe Sport staff, the USA Swimming Safe Sport Committee, and the Hawaiian Swimming Safe Sport Committee to implement pertinent aspects of the national Safe Sport Program within Hawaiian LSC. The Safe Sport Coordinator will:
 1. Serve as the primary contact for Hawaiian LSC to coordinate and oversee the implementation of effective safe sport educational programs for all athlete members, their parents, coaches, volunteers and clubs, as provided by USA Swimming;
 2. Be trained regarding the complaint reporting structure and refer all reports of a violation of the Athlete Protection policies directly to the local club, the General Chair, the USA Swimming Safe Sport staff, and/or other appropriate authority;

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3. Participate in workshops as provided by USA Swimming, collect and share information about what USA Swimming and other LSCs are doing to promote safe sport policies, and disseminate information on LSC best practices;
 4. Serve as an information resource for Hawaiian LSC clubs and membership, and will help to identify and connect them with local educational partners and resources;
 5. Receive feedback and suggestions on the Safe Sport policies and programs from the Hawaiian LSC clubs and membership, and provide feedback to the USA Swimming Safe Sport Committee and Safe Sport staff; and
 6. Perform other functions as necessary in the fulfillment of USA Swimming's continuing efforts to foster safe, healthy and positive environments for all its members.

- **Team Hawaii Administrator:** The Team Hawaii Administrator is responsible for the Western Zones team, Oceania team, FINA and other related competition events where swimmers will swim as representatives of the LSC.
- **Special Events Administrator:** The Special Events Administrator will coordinate special competitions as initiated by the Board.

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3. OFFICIALS COMMITTEE

The members of the Officials Committee shall be the Officials Committee Chair, who shall serve as the Chair, the Officials Representative, at least two (2) other members, each of whom shall be a certified official of Hawaiian Swimming, and a sufficient number of athletes appointed so as to constitute twenty percent (20%) of the voting membership of the Committee. The members of the Committee shall include the Officials Coordinators from the Neighbor Islands. The Officials Representative may be appointed to chair the Officials Committee.

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4. SAFE SPORT COMMITTEE

The members of the Safe Sport Committee shall be the Safe Sport Coordinator, who shall serve as chair, and at least four additional members; at least one shall be a Coach Member, at least two shall be at-large non-athlete members, and a sufficient number of athletes appointed so as to constitute twenty percent (20%) of the voting membership of the Committee.

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5. SAFETY COMMITTEE

The members of the Safety Committee shall be the Safety Coordinator, who shall serve as the Chair, and five additional members; one shall be a Hawaiian Swimming certified official, one shall be a Coach Member, two shall be Club Safety Coordinators, and a sufficient number of athletes appointed so as to constitute twenty percent (20%) of the voting membership of the Committee.

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6. TECHNICAL PLANNING COMMITTEE

2780 The members of the Technical Planning Committee shall be the Technical Planning
2781 Chair, who shall serve as Chair, at least six (6) additional members of whom at least fifty
2782 percent (50%) shall be Coach Members, and a sufficient number of athletes appointed
2783 so as to constitute twenty percent (20%) of the voting membership of the Committee.
2784 The Athlete Members and the additional members shall be appointed by the General
2785 Chair with the advice and consent of the Board of Directors.
2786

2787 7. The General Chair or the respective division vice-Chair may appoint the specified
2788 additional members and any other members deemed appropriate or necessary for any
2789 of the foregoing standing committees, except the Athletes and Coaches. Committee
2790 members appointed pursuant to the preceding sentence, shall hold their appointments
2791 at the pleasure of the appointing officer or successor.
2792

2793 **Section 26.06 Duties, Responsibilities of Committees**

2794 **1. FINANCE COMMITTEE**

2795 The Finance Committee is authorized and obligated to develop, establish where so
2796 authorized or recommend to the Board of Directors and supervise the execution of
2797 policy regarding the investment of Hawaiian Swimming's working capital, funded
2798 reserves and endowment funds, within the guidelines, if any, established by the Board
2799 of Directors or the House of Delegates. The Finance Committee shall also regularly
2800 review Hawaiian Swimming's equipment needs (both operation and office) and the
2801 various methods available to finance the acquisition of any needed equipment, make a
2802 determination of the best financing method for Hawaiian Swimming and make
2803 recommendations to the Board of Directors. When the Finance Committee functions as
2804 the audit committee, the Treasurer shall not act as a member of the Finance Committee
2805 (See Section 607.3.2). The Finance Committee is authorized to, and, in lieu of an
2806 independent auditor, it shall be its duty to, conduct an annual audit of the books of
2807 Hawaiian Swimming pursuant to Section 8.5 and present the results thereof to the
2808 Board of Directors.
2809

2810 **2. OFFICIALS COMMITTEE**

2811 The Officials Committee is authorized and obligated to recruit, train, test, certify,
2812 evaluate, retest, recertify and supervise officials for Hawaiian Swimming and such other
2813 activities as may be necessary or helpful in maintaining a roster of qualified, well-trained
2814 and experienced officials of the highest caliber.

2815 **3. SAFE SPORT COMMITTEE**

2816 The purpose of the Hawaiian LSC Safe Sport Committee is to ensure implementation of
2817 the USA Swimming's Safe Sport policies, guidelines, educational programs, reporting
2818 and adjudication procedures which are intended to help provide as safe, healthy and
2819 positive environment as possible for all USA Swimming members. The Safe Sport
2820 Committee will:

- 2821 a. Coordinate and oversee the implementation of effective ongoing educational
2822 programs for all athlete members, their parents, coaches, volunteers and local
2823 clubs as provided by USA Swimming;

- 2824 b. Be the primary contact for the club members in Hawaiian LSC to share
 2825 information about what USA Swimming and other LSCs are doing regarding Safe
 2826 Sport policies and programs; and to collect, develop and disseminate
 2827 information on LSC best practices;
 2828 c. Serve as an information resource for clubs by, among other things, helping to
 2829 identify and connect them with local educational partners and resources;
 2830 d. Perform other functions as necessary in the fulfillment of USA Swimming's
 2831 continuing efforts to foster safe, healthy and positive environments for all its
 2832 members; and
 2833 e. Be available to work on special projects, educational programs and assignments
 2834 as needed.
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2836 **4. SAFETY COORDINATOR**

2837 The Safety Coordinator shall be responsible for coordinating safety enhancement and
 2838 training opportunities as needed and for the dissemination of USA Swimming safety
 2839 education information to all Group Members, athletes, coaches and officials of Hawaiian
 2840 Swimming. The Safety Coordinator shall develop programs and policies and their
 2841 implementation to the applicable division Vice-Chair and the Board of Directors. When
 2842 approved by the Board of Directors, the Safety Coordinator shall be responsible for the
 2843 coordination of their implementation by the Club Member. The Safety Coordinator shall
 2844 prepare and transmit the reports required pursuant to Section 608.7.
 2845

2846 **5. TECHNICAL PLANNING COMMITTEE**

2847 The Technical Planning Committee shall be responsible for long-range planning for the
 2848 swimming programs conducted by Hawaiian Swimming and for advice regarding the
 2849 technical aspects of those programs and of the sport of swimming generally.
 2850

2851 **SECTION 26.07 ARTICLE 8: ANNUAL AUDIT, REPORTS AND REMITTANCES**

2852 **1. MINUTES**

2853 The Secretary shall, within thirty (30) days after each meeting of the Board of Directors
 2854 and the House of Delegates, [post the draft minutes to the Hawaiian Swimming website.](#)
 2855

2856 **2. STATE AND LOCAL REPORTS AND FILINGS**

2857 The [Administrative Vice-Chair](#) shall cause to be made all reports and non-tax filings and
 2858 pay any applicable fees required by its state of incorporation and by any other state or
 2859 municipality in which it operates.
 2860

2861 **3. PUBLIC AVAILABILITY OF CERTAIN INFORMATION**

2862 Hawaiian Swimming shall cause to be made available at a reasonable location and time
 2863 determined by Hawaiian Swimming to anyone requesting to see a copy of Hawaiian
 2864 Swimming's federal income tax and information returns for each of the last three years,
 2865 and a copy of the materials submitted by USA Swimming to include Hawaiian Swimming

Deleted: transmit a copy of the minutes of the meeting to the respective members and to USA Swimming national headquarters.

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 The Secretary shall forward to USA Swimming national headquarters a copy of the annual closing Balance Sheet and Statement of Income and Expense for the preceding fiscal year following completion of the audit of the accounts and internal financial controls and procedures of Hawaiian Swimming and the report thereon prepared in accordance with Section 608.5 within fifteen (15) days of receipt of the audit report and shall advise USA Swimming national headquarters within thirty (30) days following acceptance by the House of Delegates. Copies of any corresponding federal income tax return required to be filed by Hawaiian Swimming under the IRS Code shall be included with the annual audit report sent to USA Swimming national headquarters. ¶

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2887 in USA Swimming’s group exemption ruling as required pursuant to IRS Code section
2888 6104 and any similar requirements of applicable state or local laws.

2889 **4. ANNUAL AUDIT**

2890 An annual audit of the accounts, books and records of Hawaiian Swimming shall be
2891 completed no later than the end of the third month following the end of its fiscal year.
2892 The audit, or review, shall be conducted by an independent auditor who shall be a
2893 certified public accountant or by the Finance Committee. The audit shall cover any
2894 federal, state or local income tax return that Hawaiian Swimming is required to file
2895 under the IRS Code or applicable provisions of state or local law, rules or regulations,
2896 the balance sheet, the statement of income and expenses, check register and bank
2897 statements and other records as is deemed appropriate. If the audit or review is
2898 conducted by the Finance Committee, the committee shall issue a report signed by all of
2899 its members and stating that the financial records and reports of Hawaiian Swimming
2900 have been reviewed and fairly present the financial condition of Hawaiian Swimming as
2901 of the date of the balance sheet and for the fiscal period of the statement of income and
2902 expenses and the report is true and correct to the best of the Committee’s knowledge,
2903 information and belief. If the audit, or review, is conducted by an independent auditor,
2904 the report shall be in accord with generally accepted auditing practices applicable to the
2905 audit or review, as the case may be.

2906 **5. MEMBERSHIP AND REGISTRATION REPORTS**

2907 The Membership/Registration Coordinator shall forward in a timely manner all required
2908 reports to the Executive Director of USA Swimming. This report shall be accompanied by
2909 the remittance of the appropriate membership and registration fees due to USA
2910 Swimming. The Membership/Registration Coordinator shall make periodic summary
2911 reports to the Board of Directors and the House of Delegates.

2912 **6. SAFETY REPORTS: INCIDENT/OCCURRENCE REPORTS**

2913 An occurrence report providing all of the information requested by applicable USA
2914 Swimming form should be completed at the time of the occurrence by the meet
2915 director, officer, coach or club officer with copies to the USA Swimming national
2916 headquarters, the Safety Coordinator and the Administrative Vice-Chair.

2917 **7. SAFETY REPORTS: REPORT OF INJURIES**

- 2918 a. The Safety Coordinator shall present a report concerning swimming- related
2919 injuries within the Territory at each House of Delegates and Board of Directors
2920 meeting.
- 2921 b. House of Delegates Reports: The report to the House of Delegates shall be
2922 written and shall provide in summary form the pertinent information including
2923 whether the injured party is a member of Hawaiian Swimming and USA
2924 Swimming, the location of the occurrence and a brief description of the incident,
2925 the resulting injury and the emergency-care steps taken, together with any
2926 recommendation for action by Hawaiian Swimming and its members to reduce
2927 the likelihood of a re-occurrence and the status of that recommendation. The
2928 written report shall include a review of the pertinent statistical information
2929 provided by USA Swimming national headquarters. The Safety Coordinator is
2930 responsible for distribution of this report to each Club Safety Coordinator. A

2931 copy of each House of Delegates report shall also be sent to the USA Swimming
2932 national headquarters.
2933 c. Board of Directors Reports: The regular report to the Board of Directors may be
2934 a summary addressing primarily any recommendation for action by Hawaiian
2935 Swimming and its members.

2936 **8. SAFETY EDUCATION**

2937 The Safety Coordinator shall be responsible for disseminating safety information flowing
2938 from USA Swimming Headquarters and with the assistance of the Committee members,
2939 exploring safety education opportunities and developing a safety education program
2940 tailored to Hawaiian Swimming and its members and Territory.

2941 **9. MAILING ADDRESS**

2942 Hawaiian Swimming shall notify in writing USA Swimming national headquarters of any
2943 change in its regular mailing address within 14 days of the change.

2944 **10. REPORTS GENERALLY**

2945 Hawaiian Swimming shall make all reports and remittances to USA Swimming as
2946 specified in the USA Swimming Code or by the National Board of Directors or the
2947 National House of Delegates, in such a manner and on such written forms as may be
2948 requested by USA Swimming national headquarters. The General Chair, the
2949 Membership/Registration Coordinator, the Secretary and the Treasurer shall be
2950 collectively responsible for seeing that all required reports and remittances are made.
2951

2952 **SECTION 26.08 ARTICLE 9: TIMING FOR AMENDMENTS COME INTO FORCE**

2953 1. These By-laws shall be deemed amended ninety (90) days after the conclusion of any
2954 annual meeting of USA Swimming at which the corresponding provisions of Part Six of
2955 the USA Swimming Code of Rules and Regulations are amended to the extent that such
2956 amendment affects a provision required to be included herein or is itself required to be
2957 included herein, unless Hawaiian Swimming shall have requested permission of the USA
2958 Swimming Legislation Sub-committee not to have such amendment take effect with
2959 respect to these Bylaws. LSCs are required to update their bylaws and send a copy to
2960 bylaws@usaswimming.org within 60 days of the effective date of any changes to the
2961 Required LSC Bylaws by the USA Swimming HOD or the LSC HOD.

2962 **2. Amendment Notice to members**

2963 Proposed amendments to these Bylaws, except as noted in 9.3, shall be published for
2964 the members no later than the regularly scheduled Board meeting immediately prior to
2965 the House of Delegates meeting where the amendments are to be considered. The
2966 Board may modify the proposed amendment(s) at that Board meeting, provided the
2967 final version of the amendment(s) is posted to the website prior to the House of
2968 Delegates meeting.
2969

2970 **SECTION 26.09 ARTICLE 11: PARLIAMENTARY AUTHORITY**

2971 **1. VOICE BUT NO VOTE**

2972 Where in these Bylaws an Individual Member is described as having voice but not the
2973 right to vote, that Individual Member may participate in debate and ask pertinent

2974 questions in the discretion of the presiding officer, but may not make or second
2975 motions, orders or other proposals
2976

2977 **SECTION 26.10 ARTICLE 13: MEMBERS' BILL OF RIGHTS**

2978 **1. INDIVIDUAL MEMBERS' BILL OF RIGHTS**

2979 Hawaiian Swimming shall respect and protect the right of every Individual Member who
2980 is eligible under Hawaiian Swimming and FINA rules and regulations to participate in any
2981 competition as an athlete, coach, trainer, manager, meet director or other official, so
2982 long as the competition is conducted in compliance with Hawaiian Swimming, USA
2983 Swimming and FINA requirements. Before any Individual Member is denied the right to
2984 participate in a competition, the individual shall have the right to request and have a
2985 hearing before, and a determination of, the Board of Review or the National Board of
2986 Review. If the Individual Member is permitted to participate subject to a protest, a
2987 hearing and determination may take place after the competition is concluded.

2988 **2. CLUB MEMBERS' BILL OF RIGHTS**

2989 Hawaiian Swimming shall respect and protect the right of every Club Member which is
2990 eligible under Hawaiian Swimming, USA Swimming and FINA rules and regulations to
2991 participate in any competition through its athletes, coaches, trainers, managers, meet
2992 directors and other officials, so long as the competition is conducted in compliance with
2993 Hawaiian Swimming, USA Swimming and FINA requirements. Before any Club Member
2994 is denied the right to participate in a competition, the Club Member shall have the right
2995 to request and have a hearing before, and a determination of, the Board of Review or
2996 the National Board of Review. If the Club Member is permitted to participate subject to
2997 a protest, a hearing and determination may take place after the competition is
2998 concluded.
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3000 **SECTION 26.11 ARTICLE 14: CONVENTIONS AND DEFINITIONS**

3001 **1. "Active Individual Member"**

3002 "Active Individual Member" shall mean an individual other than a Coach Member, or an
3003 Athlete Member or a Seasonal Athlete Member who is a trainer, manager, official, meet
3004 director, marshal, Board Member, At- Large House Member, officer or committee Chair
3005 or member, coordinator, or a Group Member Representative or alternate and any other
3006 individual actively participating in the affairs of Hawaiian Swimming or the sport of
3007 swimming and who is in good standing as an Individual Member of Hawaiian Swimming
3008 and USA Swimming

3009 **2. "Affiliated Group Member"**

3010 "Affiliated Group Member" shall mean any organization which supports the sport of
3011 swimming and the objectives and programs of Hawaiian Swimming and USA Swimming,
3012 but which does not have Athlete Members and Coach Members, which is in good
3013 standing as a Group Member of Hawaiian Swimming and USA Swimming, and which is
3014 neither a Club Member of Hawaiian Swimming.

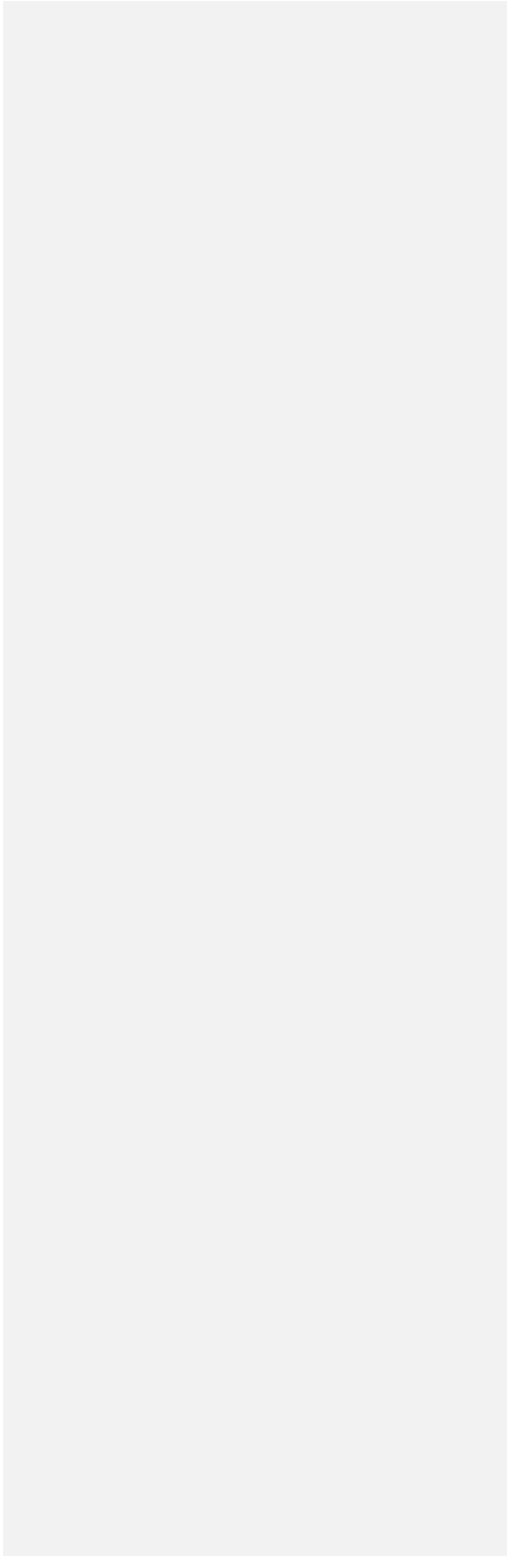
3015 **3. "Affiliated Group Member Representative"**

3016 "Affiliated Group Member Representative" shall mean the individual appointed to
3017 represent an Affiliated Group Member in the House of Delegates.

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4. “Affiliated Individual Member”

“Affiliated Individual Member” shall mean any individual interested in the objectives and programs of Hawaiian Swimming who resides, formerly resided or participated in the sport of swimming in the Territory, who is in good standing as a member of Hawaiian Swimming and USA Swimming and who is not an Active Individual, Athlete or Coach Member.



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