

Policy and Procedure Manual Change Log

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45	6.1	<p>6.0 ISI Championship Meets</p> <p>6.1 Meet Bid Process</p> <p>Bid Information</p> <ol style="list-style-type: none"> 1. This bid packet includes information on each Championship event that Illinois Swimming Conducts throughout a one-year period. <u>The event dates and format shall be specified by the respective Age Group or Senior Committee.</u> 2. Each of these events is open for bid from USA Swimming Chartered Clubs in good standing belonging to the Illinois LSC. 3. Short Course Illinois Swimming Championship (Age, Group, Senior and Regionals) bids are due March 1st of the preceding year. 4. Long Course Illinois Swimming Championship (Age, Group, Senior and Regionals) bids are due August 1st of the preceding year. 5. Short Course Championship hosts will be announced at the Illinois Swimming Spring House of Delegates Meeting of the preceding year. 6. Long Course Championship hosts will be announced at the Illinois Swimming Fall House of Delegates of the preceding year. 7. Before submitting Bid please refer to Championship Meet contract EXAMPLE to be certain that responsibilities of agreement can be fulfilled. 8. Bids will only be accepted for sites within Illinois or its immediate contiguous states.



To inspire excellence through innovation and leadership.

POLICY & PROCEDURES MANUAL

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1.0 Illinois Swimming

1.1 Organization

Illinois Swimming, Inc. is one of 59 Local Swimming Committees (LSC) with responsibility under United States Swimming, Inc. (USA Swimming or USA-S) to manage swimming competition in Illinois with the exception of Calhoun, Greene, Jersey, Madison, St. Claire, Monroe, Jackson and Vermilion counties. Illinois Swimming (ISI) operates under By-Laws approved October 14, 1996 and amended thereafter. ISI shall be governed by its House of Delegates (Article 604), a Board of Directors (Article 605), elected and appointed Officers (Article 606), and various Divisions, Committees and Coordinators (Article 607) as described in the By-Laws.

1.2 Objectives

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

1.3 Mission Statement

The mission of Illinois Swimming is to offer our members programs which promotes swimming and achieve excellence through education, innovation and committed leadership.

1.4 Core Values

- Competitive Success
- Leadership
- Commitment
- Innovation
- Safety

1.5 Statement of Principles, Ethical Behavior, Conflict of Interest

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

Those who serve USA-S must do so without personal gain in order to avoid any institutional loss or embarrassment and to behave in such a way that the organization's trust and public confidence are enhanced. It is important to avoid any

real conflict of interest as well as to avoid even the appearance of a conflict of interest.

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

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

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

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

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

1.6 Members Code of Conduct

Members shall be held to the standards of Article 304, Code of Conduct and Article 305 Athlete Protection Policies of the USA Swimming Rules and Regulations.

1.7 Forfeiture of Club Support for Doping

If a swimmer is required to forfeit any medals, points or prizes earned at an event on account of an anti-doping rule violation, then any ISI Club Support paid to the swimmer's coach or club on account of that swimmer's result shall also be forfeited and shall be returned to Illinois Swimming.

1.8 Record Retention and Destruction Policy

Purpose

The purpose of this Policy is to ensure that necessary records and documents are adequately protected and maintained and to ensure that records that are no longer needed by Illinois Swimming, Inc. (ISI) or are of no value are discarded at the proper time. This Policy is also for the purpose of aiding employees of ISI in understanding their obligations in retaining electronic documents - including e-mail, Web files, text files, sound and movie files, PDF documents, and all Microsoft Office or other formatted files.

Policy

This Policy represents the ISI's policy regarding the retention and disposal of records and the retention and disposal of electronic documents.

Administration

Attached as Appendix A is a Record Retention Schedule that is approved as the initial maintenance, retention and disposal schedule for physical records of ISI and the retention and disposal of electronic documents. The Administrative Vice-Chair (the "Administrator") is the officer in charge of the administration of this Policy and the implementation of processes and procedures to ensure that the Record Retention Schedule is followed. The Administrator is also authorized to make modifications to the Record Retention Schedule from time to time to ensure that it is in compliance with local, state and federal laws and includes the appropriate document and record categories for ISI; monitor local, state and federal laws affecting record retention; annually review the record retention and disposal program; and monitor compliance with this Policy.

Suspension of Record Disposal in Event of Litigation or Claims

In the event ISI is served with any subpoena or request for documents or any employee becomes aware of a governmental investigation or audit concerning ISI or the commencement of any litigation against or concerning ISI, such employee shall inform the Administrator and any further disposal of documents shall be suspended until such time as the Administrator, with the advice of counsel, determines otherwise. The Administrator shall take such steps as is necessary to promptly inform all staff of any suspension in the further disposal of documents.

Applicability

This Policy applies to all physical records generated in the course of ISI's operation including both original documents and reproductions. It also applies to the electronic documents described above.

Record Retention Schedule

The Record Retention Schedule is organized as follows:

Section Topics

- A. Accounting and Finance
- B. Contracts
- C. Corporate Records
- D. Correspondence and Internal Memoranda
- E. Electronic Documents

- F. Grant Records
- G. Insurance Records
- H. Legal Files and Papers
- I. Miscellaneous
- J. Payroll Documents
- K. Pension Documents
- L. Personnel Records
- M. Property Records
- N. Tax Records
- O. Contribution Records
- P. Programs & Services Records
- Q. Fiscal Sponsor Project Records

A. Accounting and Finance

Record Type	Retention Period
• Accounts Payable ledgers and schedules	• 7 years
• Accounts Receivable ledgers and schedules	• 7 years
• Annual Audit Reports & Financial Statements	• Permanent
• Annual Audit Records, including work papers and other documents that relate to the audit	• 7 years after completion of audit
• Annual Plans and Budgets	• 2 years
• Bank Statements and Canceled Checks	• 7 years
• Employee Expense Reports	• 7 years
• General Ledgers	• Permanent
• Interim Financial Statements	• 7 years
• Notes Receivables ledgers and schedules	• 7 years
• Investment Records	• 7 years after sale of investment
• Credit card records (documents showing customer credit card number)	• 2 years

(Pending Credit Card Usage)

Credit card record retention and destruction

A credit card may be used to pay for the following ISI products and services:

All records showing customer credit card number must be locked in a desk drawer or in a file cabinet when not in immediate use by staff.

If it is determined that information on a document, which contains credit card information number is necessary for retention beyond 2 years, then the credit card t out of the document.

B. Contracts

Record Type

- Contracts and Related Correspondence (including any proposal that resulted in the contract and all other supportive documentation)

Retention Period

- 7 years after expiration or termination

C. Corporate Records

Record Type

- Corporate Records (minute books, signed Minutes of the Board and all committees, corporate seals, articles of incorporation, bylaws, annual corporate reports)
- Licenses and Permits

Retention Period

- Permanent
- Permanent

D. Correspondence and Internal Memoranda

General Principle: Most correspondence and internal memoranda should be retained for the same period as the document they pertain to or support. For instance, a letter pertaining to a particular contract would be retained as long as the contract (7 years after expiration). It is recommended that records that support a particular project be kept with the project and take on the retention time of that particular project file.

Correspondence or memoranda that do not pertain to document having a prescribed retention period should generally be discarded sooner. Those pertaining to routine matters and having no significant, lasting consequences should be discarded *within two years*. Some examples include:

Routine letters and notes that require no acknowledgment or follow-up, such as notes of appreciation, congratulations, letter of transmittal, and plans for meetings;

Form letters that required no follow-up;

Letters of general inquiry and replies that complete a cycle of correspondence;

Letter or complaints requesting specific action that have no further value after changes are made or action taken (such as name or address change);

Other letters of inconsequential subject matter or that definitely close correspondence to which no further reference will be necessary;

Chronological correspondence files

Those pertaining to non-routine matters or having significant lasting consequence should generally be retained permanently.

Please note: Copies of interoffice correspondence and document where a copy will be in the originating department file should be read and destroyed unless that information provides reference to or direction to other documents and must be kept for project traceability.

E. Electronic Documents

Electronic Mail: Not all email needs to be retained, depending on the subject matter.

- All email from internal or external sources is to be deleted after 12 months.
- Staff will strive to keep all but an insignificant minority of their email related to business issues
- ISI will archive email for six months after the staff has deleted it after which time the email will be permanently deleted.
- All ISI business related email should be downloaded to a service center

- Retention or user directory on the server.
- Staff will not store or transfer ISI related email on non-work related computers except as necessary or appropriate for IS purposes.
 - Staff will take care not to send confidential/proprietary ISI information to outside sources.
 - Any email staff deems vital to the performance of their job should be copied to the staff's network drive folder, and printed and stored in the employee's workspace.

Electronic Document: Including Microsoft Office Suite and PDF files. Retention also depends on the subject matter.

PDF Documents: The length of time that a PDF file should be retained should be based upon the content of the file and the category under the various sections of this policy. The maximum period that a PDF file should be retained is 6 years. PDF files the employee deems vital to the performance of his or her job should be printed and stored in the employee's workspace.

Text/Formatted Files: Staff will conduct annual review of all text/formatted files (e.g. Microsoft Word documents) and will delete all those they consider unnecessary or outdated. After five years, all text files will be deleted from the network and the staff's desktop/laptop. Text/formatted files that the staff deems vital to the performance of their job should be printed and stored in the staff's workspace.

Web Page Files: Internet Cookies

All workstations: All internet browsers used should be scheduled to delete Internet cookies once per month. ISI does not automatically delete electronic files beyond the dates specified in this Policy. It is the responsibility of all staff to adhere to the guidelines specified in this Policy.

(Pending Disaster Recovery Policy & Plan)

Each day ISI will run a tape backup copy of all electronic files (including email on ISI's servers, as specified in the ISI Disaster Recovery Plan. This back up tape is a safeguard to retrieve lost information within a one-year retrieval period should document on the network experience problems. The tape backup copy is considered a safeguard for the record retention system of ISI, but is not considered an official repository of ISI records. All monthly and yearly tapes are stored offsite according to ISI's Disaster Recovery Policy.

In certain cases, a document will be maintained in both paper and electronic form. In such cases the official document will be the electronic document.

F. Grant Records

Record Type	Retention Period
<ul style="list-style-type: none">• Original grant proposal	<ul style="list-style-type: none">• 7 years after completion of grant period
<ul style="list-style-type: none">• Grant agreement and subsequent modifications, if applicable	<ul style="list-style-type: none">• 7 years after completion of grant period
<ul style="list-style-type: none">• All requested IRS/grantee correspondence Including determination letters and “no change” in exempt status letter	<ul style="list-style-type: none">• 7 years after completion of grant period
<ul style="list-style-type: none">• Final grantee reports, both financial and narrative	<ul style="list-style-type: none">• 7 years after completion of grant period
<ul style="list-style-type: none">• All evidence of returned grant funds	<ul style="list-style-type: none">• 7 years after completion of grant period
<ul style="list-style-type: none">• All pertinent formal correspondence Including opinion letters of counsel	<ul style="list-style-type: none">• 7 years after completion of grant period
<ul style="list-style-type: none">• Report assessment forms	<ul style="list-style-type: none">• 7 years after completion of grant period
<ul style="list-style-type: none">• Documentation relating to grantee evidence of invoices and matching or challenge grants what would support grantee compliance with the grant agreement	<ul style="list-style-type: none">• 7 years after completion of grant period
<ul style="list-style-type: none">• Pre-grant inquiry forms and other documentation for expenditure responsibility grants	<ul style="list-style-type: none">• 7 years after completion of grant period
<ul style="list-style-type: none">• Grantee work product produced with the grant funds	<ul style="list-style-type: none">• 7 years after completion of grant period

G. Insurance Records

Record Type	Retention Period
<ul style="list-style-type: none">• Annual Loss Summaries	<ul style="list-style-type: none">• 10 years
<ul style="list-style-type: none">• Audits and Adjustments	<ul style="list-style-type: none">• 3 years after final adjustment
<ul style="list-style-type: none">• Certificates Issued to ISI	<ul style="list-style-type: none">• Permanent
<ul style="list-style-type: none">• Claims Files (including correspondence, medical records injury documentation, etc.)	<ul style="list-style-type: none">• Permanent
<ul style="list-style-type: none">• Group Insurance Plans – Active Employees	<ul style="list-style-type: none">• Until Plan is amended or terminated
<ul style="list-style-type: none">• Group Insurance Plans – Retirees	<ul style="list-style-type: none">• Permanent or until 6 Years after death of last eligible participant
<ul style="list-style-type: none">• Inspections	<ul style="list-style-type: none">• 3 years
<ul style="list-style-type: none">• Insurance Policies (including expired policies)	<ul style="list-style-type: none">• Permanent

- Journal Entry Support Data
- Loss Runs
- Releases and Settlements
- 7 years
- 10 years
- 25 years

H. Legal Files and Papers

Record Type

- Legal Memoranda and Opinions (including all subject matter files)
- Litigation Files
- Court Orders
- Requests for Departure from Records Retention Plan

Retention Period

- 7 years after close of matter
- 1 year after expiration of appeals of time for filing appeals
- Permanent
- 10 years

I. Miscellaneous

Record Type

- Consultant's Reports
- Material of Historical Value (including Pictures, publications)
- Policy and Procedures Manuals - Original
- Policy and Procedures Manuals – Copies
- Annual Reports

Retention Period

- 2 years
- Permanent
- Current version with revision history
- Retain current version only
- Permanent

J. Payroll Documents

Record Type

- Employee Deduction Authorizations
- Payroll Deductions
- W-2 and W-4 Forms
- Garnishments, Assignments, Attachments
- Labor Distribution Cost Records
- Payroll Registers (gross and net)
- Time Cards/Sheets
- Unclaimed Wage Records

Retention Period

- 4 years after termination
- Termination + 7 years
- Termination + 7 years
- Termination + 7 years
- 7 years
- 7 years
- 7 years
- 6 years

K. Pension Documents and Supporting Employee Data

General Principle: Pension document and supporting employee data shall be kept in such a manner that Donors Forum can establish at all times whether or not any pension is payable to any person and if so the amount of such pension

Record Type

- Retirement and Pension Records

Retention Period

Permanent

L. Personnel Records

Record Type

- Commissions/Bonuses/Incentives/Awards
- EEO-1 /EEO-2 – Employer Information Reports
- Employee Earnings Records
- Employee Handbooks
- Employee Medical Records
- Employee Personnel Records (including Individual attendance records, applications Forms, job or status change records, performance evaluations, termination papers, withholding information, garnishments, test results, training and qualification records)
- Employment Contracts – Individual
- Employment Records – Correspondence with employment agencies and Advertisements for Job Openings
- Employment Records – All Non-Hired Applicants (including all applications and Resumes – whether solicited or unsolicited, Results of post-offer, pre-employment physicals, results of background investigations, if any, related correspondence)
- Job Descriptions
- Personnel Count Records
- Forms I-9

Retention Period

- 7 years
- 2 years after superseded or filing (whichever is longer)
 - Separation + 7 years
 - 1 copy kept permanently
 - Separation + 6 years
 - 6 years after separation
- 7 years after separation
- 3 years from date of hiring decision
- 2-4 years (4 years if file contains and correspondence might be construed as an offer)
- 3 years after superseded
- 3 years
- 3 years after firing, or 1 year after separation if later

M. PROPERTY RECORDS

Record Type	Retention Period
<ul style="list-style-type: none">• Correspondence, Property Deeds, Assessments, Licenses, Rights of Way	<ul style="list-style-type: none">• Permanent
<ul style="list-style-type: none">• Original Purchase/Sale/Lease Agreement	<ul style="list-style-type: none">• Permanent
<ul style="list-style-type: none">• Property Insurance Policies	<ul style="list-style-type: none">• Permanent

N. TAX RECORDS

General Principle: Donors Forum must keep books of account or records as are sufficient to establish amount of gross income, deductions, credits, or other matters required to be shown in any such return. These documents and records shall be kept for as long as the contents thereof may become material in the administration of federal, state, and local income, franchise, and property tax laws.

Record Type	Retention Period
<ul style="list-style-type: none">• Tax-Exemption Documents and Related Correspondence	<ul style="list-style-type: none">• Permanent
<ul style="list-style-type: none">• IRS Rulings	<ul style="list-style-type: none">• Permanent
<ul style="list-style-type: none">• Excise Tax Records	<ul style="list-style-type: none">• 7 years
<ul style="list-style-type: none">• Payroll Tax Records	<ul style="list-style-type: none">• 7 years
<ul style="list-style-type: none">• Tax Bills, Receipts, Statements	<ul style="list-style-type: none">• 7 years
<ul style="list-style-type: none">• Tax Returns - Income, Franchise, Property	<ul style="list-style-type: none">• Permanent
<ul style="list-style-type: none">• Tax Work paper Packages - Originals	<ul style="list-style-type: none">• 7 years
<ul style="list-style-type: none">• Sales/Use Tax Records	<ul style="list-style-type: none">• 7 years
<ul style="list-style-type: none">• Annual Information Returns-Federal and State	<ul style="list-style-type: none">• Permanent
<ul style="list-style-type: none">• IRS or other Government Audit Records	<ul style="list-style-type: none">• Permanent

O. CONTRIBUTION RECORDS

Record Type	Retention Period
<ul style="list-style-type: none">• Records of Contributions	<ul style="list-style-type: none">• Permanent
<ul style="list-style-type: none">• ISI's or other documents evidencing terms of gifts	<ul style="list-style-type: none">• Permanent

P. PROGRAM AND SERVICE RECORDS

Record Type	Retention Period
<ul style="list-style-type: none">• Club Incentive, Club Support, Coaches Education	<ul style="list-style-type: none">• 7 years
<ul style="list-style-type: none">• Research & Publications	<ul style="list-style-type: none">• Permanent (1 copy only)

Q. FISCAL SPONSOR PROJECT RECORDS

Record Type

- Sponsorship agreements

Retention Period

- Permanent

1.9 Whistle Blower Protection Policy

Purpose

The purpose of this Policy is to establish and support a policy on reporting suspected misconduct or malfeasance in order to protect the credibility of Illinois Swimming, Inc. (ISI). These policies and procedures encourage individuals to come forward as soon as possible with credible information on illegal practices or violations of adopted policies. Employees and volunteers who identify misbehavior must feel safe to report it. Not only is this good practice, but the Sarbanes-Oxley Act requires all entities, including nonprofit organizations, to protect whistleblowers and levies criminal penalties for actions taken in retaliation against whistleblowers.

Policy

Illinois Swimming, Inc. (ISI) requires directors, officers and employees to observe high standards of business and personal ethics in the conduct of their duties and responsibilities. As employees and representatives of the ISI, we must practice honesty and integrity in fulfilling our responsibilities and comply with all applicable laws and regulations. Illinois Swimming, Inc. forbids any form of retaliation against individuals for providing truthful information to a law enforcement official relating to actual or potential unlawful conduct. Such actions can result in immediate termination. The audit committee will establish procedures for handling complaints, including anonymous ones, about accounting and financial matters.

Administration

The General Chair is in charge of the administration of this Policy and overseeing policies and procedures for encouraging whistleblowers to report questionable accounting or auditing matters of the organization; The Administrator is also authorized to: make modifications to the Whistleblower protection policy from time to time to ensure that it is in compliance with local, state and federal laws.

Compliance Officer

The General Chair is responsible for investigating and resolving all reported complaints and allegations concerning violations and, at his/her discretion, shall advise the Executive Director and/or the audit committee. Compliance Officer has direct access to the audit committee of the Board of Directors and is required to report to the audit committee at least annually on compliance activity. ISI Compliance Officer is the chair of the audit committee. If the reported violation or suspected violation involves the General Chair, the Administrative Vice Chair would investigate and resolve complaint.

Reporting Responsibility

It is the responsibility of all directors, officers and employees to report ethics violations or suspected violations in accordance with this Whistleblower Policy.

No Retaliation

No director, officer or employee who in good faith reports an ethics violation shall suffer harassment, retaliation or adverse employment consequence. An employee who retaliates against someone who has reported a violation in good faith is subject to discipline up to and including termination of employment. This Whistleblower Policy is intended to encourage and enable employees and others to raise serious concerns within ISI prior to seeking Resolution outside ISI.

Reporting Violations

ISI has an open door policy and suggests that employees share their questions, concerns, suggestions or complaints with someone who can address them properly. In most cases, an employee's supervisor is in the best position to address an area of concern. However, if you are not comfortable speaking with your supervisor or you are not satisfied with your supervisor's response, you are encouraged to speak with anyone in management whom you are comfortable in approaching. Supervisors and managers are required to report suspected ethics violations to the General Chair, who has specific and exclusive responsibility to investigate all reported violations. For suspected fraud, or when you are not satisfied or uncomfortable with following ISI's open door policy, individuals should contact the General Chair

Accounting and Auditing Matters

The General Chair shall address all reported concerns or complaints regarding corporate accounting practices, internal controls or auditing. The Compliance Officer shall immediately notify the Personnel Committee of any such complaint and work with the committee until the matter is resolved.

Acting in Good Faith

Anyone filing a complaint concerning a violation or suspected violation must be acting in good faith and have reasonable grounds for believing the information disclosed indicates a violation. Any allegations that prove not to be substantiated and which prove to have been made maliciously or knowingly to be false will be viewed as a serious disciplinary offense.

Confidentiality

Violations or suspected violation may be submitted on a confidential basis by the complainant or may be submitted anonymously. Reports of violations or suspected violations will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation.

Handling of Reported Violations

The Compliance Officer will notify the sender and acknowledge receipt of the reported violation or suspected violation within five business days. All reports will

be promptly investigated and appropriate corrective action will be taken if warranted by the investigation.

1.10 Conflict of Interest Policy

Purpose

The purpose of the following policy and procedures is to complement Illinois Swimming, Inc. (ISI) bylaws to prevent the personal interest of staff members, board members, and volunteers from interfering with the performance of their duties to, or result in personal financial, professional, or political gain on the part of such persons at the expense of or its Members, supporters, and other stakeholders.

Definitions: Conflict of Interest (also Conflict) means a conflict, or the appearance of a conflict, between the private interests and official responsibilities of a person in a position of trust. Persons in a position of trust include staff members, officers, and board members of. Board means the Board of Directors. Officer means an officer of the Board of Directors. Volunteer means a person -- other than a board member -- who does not receive compensation for services and expertise provided to ISI and retains a significant independent decision-making authority to commit resources of the organization. Staff Member means a person who receives all or part of her/his income from the payroll of. Member means a Member of ISI which shall be a state association of nonprofit organizations that represent a statewide and multi-sector or subsector 501 (c) (3) constituency with a diverse range of corporate identities, or a regional association of nonprofit organizations that represent a specific region within a state or multi- state geographic area and a multi-sector or subsector constituency with a diverse range of corporate identities. Supporter means corporations, foundations, individuals, 501 (c) (3) nonprofits, and other nonprofit organizations who contribute to.

Policy and Practices

Full disclosure, by notice in writing, shall be made by the interested parties to the full Board of Directors in all conflicts of interest, including but not limited to the following:

- A board member is related to another board member or staff member by blood, marriage or domestic partnership.
- A staff member in a supervisory capacity is related to another staff member whom she/he supervises.
- A board member or their organization stands to benefit from an transaction or staff member of such organization receives payment from for any subcontract, goods, or services other than as part of her/his regular job responsibilities or as reimbursement for reasonable expenses incurred as provided in the bylaws and board policy.

- A board member's organization receives grant funding from.
- A board member or staff member is a member of the governing body of a contributor to.
- A volunteer working on behalf of who meets any of the situations or criteria listed above.

Following full disclosure of a possible conflict of interest or any condition listed above, the Board of Directors shall determine whether a conflict of interest exists and, if so the Board shall vote to authorize or reject the transaction or take any other action deemed necessary to address the conflict and protects best interests. Both votes shall be by a majority vote without counting the vote of any interested director, even if the disinterested directors are less than a quorum provided that at least one consenting director is disinterested.

A Board member or Committee member who is formally considering employment with ISI must take a temporary leave of absence until the position is filled. Such a leave will be taken within the Board member's elected term which will not be extended because of the leave. A Board member or Committee member who is formally considering employment with must submit a written request for a temporary leave of absence to the Secretary of the Board, c/o the office, indicating the time period of the leave. The Secretary of will inform the Chair of the Board of such a request. The Chair will bring the request to the Board for action. The request and any action taken shall be reflected in the official minutes of the Board meeting.

An interested Board member, officer, or staff member shall not participate in any discussion or debate of the Board of Directors, or of any committee or subcommittee thereof in which the subject of discussion is a contract, transaction, or situation in which there may be a perceived or actual conflict of interest. However, they may be present to provide clarifying information in such a discussion or debate unless objected to by any present board or committee member.

Anyone in a position to make decisions about spending 's resources (i.e., transactions such as purchases contracts) who also stands to benefit from that decision – has a duty to disclose that conflict as soon as it arises (or becomes apparent); s/he should not participate in any final decisions.

A copy of this policy shall be given to all Board members, staff members, volunteers or other key stakeholders upon commencement of such person's relationship with or at the official adoption of stated policy. Each board member, officer, staff member, and volunteer shall sign and date the policy at the beginning

of her/his term of service or employment and each year thereafter. Failure to sign does not nullify the policy.

This policy and disclosure form must be filed annually by all specified parties but no later than the first meeting of the Board of Directors following the Spring House of Delegates.

Conflict of Interest Disclosure Form

Please refer to Addendum 7 infra

1.11 ISI Employees

ISI may hire full-time or part-time employees (“Staff”) as funded in the annual budget approved by the House of Delegates and as the Board of Directors may determine to be appropriate or necessary. The Staff shall be under the general supervision of the General Chair and the Administrative Vice Chair. The powers and duties of the paid Staff shall be established in the Policy and Procedures Manual or by resolution of the Board of Directors or by delegation approved by the Personnel Committee. All Staff shall have such duties and responsibilities stated in respective Job Descriptions.

Unless otherwise agreed to in an Employment Agreement with an employee, all such employment shall be considered “at will” and subject to termination at any time for any legal reason. To the extent that funding is approved, the Personnel Committee, together with the General Chair, is responsible for establishing compensation, benefits and other terms of employment of the Staff. ISI does not guarantee continued employment for any period of time, or any particular level of benefits, or participation in any particular benefit plan. Furthermore, ISI has sole discretion and reserves the right to amend, modify or terminate all benefit and compensation plans offered in connection with ISI employment.

1.12 ISI Staff Job Descriptions

The information in the job descriptions indicates the general nature and level of work expected of employees within each classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and/or qualifications required of employees assigned to these jobs.

Permanent Part Time Position – Please refer to Addendum 10

Administrative Director – Please refer to Addendum 11 infra

Executive Director – Please refer to Addendum 12 infra

2.0 Membership

2.1 Illinois Swimming (ISI) is comprised of Group Members, including Club and Affiliated Group Members, and Individual Members, including Athlete, Coach, Active Individual, Life and Outreach Members, as defined in Article 602 of the Illinois Swimming By-Laws. Any of the above may become members of Illinois Swimming by completing the requirements set forth in Registration Section 2.1 of this Policy Manual. All memberships in Illinois Swimming include membership in USA Swimming.

2.2 Applications for Membership

Applications for Membership may be obtained from the ISI office or other designated location such as the ISI website or a Club Member. Membership is for a calendar year, although applications received after September 1 are valid until December 31 of the following year.

2.3 Membership Dues and Fees are as follows:

Club Member:	
2015	2016 and beyond
\$200	\$250

Athlete Member, Coach Member and Active Individual Member:	
2015	2016 and beyond
\$10 ISI Annual Dues*	\$12 ISI Annual Dues*

**in addition to current annual USA Swimming Registration Fee*

Outreach Member	
2015	2016 and beyond
\$10 ISI Annual Dues**	\$7.00 ISI Annual Dues***

***Fee Components:*

USA Swimming Fee	\$5.00
LSC Fee	\$2.50
LSC Grant	\$2.50

****Fee Components:*

USA Swimming Fee	\$5.00
LSC Fee	\$2.00

On-Site Meet Registration Fee	\$120 each occurrence
Athlete Member Transfer Fee	\$ 10 each occurrence

2.4 Athlete Member Transfers

An Athlete Member transferring from one Club Member to another, from representing a specific Club Member to UNattached status, or from one LSC to another, must submit an Illinois Swimming Transfer/Release Form signed by the Athlete Member and/or parent-guardian, if said athlete is a minor. The purpose of this form is to record the affiliation intent of the Athlete Member and confirm compliance with USA Swimming Rule 203.3 (120 day rule).

Transfer/Release forms are available from each ISI Club, from the Illinois Swimming website or from the ISI office and should be returned to the ISI office. A fee is required to process the transfer of an Athlete Member from one Club Member to another Club Member (see 2.3). *No payment is required for a transfer of an Athlete Member from a Club Member to UNattached or for an Athlete Member transferring into an Illinois Swimming Club Member from a different LSC. There is no fee for changing from UNattached to be attached to a specific Club Member.

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

2.5 Insurance

Club Members

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

Individual Members

USA Swimming provides liability and secondary medical insurance coverage for Individual Members subject to compliance with USA Swimming regulations.

2.6 Meetings

House of Delegates

Items for consideration (i.e., the Agenda) and unapproved minutes will be posted on the Illinois Swimming website (www.ilswim.org) fifteen (15) days prior to the meeting. Any items not on the published Agenda must be approved by a majority of those present and voting in order for the item to be added to the Agenda, and will require a subsequent majority for adoption.

Board of Directors

The final agenda, including items for consideration and unapproved minutes will be distributed to all members of the Board of Directors a minimum of five (5) days prior to the meeting. Items not on the published agenda must be approved by a majority of those present and voting for the item to be added to the Agenda, and will require a subsequent majority for adoption.

All Agendas, Approved Minutes, Board of Director and Committee Reports, submitted will be published on the ISI website on the Governance page upon submission for transparency to members and saved to the ISI Electronic Storage Device Dropbox for historical preservation.

3.0 Financial

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

3.1 Monetary

Deposits and Records

Office Personnel shall have the following duties and responsibilities regarding the finances of ISI.

1. Prepare for deposit all cash and checks received by scanning each check with the approved bank scanner and/or by direct bank deposit of cash

inclusive with the prepared bank deposit slip and recording each item through the approved accounting software.

2. All deposits shall be made into the ISI general accounts. Deposits shall be made in a timely fashion.
3. Receipted deposit tickets will be maintained pending receipt of the monthly statements from the bank.
4. All incoming monies (checks, cash) shall be promptly recorded into the current bookkeeping software system of ISI.
5. Any documents accompanying monies for deposit will be separated and appropriately handled or filed.
6. The general bank accounts of ISI shall be reconciled monthly; the reconciliation will be reviewed monthly by the Treasurer (or their designee). (Note: the person who reconciles the monthly statements may NOT have signatory authority to write or issue checks for ISI.)
7. Office personnel will be authorized to make transfers between the ISI general accounts and ISI money-market funds, as directed by the Treasurer.
8. ISI will require a money order or a club issued check for any deposited check that is returned for insufficient funds or due to a closed account. Any club or individual who fails to make good on the check will be referred to the ISI Board of Review for action.

Disbursements

1. Physical control of all checks will be with office personnel.
2. Office personnel will not have signature authority on ISI checks with the exception of the Executive Director.
3. All invoices and reimbursement requests will be accounted for in the current ISI accounting system.
4. Original receipts or similar documentation must accompany each reimbursement request. No payments will be processed without original invoices, receipts or similar documentation and must be submitted within 30 (thirty) days post receipt date.
5. Approval for payments will be deemed granted if the requested amount is within the current year approved ISI budget and not yet spent or appropriated. The ISI Board of Directors must approve any request for payment in excess of the remaining unspent budgeted amount.

6. Office personnel will be responsible for preparing checks based on received invoices and reimbursement requests. The documentation for such payment will be attached to the check stub and filed appropriately.
7. Unless decided otherwise by the ISI Board of Directors, the Treasurer, the General Chair and the Administrative Chair and the Executive Director shall be authorized to sign checks for ISI. Checks for an amount less than \$5,000 shall require one authorized signature; checks for an amount of \$5,000 or more shall require two authorized signatures.

Reports

1. Office personnel will prepare a monthly income or profit/loss statement of the ISI general accounts. This statement will be presented to the Treasurer who will then present to the Board of Directors and/or the House of Delegates at its next regularly scheduled meeting.
2. An outside auditor will review the ISI financial statements annually. This audit shall be completed no later than the end of the fourth month after the end of the ISI fiscal year.
3. The Treasurer, with the assistance of the outside auditor, will prepare and file the annual tax return(s) for ISI, based on the approved financial statements. The tax return(s) will be reviewed by the Treasurer, and submitted to the appropriate agencies.
4. The Treasurer will direct the office to submit a copy of all pertinent financial reports to USA Swimming within five (5) months after the close of the ISI fiscal year, as provided in Article 509 of the USA Swimming Rules and Regulations.

3.2 Expenses

Payments to Vendors

1. Vendors must submit an itemized invoice for payment.
2. All payments will be issued from the Illinois Swimming Office.

Purchases

1. When purchasing Illinois Swimming equipment or supplies estimated to cost more than \$1000, ISI will obtain no less than three (3) bids or price quotations. Whenever possible, at least two of these bids will be solicited from vendors located within the LSC boundaries.

2. Purchases of supplies and equipment totaling less than \$500 may be made by the appropriate ISI representative when such purchase is provided for in the ISI budget.

Zone Team Expenses

ISI shall provide financial support of the Central Zone Age Group team as provided for in the ISI Age Group Budget. Support for the teams shall include payment of uniform- exclusive of swimwear, administrative entry costs for the teams, stipend, travel and lodging expenses of the coaching staff and team manager as presented in the Age Group budget.

Reimbursement for Expenses

The purpose of this policy is to establish the guidelines to allow board members/employees to be reimbursed for expenses incurred while performing their duties within their volunteer requirements as board members or staff.

All listed above will be reimbursed for expenses approved in advance when they turn in an expense report form with original receipts attached within 30 (thirty) days. Receipts turned in after 30 (thirty) days are not reimbursable.

PROCEDURE:

1. Only items not available from our designated suppliers confirmed through the office will be reimbursed.
2. Purchases must be approved in writing by the General Chair, Treasurer, or the Administrative Vice Chair before the purchase is made. The previous listed executive board members can approve up to \$500.00 (five hundred dollars).
3. When a board member/ employee is traveling the actual cost of travel, meals, lodging, rental cars and other expenses directly related to accomplishing business will be reimbursed by Illinois Swimming.
4. All travel arrangements will be coordinated by the Illinois Swimming Office. Any charges incurred due to a deviation from required travel dates for personal purposes will be that individual's responsibility.
5. Board members/ employees are expected to limit out of pocket expenses to \$50.00 (fifty dollars) per day for meals and phone calls.
6. All board members/ employees will submit completed expense reports within 30 (thirty) days of expense being incurred.
7. Expense report must be accompanied by receipts for all individual expenses.

3.3 Illinois Swimming Travel Reimbursement

Reasonable travel, lodging and other relevant expenses will be provided for Illinois Swimming (ISI) representatives at meetings, workshops, seminars, conventions and other relevant activities, when approved by the appropriate ISI Officer or Committee Chair, and funds for such travel have been provided in the ISI Budget. This includes travel to the USA Swimming (USA-S) annual convention and to clinics, workshops and conferences sponsored by USA-S.

ISI personnel shall be reimbursed for mileage when traveling to present Illinois Swimming clinic or workshop that is outside the local area of residence as provided for in the ISI annual budget. This includes presentations at clinics or workshops for Officials, Meet and/or Safety Directors, etc.

1. Travel reimbursement for automobile travel (driver only) will be based on .50 per mile (or other budgeted amount. Airport parking will be reimbursed at the lowest economy rate at the respective airport. Relevant tolls shall be reimbursed, when appropriate. (Note: reimbursement for automobile travel shall not exceed the lowest generally available airfare to the meeting site.)
2. Air travel shall be at the lowest generally available airfare (based on 14 day advance purchase), round trip, from the departure city to the activity location. Confirmation of reservation and payment must be attached to a Reimbursement Form and submitted to the ISI office. Any fee for a change and/or cancellation to an issued ticket is the responsibility of the traveler, unless such change is at the request of ISI.
3. Lodging expenses will be based on double occupancy (whenever appropriate).
4. Meal expenses will be reimbursed at a rate of no greater than \$50 per day unless otherwise provided by sponsoring organization.
5. Receipts are required for all ISI travel expenses. Travel, meal and lodging expenses covered by any other organization are not eligible for reimbursement by Illinois Swimming.

Convention Reimbursement Policy

Illinois Swimming seeks to maximize effective participation and influence at the annual meeting of the USA Swimming House of Delegates, fully engage our members in USA Swimming, and provide educational opportunities within our LSC. To effectively meet these goals, this policy outlines the ISI financial support structure for the USAS Convention. Individuals filling the following positions shall be fully funded representatives to the Convention:

1. All delegates listed in USA Swimming Article 507.1.3 (Administrative Chair, Senior Chair, Age Group Chair, Senior Athlete Representative, Coach

Representative, and General Chair) and 507.1.7 of the USA Swimming Code and the Executive Director of Illinois Swimming;

2. All delegates appointed, designated or elected by the ISI House of Delegates;
3. All other voting members of the USA Swimming House of Delegates listed in USA Swimming Article 507.1.1 (Voting members of the USA Swimming Board of Directors, Olympic International Operation Committee members, Age Group Development committee members, Rules and Regulations committee members, Registration/Membership committee members, Credentials/Elections committee members, Senior Development committee members, and past USA Swimming Presidents) and USA Swimming Article 507.1.5 (Delegates to technical committees of FINA and UANA) excluding athletes;
4. All USA Swimming Committee members (ISI members) whose committee meets at the Convention (excluding athletes);
5. The Immediate Past Chair of ISI (if active);
6. All USA Swimming Committee Chairpersons (if active).
7. Any individual appointed by the President of USA Swimming as a Voting Delegate of the USA Swimming House of Delegates.
8. The ISI office will not arrange airline transportation but will arrange lodging for convention delegates. Travelers must communicate their itinerary to the office, in writing, thirty (30) days prior to the activity (or as soon as appointed, if less than 30 days prior to the activity). Traveler should include arrival and departure times and dates
9. The ISI office will pay convention and/or meeting fees, and issue per diems prior to departure. A *per diem* allowance based on the budgeted amount of \$50.00 (fifty dollars) per full day will be issued to those attending the USA-S Convention to cover food and miscellaneous expenses. The *per diem* may be prorated on arrival/departure days based on actual travel times to and from the convention.
10. ISI delegates may leave the convention after adjournment of the House of Delegates meeting on the last day of the convention. ISI supported attendees are also expected to participate in all sessions of the Central Zone. ISI will not be responsible for additional expenses incurred by the delegate on the last day, such as late check-out, airline ticket change fees, etc. Travelers taking a “red eye” flight arriving after midnight are not entitled to the *per diem* allowance for the morning of their arrival. Any delegate departing the convention prior to the adjournment of the House of Delegates

meeting must have prior approval of the Board of Directors to be eligible to receive reimbursement for expenses to the convention.

3.4 Minimal Operating Reserves

ISI will hold minimally 6 (six) months operating expenses in reserve.

3.5 Investment Policy Statement

Overview

Illinois Swimming, Inc. is a not-for-profit organization with its headquarters located in Des Plaines, Illinois. Illinois Swimming, Inc. maintains an investment portfolio, including but not limited to an Athlete Endowment Fund, for the benefit of its members.

Purpose of Investment Policy Statement

The purpose of this Investment Policy Statement is to assist the Finance Committee of Illinois Swimming, Inc. (sometimes referred to herein as the “Committee”) in effectively establishing, supervising, monitoring and evaluating the investments maintained in the portfolio (referred to as “The Portfolio” which includes all Illinois Swimming, Inc.’s portfolio assets, including operating funds, unless specifically stated otherwise.)

The Policy:

1. Defines the investment goals and objectives of The Portfolio;
2. Documents the material facts considered and the process used to arrive at the investment decisions reached;
3. Establishes an asset allocation and investment management strategy designed to have a high probability of meeting the goals and objectives of The Portfolio;
4. Establishes a disciplined decision-making process to be followed by the Committee and investment managers the Committee may retaining implementing the investment strategies decided upon;
5. Establishes criteria for evaluating the success of the investment management of The Portfolio; and
6. Documents the procedural prudence followed by the Committee in taking the investment course of action followed.

With respect to any portion of the portfolio (referred to as “The Investments”) that are managed by an Investment Advisor (referred to as the “Advisor”), this statement also establishes clear understanding between the Committee and the Advisor concerning the investment policies and objectives of Illinois Swimming, Inc. The Advisor, if any, will be responsible for overseeing The Investments, monitoring individual manager performance and compliance with this document with respect to The Investments, and making asset allocation recommendations.

Goals and Objectives

Portfolio Goals

It is a primary goal of Illinois Swimming, Inc. to invest the financial assets of the organization, in excess of funds needed for current operations, and to provide optimized returns on a risk adjusted basis, measured on a total return, consistent with a policy of prudent investment and protection of assets. It is the policy of the organization to maintain operating funds to provide for liquidity to meet current operating and capital expenditure needs. The stated goal of the policy is to maintain liquid reserves of cash and cash equivalents adequate to cover its budgeted level of general and administrative expenses for a period of 6 months. The policy requires notification of the Board of Directors at soon as practically possible when the liquid reserves are less than 9 months of projected general and administrative expenses.

Investment Objectives

A. Investment Funds

The invested assets of Illinois Swimming, Inc. shall be invested and maintained in a balanced investment program. The primary objective is to provide optimal growth consistent with a policy of prudent investment and protection of assets. Growth will be attained through appreciation of assets, the inclusion of additional funds when available, and from retention of earnings of the fund except earnings caused to be withdrawn as hereinafter provided.

B. Short Term Operating Account

The Short Term Operating account is comprised of primarily operating funds that could reasonably be expected to be spent over the next 12 months. The account will be managed by the Executive Director of Illinois Swimming Inc., or his/her designee. The securities in the account will be limited to the following investment vehicles and restrictions:

	<u>Limit</u>	<u>Maximum Maturity</u>
Demand Deposits	FDIC Acct max	N/A
Money Market Funds	None	N/A
Certificate of Deposit	FDIC Acct max	18 months

Asset Allocation for Long Term Investments and the Athlete Endowment Fund

The asset allocation under the Investment Policy Statement shall be maintained in a prudent manor with the explicit expectation of meeting our meet the stated goals and objectives. The asset allocation is based upon the following:

- A. That it is not productive to “time” the markets. Rather, long-term strategic asset allocation, based upon the principles of Modern Portfolio Theory, is the most prudent investment approach. That is, effective diversification can reduce risk. In utilizing this methodology, it is important to diversify into across asset classes as set out below.

- B. That commissions and transaction fees, gains and losses have a significant impact upon the Investments' growth objective
- C. That portfolios with a greater amount of stock allocations and a lesser amount of bond allocations have a higher probability of short-term losses and of long-term higher returns than portfolios with lesser amounts of stocks.

Therefore, since both long-term returns and capital preservation are important in meeting the objectives of The Investments, the asset allocation shall contain a mixture of stocks and bonds and other assets that subject the portfolio to the potential of moderate short-term losses, and provide the potential for higher long-term returns. The following table establishes the maximum exposure within The Portfolio:

<u>Asset Allocation Mix</u>	<u>Maximum</u>
Stocks	65%
Bonds	30%
Real Estate and Alternatives	5%

The Committee recognizes that any particular investment strategy will have periods where it will fall short of achieving its goals. During such period, the Committee will report such results to the Board of Directors with explanations for such underperformance.

Investment Vehicles

The assets of Illinois Swimming maybe invested in: FDIC insured Demand or Savings Deposit accounts, Bank Issued Certificate of Deposit, money market accounts, mutual funds or exchange traded funds.

If the Committee recommends the retention of an Advisor, such decision shall be approved by the Board of Directors. The Committee's recommendation must be based upon interviews of no less than 2 firms. Any Advisor recommended may not have an employment relationship with any member of the Board of Directors or Employee of Illinois Swimming, Inc. or their immediate families.

Costs

The costs associated with the investment and management of its invested assets will be considered and reviewed by the Committee. It is The Investments' objective that the total costs of managing the funds, including the investment advisory fees, shall be average or below when compared to the fees for a similar mix of mutual funds. Averages from Morningstar Analytical Service or similar sources may be used for determining the appropriate average.

Communications

Illinois Swimming Inc. will maintain its Investment Policy Statement in a manner that is transparent to its membership Committee meetings will be held semiannually.

The Committee may call more frequent meetings if significant concerns arise about the investment strategy or performance of The Investments.

3.6 Minimal Funding for the Athlete Endowment Fund

It is the desire and intent of the Illinois Swimming Board of Directors to allocate a portion of the accumulated earnings of the Athlete Endowment Fund to meet the funding needs of the programs it operates, on an annual basis, for the benefit of the registered athletes in its LSC while maintaining a minimum fund balance of \$500,000. Therefore, the Budget Committee is directed to use a portion that they may decide at their discretion, of the accumulated earnings of the Athlete Endowment Fund above the funds minimum funding level, to be applied to Illinois Swimming's Club Support program. Amounts designated to be used in the budgeted year should be withdrawn from the fund upon adoption of the budget and deposited in to a demand or short term interest bearing account until payments of approved expenses are made.

3.7 ISI Club Support Program (*Effective October 2014*)

Purpose

The Illinois Swimming Club Support Program (CSP) provides financial support to clubs participating in designated USA Swimming National Championship Meets. Other competitions *may* be designated for support based upon recommendation by the Senior Committee and upon approval by the House of Delegates or the Board of Directors.

Method of Funding

Eligible clubs will receive funding according to the formula approved by the House of Delegates or Board of Directors. The Board of Directors will determine annually the schedule for disbursement of funding. Payouts will accrue in the chronological order listed above for each season. If the maximum funding allocated each meet is not achieved, the balance will be "rolled-over" to the next meet in succession, including from the last short course meet to the first long course meet.

Eligible Club:

All clubs receiving funding through the Club Support Program must be members in good standing of USA Swimming and Illinois Swimming at the time of competition, in the competition designated for funding.

Eligible Athletes:

Athletes must have been continuously registered with ISI for 24 months immediately preceding the competition.

Athletes participating in collegiate programs (NCAA, NJCAA, NAIA and others) are not considered eligible during the period September 1 – May 31 of each year. Athletes participating in collegiate programs may be considered eligible during the period June 1 – August 31 provided they are a member of and training with an Eligible Club. The Board of Directors may request verification of membership and training status.

Only Eligible Athletes representing an Eligible Club may be considered for funding unless otherwise exempted in the approved funding formula. Eligible Clubs may request that the Board of Directors designate an athlete competing with UNATTACHED status as an Eligible Athlete.

Eligible Athletes may only be considered once, at the highest level of competition, each season in the approved funding formula.

ISI Club Support Program Schedule – see ADDENDUM 1

3.8 Financial and Accounting Governance *(Effective February 2016)*

Purpose

These policies and procedures have been written to serve as the guide for Illinois Swimming, Inc. (ISI). ISI strives to be financially responsible, conducting fiscal management in a manner that supports the mission, values, annual financial performance objectives and fiduciary responsibilities of the Board members and Officers of the organization. These financial and accounting policies and procedures have been designed to meet established budgetary outcomes for the organization.

Basis of Accounting

The financial statements of ISI are prepared on the accrual basis of accounting in accordance with generally accepted accounting principles and accordingly reflect all significant receivables, payables, and other assets and liabilities. In accrual basis accounting, income is realized in the accounting period in which it is earned regardless of when the cash from these revenues are received while expenses are recorded as they are incurred regardless of when they are paid.

Fiscal Year

ISI fiscal year runs Sept 1 – Aug 31.

Income Taxes

ISI is exempt from federal income tax under Section 501(c)(3) of the Internal Revenue code.

Accounting Books and Records

The accounting system is comprised of accounting records and a series of processes and procedures assigned to staff, ISI Treasurer, and / or outside professionals. The goals of the accounting system are to ensure that financial

data and economic transactions are properly entered into the accounting records and that financial reports necessary for Board of Directors are prepared accurately and in a timely manner. ISI demonstrates good and acceptable business practices and complies with applicable legal requirements and USA Swimming to maintain and retain financial stability. Procedures and activities take place on a regular basis to help promote and ensure financial stability and accountability. The accounting system, procedures and policies can change as ISI's needs and resources change. ISI's accounting procedures are primarily performed by the Administrative Director. ISI utilizes QuickBooks to enter accounting transactions. Transactions are properly recorded and accounted for in order to:

- Permit the preparation of reliable financial statements and other required reports.
- Maintain accountability over assets.
- Demonstrate compliance with laws, regulations and other compliance requirements.

Transactions are executed in compliance with:

- Laws, regulations and provisions of contracts or partnership/sponsorship agreements that could have a direct and material effect on programs.
- Any other laws and regulations that are identified.
- Funds, property and other assets are safeguarded against loss from unauthorized use or disposition.

Budget

ISI has an annual budget. The Executive Director is responsible for preparation of the annual budget with the input from the various ISI Board of Directors Vice Chairs, Representatives and Committee Chairs. The Budget Committee reviews and submits it to the full Board of Directors for approval and then it is presented to the Illinois Swimming House of Delegates for final approval at the Fall Meeting. The budget is used throughout the year when making financial and spending decisions.

Financial Statements

ISI generates financial statements on a monthly basis that are prepared by the Administrative Director and reviewed by the Executive Director. The financial statements will include a comparison of budget to actual results for the period being reported and all large variances are reviewed for reasonableness. The Treasurer reviews the reports per the attached procedures and presents the reports for discussion and final approval at the next Board of Directors meeting.

Examination of Financial Statements

ISI engages an independent Certified Public Accountant to audit the financial statements of ISI. The audit includes a year-end summary of financial information as well as management recommendations as deemed necessary. The audit and required tax filings (990) will be made available to all Board members, as well as presented to the Board at a mutually agreed upon Board meeting. Tax filings will also be posted on the ISI website.

Records Retention

ISI retains its records in compliance with IRS regulations and other governmental bodies as may be required.

Accounts

ISI maintains the following types of accounts: Checking from which ISI's bills and expenses are paid and all deposits are made; 2 Reserve Money Market Savings Accounts categorized as ISI Reserve Fund and Athlete Endowment Fund which can be used to supplement ISI programming in instances where ISI anticipated revenues do not cover expected program costs with House of Delegate approval. The Executive Director, General Chair and Treasurer have the authority to approve and sign checks and perform transactions within the Reserve Fund and the Athlete Endowment Fund. The Executive Director will be responsible for transferring funds between accounts as needed and as approved by the Board of Directors/House of Delegates.

Payroll

ISI outsources with an independent payroll company to record payroll. Executive Director is responsible for the input for payroll to the payroll company.

Credit Card Activity/Usage and Expenses

ISI has two Business Card accounts (Discover and Chase). All credit card activity must be reconciled with an expense report detailing the activity and the receipt attached. The Administrative Director and the Executive Director must submit all expense reports and receipts within 30 days of incurring the expense. The Executive Director approves the expense reports from the Administrative Director and the Treasurer approves the expense reports of the Executive Director.

Expense Report Reimbursement

All reimbursements for approved and budgeted expenses must be accompanied by an expense report and the receipt(s) attached. These reimbursements must be submitted within 30 days of the expenditure for reimbursement. The Executive Director will approve said reimbursements.

Billing and Cash Receipts

The Executive Director initiates and / or approves all invoices. All revenue intended for the organization is received, promptly deposited, properly recorded, filed and reconciled.

Competitive Bidding

In making purchases it is ISI's intent to attempt to solicit the best available pricing for said product. ISI makes every attempt to solicit competitive bids for expenses in excess of \$5,000. However, the Executive Director does have the discretion to only obtain one bid in circumstances that he/she may deem appropriate.

Property and Equipment Depreciation

Property and equipment are recorded at cost when purchased. Major additions or betterments are charged to the property accounts while replacements, maintenance, and repairs are general charged to expense. Acquisitions of property and equipment in excess of \$1,000 are capitalized. Depreciation expense is compute using straight-line methods based on the estimated useful lives of the assets. When assets are retired or otherwise disposed of, the cost and related accumulated depreciation are removed from the accounts and any gain or loss is reflected in income for the period. The cost of maintenance and repairs is charged to expense as incurred; significant renewals and betterments are capitalized.

Administrative Assistant

Daily Accounting Procedures

1. Open mail and sort out athlete registrations, non-athlete membership applications, club renewals, athlete transfers, and other payments from activities (i.e. athlete banquet, camps, clinics, sanctions, meet financials and other miscellaneous income).
2. Separate payments and match to respective summary printed forms provided by the club.
3. Give sanctions, meet financials, coach non-athlete memberships and Club memberships to the Administrative Director.
4. Enter members into the USA Swimming National Database (SWIMS) by either electronic file method for athletes and/or manual entry for non-athlete members, athletes and athlete transfers.
5. Process payment and paperwork for any athlete transfers and input into SWIMS.
6. Process and balance all Official Clinic attendees and confirm memberships have been received with payment.
7. Create roster of all Official Clinic attendees and confirm memberships have been received with payment.
8. Notify any non-athlete attendee of the Official Clinic of non-payment of membership and/or clinic fees.
9. Print the daily LSC Transaction report from SWIMS.
10. At the end of the business day balance the daily transactions with the LSC Transaction report from SWIMS and other reported revenue from sanctions, meet financials, transfers and other payments received (i.e.

Official Clinic payments, camp attendee payments, banquet payments, etc.). Including the Illinois Swimming portion of all membership fees.

11. Complete the daily transactions and balance to the collected payments for the bank deposit and forward to the Administrative Director.
12. Record all payments by account per club in the Illinois Swimming accounting software QuickBooks (QB)
13. Reconcile that the payments received balance with the amounts entered in QB
14. Give all paperwork and checks to the Administrative Director to process the bank deposit.
15. Obtain from Step 4 any overpayments received from Clubs for athletes or non-athletes. These are to be notated in a spreadsheet and given to the Administrative Director for review.
16. After review from Administrative Director e-mailed to the clubs of any overpayments at the time they are received.

Monthly Accounting Procedures

1. Review with Administrative Director status of all club overpayments.
2. Assist Administrative Director with reconciling membership revenue totals per USA Swimming to QB
3. Final review of deposition of club credits.

Administrative Director

Daily Accounting Procedures

1. Review all requests for meet sanctions and/or approvals received from Administrative Assistant.
2. Balance payments to sanction and/or approval requests from the Administrative Assistant.
3. Email the clubs their sanction and/or approval code for the competition.
4. Complete sanctioning/approval process by adding competitions into USA Swimming Officials Tracking System (OTS).

5. Forward paperwork and payments to the Administrative Assistant for input into QB.
6. Review all Meet Financial Reports received from Administrative Assistant and reconcile amounts submitted to reports printed from the final results received from the host club using the Hy-Tek Meet Management program or Touchpad Meet Management program. Taking note that the correct 12% has been received from the meet entries, and that the 2.00 surcharge per athlete has been collected.
7. Notify clubs of any discrepancies in their Meet Financial Report.
8. Forward paperwork and payments from step 6 to Administrative Assistant for input into QB.
9. Review all non-athlete coach applications and reconcile payment with submitted paperwork.
10. Enter non-athlete coach members manually into SWIMS.
11. Forward payments step 10 to Administrative Assistant to input into SWIMS.
12. Review all club applications and reconcile payment with submitted paperwork from
13. Enter club information manually into SWIMS.
14. Forward payments from step 13 to Administrative Assistant to input into QB.
15. Print out all CHFS Credit Card direct deposit email notifications for Officials Clinics only.
16. Record all CHFS Credit Card direct deposits in QB dated on the day noted on the email notification.
17. Match up any sponsorship invoice payments received and record in QB
18. Create and complete deposit for payments in QB
19. Create and complete any sponsorship payments received that were not invoiced.
20. Create separate deposits for invoice payments and/or sponsorship received and process deposit into general checking account unless otherwise instructed.
21. Review reports from Administrative Assistant and determine that all payments are balanced to the deposit amount.

22. Prepare electronic deposit slip from Administrative Assistant reports and reconcile to remote deposit total.
23. Scan all checks and balance deposit submitted.
24. Print out 2 (two) detailed deposit reports: one attached to the LSC Transaction Report and filed the other one to be attached to the scanned checks and filed.
25. In the absence of the Administrative Assistant perform steps 1-16.

Weekly Accounting Procedures

1. Collect all accounts payable received via mail from Administrative Assistant's file for payables.
2. Send to ED for approval.
3. Review that all have been approved for payment prior to posting in QB.
4. Review that all have been assigned to the proper account.
5. Insure that any volunteer reimbursements have been properly submitted with the 30-day period and have been approved by the Committee Chair and the ED.
6. Insure that expenses of ED have been submitted to, and approved by, the Treasurer.
7. Enter all payables into QB that has been approved weekly.
8. Print a list of the payables due this week.
9. Administrative Director approves weekly checks to be signed by ED.
10. Print all checks for ED to sign.
11. Mail out payables.

Month End Accounting Procedures

1. Obtain bank statements, Bernstein Statement and JP Morgan
2. Preparation of month-end bank reconciliations and give to ED for approval.
3. Insure all interest, service charges, and transfers in bank accounts have been recorded.
4. Upon approval from ED finalize the bank reconciliation.
5. Prepare journal entries as required for the reserve account (JP

Morgan).

6. Prepare journal entries as required for the Athlete Endowment Fund (Sanford Bernstein).
7. Issue monthly sponsorship invoices received from ED and review open sponsorship invoices and advise ED.
8. Determine that all accounts receivables including sponsorship invoice payments are recorded.
9. Other receivables are only recorded for non-payment at the end of the fiscal year.
10. Obtain monthly credit card statements from Administrative Assistant
11. Make sure that ED credit card expense report is approved by the Treasurer and the Administrative Director's expense report is approved by the ED.
12. Make sure the Administrative Director's credit card expense is approved by the ED.
13. Reconcile Administrative Director's activity on Illinois Swimming credit card statements in preparation of inputting into QB.
14. Review Illinois Swimming credit card expenses, noting any direct debits for monthly payments are reported.
15. Check all Illinois Swimming credit card reports for receipts.
16. Record Illinois Swimming credit card payables into QB.
17. Report any discrepancies regarding the Illinois Swimming credit cards to ED.
18. Review prepaid expenses and deferred revenue for reasonableness.
19. Prepare adjustments to prepaid expenses and deferred revenue.
20. Determine that all accounts payable are recorded.
21. Receive from ED monthly payroll report.
22. Prepare calculations of accrued payroll and make entries into QB.
23. Receive from ED monthly retirement contribution report from Ascensus.
24. Record journal entries for ED and Administrative Director's retirement employee and employer contributions.
25. Administrative Assistant will contact clubs of any overpayments or owing amounts. These amounts will be reported by to the

Administrative Director, who will adjust amount of club overpayments in QB.

26. Adjust amount of Club Overpayments in QB
27. Record all payables making sure that the payable is recorded in the month of the activity in QB or by published deadlines for issuing Club Support monies.
28. Review general ledger for reasonableness and correct coding into QB.
29. Prepare interim financial statements.
30. Review draft of balance sheet line by line with ED to determine that there is support for each account listed.
31. Investigate any numbers that appear to be unusual or out of the ordinary on the Balance Sheet and reach a decision with the ED.
32. Prepare report of budget to actual.
33. Report YTD losses/gains in Athlete Endowment Fund to ED for review.
34. Prepare narrative noting any major expenses and/or revenue increases as they pertain to the annual YTD budget and submit to ED to review.
35. Submit all month-end financial reports to ED for review and approval within 3 business days past the end of the month.
36. Work with ED to resolve any questions in regards to the month-end reporting.
37. In the absence of the Administrative Assistant perform steps 1-3.

Quarterly Accounting Procedures

1. Prepare draft of quarterly financial statements including budget to actual comparison.
2. Review with ED and CPA consultant for reasonableness.
3. Reconcile USA Swimming membership billing and revenue with QB
4. Review club overpayments with Administrative Assistant and make necessary journal entries in QB.

Audit and Year End Accounting Procedures

1. August 15th begin preparation for annual audit.
2. Prepare draft of year-end financial statements including budget to actual comparison.

3. Review deferred payments and pre-paid expenses and make necessary journal entries.
4. Provide detailed transaction report for auditor from SWIMS for the fiscal year.
5. Provide auditor support balancing USA Swimming billing vs. Illinois Swimming revenue for all memberships in SWIMS.
6. Provide documentation requested by auditor.
7. Record any receivables for non-payment.
8. Record auditor journal entries and reconcile audited financial statements to QB.
9. Update Accounting Manual as needed.

New Fiscal Year Budget Procedure

1. Receive approved budget and enter into QB by October 30th.

Executive Director

Weekly Accounting Procedures

1. Obtains vendor bills from Administrative Director.
2. Review and approve vendor bills and return them to Administrative Director for processing.
3. Verify all payment checks written by Administrative Director are coded correctly, approve and sign checks.
4. Work with vendors to resolve any billing issues and/or discrepancies notated by Administrative Director.
5. Monitors bank balances and when necessary requests the Administrative Director to transfer funds from general checking account to money market account or from money market account to general checking account.
6. Review general ledger and financial statements for reasonableness.
7. Sign and manage all thank you notes to hosting clubs for specific events

Monthly Accounting Procedures

1. Manages event budgets and works with committee chairs to keep

- events within budget.
2. Obtain Illinois Swimming credit card statements from Administrative Director and reconcile expense report of ED's portion of expenses.
 3. Submit credit card reconciliation back to Administrative Director for recording in QB
 4. Review and approves bank reconciliations prepared by Administrative Director.
 5. Receives payroll from staff.
 6. Approves staff time sheets and submits to payroll service.
 7. Approve payroll upon receipt of payroll report.
 8. Requests submission of invoices to sponsors.
 9. Reviews payment of sponsorship invoices.
 10. Reviews all end-of-the-month financial reports and narrative received from Administrative Director.
 11. Work with Administrative Director to resolve any questions in regards to the month-end reporting.
 12. Forwards finalized reports to Treasurer for reporting.
 13. Work with Treasurer to resolve any questions the Treasurer may have in regards to the month-end reporting.

Quarterly Accounting Procedures

1. Review draft prepared ED by Administrative Director of quarterly financial statements including budget to actual comparison.
2. Review with Administrative Director and Treasurer for reasonableness.
3. Prepare quarterly forecast of revenue and expense vs. budget and submit to Treasurer.
4. Adjusts quarterly forecast as required for the current budget year-end.

Audit and Year-End Accounting Procedures

1. Obtain engagement letter from accounting firm for audit and for preparation of annual tax filings.
2. Submit to Treasurer and Finance Committee for review.
3. Recommend to Board of Directors contract to be approved and obtain board approval.
4. In conjunction with the Treasurer and Finance Committee oversee annual audit and review final audit.
5. Prepare draft of budget working with Board Chairs and submits to

Budget Committee.

6. Will arrange year-end meeting with brokerage firm to review Athlete Endowment Fund with Finance Committee.

Treasurer

1. Reviews interim unaudited ED financial statements.
2. Investigate and resolve any questions with the ED and Administrative Director
3. Present financial reports to the board of directors.
4. Signs checks in the absence of the ED.
5. Review year-end audit in conjunction with the Finance Committee.
6. Reviews first draft of budget and proposes changes, if any, before presentation to the board of directors.
7. Together with the General Chair presents final budget to the annual Fall House of Delegates for approval.

General Chair

1. Signs checks when ED and Treasurer are not available.
2. Obtain unaudited ED year-end numbers from Administrative Director by September 15th.
3. Ensures Budget Committee review draft of Budget prepared ED and considers proposed changes prior to approving final draft for presentation.
4. Together with the Treasurer, presents the final budget to the annual Fall House of Delegates for approval.

4.0 Meet Administration

4.1 Acceptance of Entries

Incoming entries should be entered on a first come/first served basis.

Any entry which was submitted properly and prior to the Meet Entry dead-line, but which was left out of the Meet Program must be considered to be an Official Entry to the meet. The Referee should take whatever action is necessary to include those swimmers in the proper events at the meet. If appropriate, the event should be re-seeded. Alternatively, the swimmer may be willing to swim in any "open" lane, including an open lane in the first heat

Entries which are received after the Meet Entry deadline may be accepted by the meet director at his/her discretion when unusual or extenuating circumstances exist. In general, "late entries" should not be accepted more than one or two days after the deadline, and only when such entries can be accepted and entered into the meet before the final meet program has been printed. When accepted in this way, such entries are Official and swimmers are eligible for all awards.

4.2 Entry Fee Charges*

1. Timed final individual event not to exceed: \$ 5.00
2. Timed Final Relay event not to exceed: \$15.00
3. Prelim/Final individual event not to exceed \$ 5.00
4. Prelim/Final Relay event not to exceed: \$15.00
7. Swimmer surcharge for individuals entered: \$ 2.00**

** Swimmer surcharge is assessed only on athletes entered in individual events.

* For closed invitational meets in which there is no fee associated with participation, no charge will be assessed.

4.3 LSC Fees for Sanctioned & Approved Meets

Type of meet	Level	Fee
1 day meet 1-2 teams participating	Sanctioned Or Approved	\$25.00
1 day meet 3-4 teams participating	Sanctioned Or Approved	\$50.00
1 day meet Over 4 teams participating	Sanctioned Or Approved	\$100.00
Multi Day 1-4 teams participating	Sanctioned Or Approved	\$100.00
Multi Day Over 4 teams participating	Sanctioned Or Approved	\$200.00

LSC-hosted Meets:

1. All LSC policies for control of monies will be observed.
2. Usual anticipated income is based on the following:
 - (1) Entry Fees – (Provided to the host by ISI)
 - (2) Admissions and program sales
 - (3) Advertising
 - (4) Merchandise sales
3. Usual anticipated expenditures include the following:
 - (1) Facility rental and associated costs
 - (2) Printing and reproduction
 - (3) Postage
 - (4) Awards (Obtained and paid by ISI)

- (5) Hospitality
- (6) Telephone
- (7) Housing for key officials (Meet Directors, Head Referee)
- (8) Merchandise for resale

1. Club-hosted Meets

1. Sanctions for all Club Run Meets.

- a. All applications to host Illinois Swimming sanctioned events must be reviewed and approved by the sanctioning officer of Illinois Swimming.
- b. The Application for Sanction for each Meet must include the name of the Meet Director, Entry Chair and Meet Referee and all must be currently registered members of ISI/USA Swimming. All accompanying payments (as listed on the Application for Sanction) must be received prior to sanctioning.
- c. Applications to host open or closed competitions require Meet Announcement be submitted by deadlines as stated on the Application for Sanction. The payment and application must be received along with the complete Meet Announcement for sanctioning.
- d. All applications for Approved meets must be hosted by currently chartered Illinois Swimming Clubs and be requested by submitting the Application for Sanction, a copy of the complete Meet Announcement, and the appropriate payment.

2. Facility Surcharge

At their discretion, a Club may impose a facility surcharge to offset the rental costs. This may be imposed per swimmer or one set fee to each entered club.

2. Time Trials

- 1. Time Trials require a separate sanction, even when held in conjunction with a Championship Meet. Sanctioning requirements are the same as for any other meet.
- 2. Time Trials must be officiated in compliance with USA Swimming Rules and Regulations, Article 102.10 Officials.

3. Sanction Violation Penalties

Meet Hosts are required to comply with the provision of USA Swimming Rules and Regulations, Article 202.2, as well as additional Illinois Swimming Guidelines. The following penalties will be imposed on all meet hosts that violate one or more of these requirements:

VIOLATION	PENALTY
-----------	---------

Late request for sanction for open schedule competition	\$100.00
Failure to make required corrections to Meet Announcement	Administrative Review Board*
Failure to submit appropriate reports by deadline	\$50.00
Blatant or repeated failure to follow meets rules and regulations established by USA Swimming and/or ISI	Administrative Review Board*

*The ISI Administrative Review Board shall adopt such remedies and penalties regarding administrative matters as it deems appropriate.

4.4 ISI Warm-up Procedures

Please refer to Addendum 8 infra

5.0 Procedure for Requesting Observation of Season Culminating High School Conference Championship Meet

5.1 Eligibility

The meet must be the listed as a Conference Championship by the Conference. A swimmer may swim in more than one of these competitions and go on to the State Championship Series. All observed swims are eligible for inclusion in the SWIMS database under this policy regardless of the number of meets in which the swimmer participates.

5.2 Application and Submission Procedure

- a. Applications for Observation of Season Culminating Championship Meets must be received by the Illinois Swimming Office no later than 10 days prior to the state date of the observed meet. Applications can be found on the Illinois Swimming website. *See Addendum 6 for Request for Observation – Non-Season Culminating Championship Meet Sample*
- b. Form must include the Name of Meet, Date(s), Name of Facility and Location. Form must include a minimum of two USA-S registered officials who have agreed to observe this meet. Form must include the name and the contact number of the Meet Referee.
- c. The coach submitting the complete application will be notified of its approval/disapproval at least five days prior to the start of the meet. The coach will have 48 hours from notification to correct any problems with the application and resubmit the form to the ISI office.
- d. A final determination on the status of the resubmitted application will be made by ISI Staff within 24 hours.

- e. Following each approved meet, the registered officials observing the meet must submit signed heat sheets including any DQ information to the ISI Office within 10 days of the completion of the meet. Failure by the officials to submit this information to the ISI Office will invalidate the Observation Request for all swimmers in the meet.
- f. All times achieved at IHSA observed meets that are to be uploaded into the SWIMS database must be submitted by the Club Coach of Record on the NTV Request (Individual) form with a print out of the results showing the time requested for submission. Requests must be submitted to ISI within 10 days of the completion of the meet. Failure by the Coach of Record to submit the form within the allotted time will invalidate the Observation Request for any swimmers for which they are the Coach of Record.
- g. ISI Staff will submit legal observed swims received on the proper and required forms within the deadline period for inclusion in the SWIMS database.

6.0 ISI Championship Meets

6.1 Meet Bid Process

Bid Information

1. This bid packet includes information on each Championship event that Illinois Swimming Conducts throughout a one-year period. The event dates and format shall be specified by the respective Age Group or Senior Committee.
2. Each of these events is open for bid from USA Swimming Chartered Clubs in good standing belonging to the Illinois LSC.
3. Short Course Illinois Swimming Championship (Age, Group, Senior and Regionals) bids are due **March 1st of the preceding year.**
4. Long Course Illinois Swimming Championship (Age, Group, Senior and Regionals) bids are due **August 1st of the preceding year.**
5. Short Course Championship hosts will be announced at the Illinois Swimming Spring House of Delegates Meeting of the preceding year.
6. Long Course Championship hosts will be announced at the Illinois Swimming Fall House of Delegates of the preceding year.
7. Before submitting Bid please refer to Championship Meet contract EXAMPLE to be certain that responsibilities of agreement can be fulfilled.
8. Bids will only be accepted for sites within Illinois or its immediate contiguous states.

6.2 Award of Age Group Championship Meets

All championship meets are awarded under the Illinois Swimming Rules and Regulations Article 205.3 which states:

“ISI Championship Meet shall be awarded by the Board of Directors of Illinois Swimming pursuant to the recommendations of the Senior Chair/Age Group Committee Chair.”

Factors Considered in Selection of a Meet Host:

- Past experience in running Championship Meets.
- Experience in running “on the schedule” meets.
- Numbers of parental volunteers able to successfully manage the Championship Meet,
- Coaching staff’s involvement within ISI activities
- Continuing education of coaches through ISI, ASCA or USA Swimming.
- Parental involvement of club members who are ISI Certified Officials or Non-Athlete members.

Additional factors taken into account for selection:

- What makes the bid different from the others, why and how will it stand out from amongst the other submittals?
- How will the bid help Illinois Swimming fulfill its mission of “offering our members programs which promotes swimming and achieves excellence through education, innovation and committed leadership”.
- What is the applicant Club’s vision of the Meet?
- How does the bid demonstrate a commitment to:
 - Illinois Swimming
 - The sport of swimming
 - The participants of the meet
 - The spectators of the meet

6.3 Technical Factors considered in Choosing a Suitable Site

USA Swimming Rules and Regulation Articles 103 and 104 include all technical factors.

Other site factors outside of the competition course considered:

- Automatic timing system and readout boards
- Public Address System
- Swimmer’s Rest Area
- On-Site rooms for Coaches and Officials Hospitality, Meetings and Ready Room for finals
- Restrictions and limitations imposed by site management
- Parking capacity
- Hotel accommodations
- Meet / participant enhancements

Please refer to Addendum 9 infra for Bid Application

6.4 Championship Meet Coach’s Meeting

Purpose

As of May 1, 2012 this process was developed to provide a suggested agenda for Meet Referees in conducting Coaches’ Meetings at all ISI Championship Meets. The information to be communicated at all Coaches’ Meetings should be consistent and of

sufficient detail to clarify Championship Meet procedures and other important information relevant to the specific venue or event. In order to facilitate keeping these meetings brief and concise, the Meet Referee is encouraged to distribute a written agenda, in advance, listing all details to be covered. It is expected that all coaches are familiar with the governing rules and procedures for the relevant Championship Meet, including review of the Meet Announcement and other pre-meet information distributed by the Meet Director and/or Meet Referee.

Coach's Meeting Agenda

1. INTRODUCTIONS
 - a. MEET REFEREE
 - b. OFFICIALS LEAD TEAM
 - i. ADMIN REFEREE
 1. HEAD STARTER
 2. HEAD CHIEF JUDGE
 - c. MEET DIRECTOR
 - i. HOST TEAM RECOGNITION
 - d. SPECIAL GUESTS
 - i. NATIONAL OBSERVER
2. FACILITY INFORMATION
3. SAFETY PROCEDURES
4. CREDENTIALS
5. MEET JURIES
 - a. ELIGIBILITY JURY
 - b. TECHNICAL JURY
 - c. PROTEST PROCEDURE
6. WARMUP SCHEDULE AND PROCEDURES
7. GENERAL DECK FLOW
8. MEET ADMINISTRATION
 - a. SESSION TIMELINES
 - b. ADMIN TABLE DUTIES AND LOCATION
 - c. CLERK OF COURSE DUTIES AND LOCATION
 - d. CREATCH RULES AND PROCEDURES
 - e. SWIM OFF PROCEDURE
 - f. DECLARED FLASE STATES
 - g. NO SHOW PENALTIES
 - h. DISQUALIFICATIONS
 - i. POSTING MEET RESULTS
9. RELAY EVENTS
10. FINALS
11. AWARDS
12. OTHER EVENT OR VENUE ANNOUNCEMENTS
13. QUESTIONS
14. FOLLOW-UP

6.5 Championship Meet Jury Selection

Purpose

As of May 1, 2012 this process was developed to provide an understanding of the purpose for our Championship Meet Juries, the make-up of each respective Jury in compliance with ISI rules and suggested criteria for selecting members to each respective Jury. Based upon recent conversations with Meet Directors, Meet Referees and ISI Board Members of our LSC, there appears to be a need to communicate this information so that fairness and quality can be consistently achieved.

Technical Jury

- Adjudicates protests involving technical rules, except disqualification due to judgment decisions by deck officials or the judgment decisions which can only be considered by the Meet Referee under USAS Article 102.11.
- The Meet Director and respective Age Group of Senior Committee Chair shall appoint a Technical Jury composed of at least one coach, one athlete, and at least one, but no more than three other persons.

Eligibility Jury

- Adjudicates protests affecting the eligibility of any swimmer to compete or to represent an organization.
- The Program Operations Vice-Chair and Meet Referee shall appoint an Eligibility Jury composed of the Registration Chair, a coach, and one other person in attendance at the meet.

Selection Criteria

In selecting respective Jury members, the following criteria should be considered:

- Are NOT affiliated with the Host Club(s)
- Are NOT affiliated with the same clubs as the Meet Referee and Team Lead Officials (Admin Referee, Head Referee/Starter, Head Chief Judge)
- Preferable representation from multiple geographical regions of the LSC
- Members who are in good standing and are well respected within the LSC
- Previous experience on a Meet Jury
- Experience at National Events
- Adjustments may be necessary to be sure any member has no stake in the pending matter
- Use common sense and fairness
- Have alternates identified

6.6 Appeal Process for Championship Meet Jury Decisions

Purpose

USA Swimming Rules & Regulations Chair has provided the following guidance regarding the appeal process of a meet jury's (Technical Jury or Eligibility Jury) decision at ISI Championship Meets.

Process

As of May 1, 2012, follow USA Swimming Rule 102.23 – PROTEST, and specifically the following sections:

102.23.5 Except as provided in 102.23.1, the Referee's or the meet jury's ruling may be appealed as follows:

- A. Protests concerning interpretation of the rules in Part One and Part Seven of the USA Swimming Rules and Regulations shall be submitted in writing within ten (10) days to the Chairman of the USA Swimming Rules & Regulations Committee who shall issue a ruling within five (5) days from the date of the receipt of such protest. This ruling shall be final and binding on all parties.
- B. All other protests, together with the Referee's or the jury's written decision, shall be submitted to the General Chair, or designee, of the sanctioning LSC or, in the case of a National Championship or trials class meet, to the National Board of Review, in accordance with Part 4 or the USA Swimming Rules and Regulations.

For reference, 102.23.1 states "Protests against judgment decisions of starters, stroke, turn, place and relay take-off judges can only be considered by the Referee and Referee's decision shall be final."

Based upon review of these rules, the appeal of any ISI Championship Meet Jury decision must be submitted only to the ISI General Chair, or designee assigned to the respective Championship Meet. The General Chair, or designee, will have sole responsibility and authority to determine the disposition of any such appeal matter, including upholding the decision or referring it as a Petition (complaint) to the ISI Administrative Board of Review.

7.0 Officials

7.1 Officials' Policy and Procedures

It is the responsibility of the Officials' Committee to establish and publish policy and procedures regarding certification, training and education of officials within Illinois Swimming in accordance with the directives of USA Swimming. Please see the Illinois Swimming website Officials pages for details.

7.2 Criteria for Officials' Clinics Bids and Award

Eligibility to Host

Any ISI registered club can submit an application to host, provided it can comply with the conditions of the application.

Clinic Dates

The best time for clinics to be held is on Saturday and Sundays in the months of April, May, September and October. We have in the past held clinics in other months where interest or need is shown (for instance when AO became a required position). It is difficult to staff clinics during the active parts of seasons as our qualified instructors work meets regularly.

We are cautious of the calendar of swim meets and holidays as history has shown this to have a deleterious effect on registration.

Application Process

Applications should be submitted at least 6 to 8 weeks prior to a potential clinic date to allow time to adequately advertise the clinic and handle registration and staffing.

The Application to host is on the ISI website Officials page. It needs to be filled out and submitted to the Illinois Officials Committee Clinic Operations member, also listed on the application and the website.

Facility Requirements

All levels of clinic require classroom/teaching space with tables or desks and a projector that can be used with an IBM compatible PC. A white board is preferred.

Stroke and Turn Judge, Starter and Referee require 90 minutes of pool time. A USA Swimming certified coach must be present, and 16-32 athletes must be made available throughout this period. The athletes are usually 10 or older and able to swim all four competitive strokes at a "BB" level (or near to it).

A "Clinic Host" must be on hand to help the instructors with classroom setup and to be the liaison with the building management and the coach. The coach can certainly act in all of these roles. Any ISI registered club can submit an application to host, provided they can comply with the conditions of the application.

The club must provide a continental breakfast in the registration area, and a box-type lunch for all attendees and instructors and should make beverages available.

Host Reimbursement

Currently hosts are reimbursed \$15 per attendee and instructor ***regardless of their actual costs***. Reimbursement comes from ISI after the completion of the clinic. Hosts will not be asked to handle any exchange of money.

Award of Clinic

Clinic sites are selected on a number of criteria including:

1. Location – the committee tries to have the clinics be geographically representative of the state and the density of swimmers, both in individual years and in the longer term, to ensure an even density of officials throughout the state.
2. Time of application – preference for selection will be given to a host who applies first, if the decision is between two potential hosts in the same area.
3. Past History – the successful hosting of prior clinics is considered in favor of applications, but is not dispositive.

Once the applications are in the Clinic Operations representative presents them to the Illinois Swimming Officials Committee. The Committee will decide based on the above criteria.

Once the decision is made the Committee will forward the selected application to ISI, who will send the host a Letter of Agreement which will act as a contract for the clinic.

How are Instructors Selected?

The staffing of instructors is the purview of the Officials Committee. Instructors are selected based on experience and work history, with preference for N3 and N2 certified instructors, and all instructors will act in the capacity of assistant instructor prior to leading clinic class on their own.

7.3 Policy and Procedure for Awarding Scholarship for Officials' Working National Championship Meets

Objective

The objective of this policy is:

- To provide educational experiences for ISI officials at national level meets;
- To raise the level of officiating at Illinois Championship Meets patterning them on USA Swimming national meets; and
- To enable ISI Officials to have experience with FINA procedures and National Championship procedures before they are adopted at a local level.

Eligibility

To be eligible for the award of Officials Scholarship:

1. ISI officials must have been certified as a referee by ISI for at least 1 year and have met all ISI requirements for annual recertification;
2. Individuals must have worked 8 sessions at ISI Senior or Age Group championships in the past year at Judge level or higher; and
3. Individuals must agree to post-meet responsibilities including;
 - Work 8 sessions in the next year at ISI Senior or Age Group championship at the Judge level or higher; and
 - Serve as a Trainer for 1 clinic in the next year.

Funding

The Officials Committee is committed to providing funding for two (2) officials for each of the following competitions subject to HOD budget approval for the relevant short course and long course season:

- Short Course Junior Nationals
- Short Course Nationals
- Long Course Junior Nationals
- Long Course Nationals
- U.S. Paralympics Can/Am
- USA Swimming / U.S. Paralympic Trials
- USA Swimming Futures Meet
- Open Water National Championships (1 official only)
- USA Swimming Arena Pro Am Series (only 2 scholarships available)
- Olympic Trials (Only budgeted during Olympic Years) once every 4 years

See Addendum 9 for current approved funding

If money is not requested for a meet, it may be rolled over in the same fiscal year for additional scholarships at future meets.

Selection Procedure

Information and applications will be made available on the ISI website and at annual officiating clinics. Application deadline is the same as the officiating application deadline to USA Swimming but at least 45 days prior to the first day of the meet. The Officials Committee will review all applications and make recommendations to the ISI Board of Directors at least 30 days prior to the meet. ISI Board of Directors will approve scholarships.

Selection Criteria

Individuals may receive funding only once a season (short and long course) unless insufficient individuals have applied for scholarships, at which point it will be at the Board's discretion. Individuals may not receive funding if other family members (official or athlete) are receiving funding from ISI for the same meet.

Minimum work requirements at funded meets:

- Official must work all sessions of the meet. If all sessions are not worked, the scholarship will be pro-rated based on sessions worked.
- A Session is defined as preliminary or final session, but does not include time trials.

8.0 Clarification of Time Limitation

Please refer to Addendum 2 infra

9.0 On Deck Photography Policy

Please refer to Addendum 6 infra

10.0 ISI Sponsored Awards

10.1 Purpose

The purpose of the following policy and procedure is to outline the eligibility rules, regulations, selection and awarding process for all awards which are sponsored by the LSC.

10.2 Policy and Practice

All awards, except the Carolyn Lambert Award which is awarded to the overall Senior Meet and Age Group Meet team champion. The Donald Drumm Award, which is awarded to the overall age group meet champion, shall be awarded for the LSC by the Awards Committee, with input and selection from all of the appropriate committees and per the criteria listed in this policy for each award. All awards, except Athlete of the Month, Donald Drumm and Carolyn Lambert awards shall be presented at the annual awards banquet.

ISI designates the following as LSC awarded, which are in addition to team and individual awards offered at the Regional, Senior and Age Group Championship Meets.

- ISI Athlete of the Month
- Don Drumm Age Group Champion (Short & Long Course)
- Carolyn Lambert Senior Champion (Short & Long Course)
- Swimmer of the Year (Male & Female)
- Break thru Swimmer of the Year (Male & Female)
- Age Group Coach of the Year
- Senior Coach of the Year
- ISI Volunteer of the Year Award
- ConocoPhillips Outstanding Service Award
- Performance of the Year Award
- Life Membership Award

Funding for Awards banquet will appear as a line item in the annual budget.

10.3 Donald Drumm Memorial Team Award for Age Group Swimming Excellence in Illinois

The Donald Drumm award is presented annually to the winners of the Short and Long Course Illinois Swimming Age Group Championship Meets. The Donald

Drumm award was established to honor Donald Drumm, who served Illinois Swimming as a dedicated official for over 30 years. Donald officiated every level of meet in Illinois: AAU/USA Swimming/YMCA/IHSA.

A. Eligibility Rules, Regulations and Selection Process

- At Age Group Championship Meets team awards will be given based on number of points and the team scoring the most points shall be awarded The Don Drumm Memorial Team Award for Age Group Swimming Excellence in Illinois.
- Award shall be awarded at each Short Course and Long Course Age Group Championship Meet.
- Every Illinois Swimming club with an individual or relay entry is eligible for the award.

B. Presentation of Award

- ISI shall maintain a wall plaque in the permanent office showing all of the previous award recipients. This plaque will remain in the possession of ISI to be displayed at banquets, HOD, etc. The winning team for each meet will receive a mini plaque to keep for its team.
- Award will be presented at each Championship Meet by ISI General Chair if in attendance, or by any other elected ISI Board of Director member.
- A brief explanation of the award shall be published in the Finals Session Heat sheet and shall be read by the announcer at the time the award is presented.

10.4 Carol Lambert Memorial Team Award for Senior Swimming Excellence in Illinois

The Carolyn Lambert award is presented annually to the winners of the Short Course and Long Course Illinois Swimming Senior Championship Meets. The Carolyn Lambert award was established to honor Carolyn Lambert, who served Illinois Swimming as a tireless volunteer for over 30 years. Carolyn was the official coordinator of all things ISI when the organization operated under the AAU. In 1980, Carolyn oversaw the office transition from the AAU to USA Swimming.

A. Eligibility Rules, Regulations and Selection Process

- The Carolyn Lambert Memorial Team Award for Age Group Swimming Excellence in Illinois shall be award to the team scoring the most points in combined team score.

- Award shall be awarded at each Short Course and Long Course Senior Championship Meet.
- Every Illinois Swimming club with an individual or relay entry is eligible for the award.

B. Presentation of Award

- ISI shall maintain a wall plaque in the permanent office showing all of the previous award recipients. This plaque will remain in the possession of ISI to be displayed at banquets, HOD, etc. The winning team for each meet will receive a mini plaque to keep for its team.
- Award will be presented at each Championship Meet by ISI General Chair if in attendance, or by any other elected ISI Board of Director member.
- A brief explanation of the award shall be published in the Finals Session Heat sheet and shall be read by the announcer at the time the award is presented.

10.5 Swimmer of the Year

The Swimmer of the Year is presented to the outstanding Female and Male swimmer of Illinois Swimming as selected by the Awards Committee. Selection is based on their performances during the past year and determined by their FINA Power Point rankings.

A. Eligibility Rules, Regulations and Selection Process

- To be eligible an athlete must be a year round athlete member of ISI and have been a member of ISI for the award year.
- See above

B. Presentation of Award

- ISI shall maintain a wall plaque in the permanent office showing all of the previous award recipients. This plaque will remain in the possession of ISI to be displayed at banquets, HOD, etc.
- The recipient will receive a permanent award to keep.
- Award will be presented at the ISI Athlete Recognition Banquet by the Senior Vice Chair if in attendance or by any other coach Board of Director Member present at the banquet.

10.6 Breakthrough Swimmer of the Year

The Breakthrough Swimmers of the Year Award is presented to a female/male athlete who has not previously competed at the National level and made the biggest performance jump to the National level during the past year. This award is determined using FINA power points for all eligible athletes.

A. Eligibility Rules, Regulations and Selection Process

- To be eligible an athlete must be a year round athlete member of ISI and have been a member of ISI for the award year.
- The selection of the recipient shall be by the Awards Committee, based upon the following:

B. Presentation of Award

- ISI shall maintain a wall plaque in the permanent office showing all of the previous award recipients. This plaque will remain in the possession of ISI to be displayed at banquets, HOD, etc.
- The recipient will receive a permanent award to keep.
- Award will be presented at the ISI Athlete Recognition Banquet by the Age Group Vice Chair if in attendance or by any other coach Board of Director Member present at the banquet.

10.7 Age Group Coach of the Year

The Age Group Coach of the Year award is presented to the age group coach with the most outstanding performance record during the past year. The recipient is determined by a formula that combines team rankings at the Age Group Championships along with individual and relay performances during the past year.

A. Eligibility Rules, Regulations and Selection Process

- To be eligible a coach must be a current coach member of ISI and have been a member of ISI for the award year.
- See above

B. Presentation of Award

- ISI shall maintain a wall plaque in the permanent office showing all of the previous award recipients. This plaque will remain in the possession of ISI to be displayed at banquets, HOD, etc.

- The recipient will receive a permanent award to keep.
- Award will be presented at the ISI Athlete Recognition Banquet by the Age Group Vice Chair if in attendance or by any other coach Board of Director Member present at the banquet.

10.8 Senior Coach of the Year

The Senior Coach of the Year award is presented to a senior coach in recognition of the outstanding performances of its athletes during the past year. The Awards Committee uses FINA power point rankings of athletes to determine the recipient.

A. Eligibility Rules, Regulations and Selection Process

- To be eligible a coach must be a current coach member of ISI and have been a member of ISI for the award year.
- See above.

B. Presentation of Award

- ISI shall maintain a wall plaque in the permanent office showing all of the previous award recipients. This plaque will remain in the possession of ISI to be displayed at banquets, HOD, etc.
- The recipient will receive a permanent award to keep.
- Award will be presented at the ISI Athlete Recognition Banquet by the Senior Vice Chair if in attendance or by any other coach Board of Director Member present at the banquet.

10.9 Volunteer of the Year

The Illinois Swimming Volunteer of the Year Award was created by Illinois Swimming in 2007 to recognize the efforts of an outstanding volunteer from one of the clubs within Illinois Swimming. The idea and funding for this award was made possible by an anonymous donation.

A. Eligibility Rules, Regulations and Selection Process

- Each Illinois Swimming club is eligible to nominate one volunteer from its club to be considered for the award.
- All nomination forms must be received in the ISI office by July 1st

- The recipient does not need to be a member of USA Swimming
- The selection of the recipient shall be by the Awards Committee

B. Presentation of Award

- ISI shall maintain a wall plaque in the permanent office showing all of the previous award recipients. This plaque will remain in the possession of ISI to be displayed at banquets, HOD, etc.
- The recipient will receive a permanent award to keep.
- Award will be presented at the ISI Athlete Recognition Banquet by the Vice Chair Program Operations if in attendance or by any other coach Board of Director Member present at the banquet.

10.10 The ConocoPhillips Award

The ConocoPhillips Award is presented to a member of Illinois Swimming as nominated to USA Swimming by Illinois Swimming.

A. Eligibility Rules, Regulations and Selection Process

- To be eligible the recipient must be a member of ISI and have been a member of ISI for the award year.
- See above

B. Presentation of Award

- ISI shall maintain a wall plaque in the permanent office showing all of the previous award recipients. This plaque will remain in the possession of ISI to be displayed at banquets, HOD, etc.
- The recipient will receive a permanent award to keep.
- Award will be presented at the ISI Athlete Recognition Banquet by the General Chair if in attendance or by any other coach Board of Director Member present at the banquet.

10.11 Performance of the Year Award

In 2013 Senior Committee established the Performance of the Year Award to honor the male and female athletes based on the most outstanding single event performance.

A. Eligibility Rules, Regulations and Selection Process

- To be eligible the recipient shall be ISI Senior Athlete
- See above.

B. Presentation of Award

- ISI shall maintain a wall plaque in the permanent office showing all of the previous award recipients. This plaque will remain in the possession of ISI to be displayed at banquets, HOD, etc.
- The recipient will receive a permanent award to keep.
- Award will be presented at the ISI Athlete Recognition Banquet by the General Chair if in attendance or by any other coach Board of Director Member present at the banquet.

10.12 Life Membership Award

Illinois Swimming is a non-profit organization made up of very dedicated volunteers. Individuals donate their time, energy and expertise at every level from the national Board of Directors to the local swimming clubs. The Illinois Swimming Award of a USA Swimming Lifetime Membership Award was established in 2014 to recognize and reward the valuable contribution of an individual's service to Illinois Swimming and may be presented annually to an honoree at the United States Aquatic Sports Convention.

A. Eligibility Rules, Regulations and Selection Process

- To be eligible the recipient must be a long-time member of Illinois Swimming (minimum of 10 years)
- Maximum of one award to be given out during any fiscal year
- During recipients' tenure he/she must have held or currently holds a position in at least one of the following areas of leadership within Illinois Swimming: Board of Director member; Committee Member; Board of Review member (minimum 8 years).
- Award nomination will be solicited each spring to identify potential candidates. Board of Directors will decide on award recipient by virtue of a 2/3 vote.

B. Presentation of Award

- ISI shall maintain a wall plaque in the permanent office showing all of the previous award recipients. This plaque will remain in the possession of ISI to be displayed at banquets, HOD, etc.
- The recipient will receive a permanent award to keep.
- Award will be presented at the ISI Athlete Recognition Banquet by the General Chair if in attendance or by any other coach Board of Director Member present at the banquet.

11.0 Records

11.1 Illinois State Record

A state record may be achieved one of the following ways:

1. An individual or relay state record may be broken by a currently registered Illinois athlete(s) competing for a currently registered Illinois club (or UN) in a USA Swimming sanctioned/approved meet.
2. An individual state record may be broken by a currently registered Illinois athlete competing for a currently registered Illinois club (or UN) in a FINA sanctioned competition.

11.2 Illinois Open Record

An Illinois Open record may be established by a currently registered Illinois athlete competing for a currently registered Illinois club (or UN) in a USA Swimming sanctioned approved, or observed meet.

12.0 Sanction Appeal Process

USA Swimming has established broad guidelines for the sanctioning process, geographic boundaries with respect to sanctioning authority, create an appeals process for denied sanctions, and additional recommendations that would serve to improve the sanctioning and approval system. The details of this process can be found on the USA Swimming website.

Included in this process and procedure are:

- a. Rationale
- b. Authority of LSC
- c. LSC Requirements
- d. Authority of the Zone Sanction Appeal Panel
- e. Standard Timeline and Procedures for an Appeal
- f. Zone Sanction Appeal Panel Selection
- g. Frequently Asked Questions

Addendum 1
ISI Club Support Program Schedule

Designated Competitions (1 September 2014 – 31 August 2015):

To be considered for funding in a Designated Competition, Eligible Athletes must compete in one or more individual events. "Relay Only" participants are not Eligible Athletes.

Short Course Season:

Long Course Season:

<p><i>2014 AT&T Short Course Nationals</i> Knoxville, TN 5-7 Dec 2013 \$500.00 per Eligible Athlete Maximum Funding: \$30,000.</p>	<p><i>2015 US Open</i> San Antonio, TX 6 – 10 August 2015 \$650.00 per Eligible Athlete Maximum Funding: \$30,000</p>
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<p><i>2014 Speedo Short Course Jr Nationals</i> Greensboro, NC 12-14 Dec 2013 \$400.00 per Eligible Athlete Maximum Funding: \$20,000</p>	<p><i>2015 Speedo Junior National Championships</i> San Antonio, TX July 30 – 3 August 2015 \$450.00 per Eligible Athlete Maximum Funding: \$20,000</p>
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<p><i>2015 NCSA Junior Championship</i> Orlando, Florida 17-21 March 2015 \$175.00 per Eligible Athlete Maximum Funding: \$15,000</p>	<p><i>2015 USA Futures Championship</i> TBD July 30 – 3 August 2015 \$200.00 per Eligible Athlete Maximum Funding: \$10,000</p>
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Preparation Competitions:

- Funding for Arena Pro Swim Series or equivalent caliber of competition per club coach discretion
- Athlete for whom the club submits must have a current LC Sr/Jr National cut in an individual event
- Assistance is a maximum funding of \$300.00 per short course/ \$300.00 per long course season per Eligible Athlete Maximum Funding: \$5000
- Submission LC Sr/Jr National cut and verification of time achieved at submitted meet must be attached to the proper application for each Eligible Athlete submitted.
- Deadline for the application to be received in the ISI office is within fourteen days of final competition date of meet submitted.
- National competitions may be allowed as preparatory meets as long as it is not the athlete's highest level of competition within the designated season.

Payout Timelines to Clubs:

- April 1, 2015
- August 31, 2015

Addendum 2

CLARIFICATION OF TIME LIMITATION RULE As of May 1, 2013 and as amended by 2014 Fall HOD

This guidance document is intended to clarify and communicate all applicable meet time limitation rules, especially the four-hour rule, so they will be followed consistently across the entire LSC. Based upon recent conversations with Meet Directors, Meet Referees and ISI Board Members of our LSC, there appears to be some continuing confusion on how these time limitation rules and specifically, the four-hour rule, should be applied.

ISI Time Limitation Rules

ISI Article 203.3.1 – All time final competition on a single day shall be completed within a maximum of ten (10) hours. ~~Competition for swimmers ages twelve (12) and younger shall be completed within a maximum of four hours.~~ With the exception of Championship Meets, the program in all other age group competition shall be planned to allow the events for swimmers twelve (12) years and younger to be completed in four (4) hours or less for a timed finals session or in a total of eight (8) hours or less per day for a preliminaries and finals meet.

ISI Article 203.3.2 – All preliminary/final competition on a single day shall be completed within a maximum of eleven and one-half hours (11.5) exclusive of all warm-up periods.

Based on these rules, any session containing events classified for 12 & under swimmers shall have the 12 & under events both planned and completed within a maximum of four hours. The planning part involves a lot of considerations such as a projected time-line, taking into account the normal problems that come up at meets such as equipment malfunctions, delays because swimmers are slow getting to the blocks, administrative issues, etc.

We all recognize that unforeseen circumstances may occur that are out of the control of meet management which could cause a meet to last more than 4 hours. If a meet has been properly planned to not last more than four hours, but due to unforeseen or unplanned circumstances it might extend beyond the time limitation, common sense should be exercised by the Meet Referee to comply with the spirit of these rules.

Some additional considerations for applying these rules:

1. Any warm-up period prior to the start of a session or meet is not part of the time limitation rules;
2. The four-hour rule applies only to events labeled for any combination of 12 & under or Open events that are scored separately for 12 & under;

3. Once an event has begun, it can conclude. However, if for example, the session is already 3.45 hours and the next event is planned to last 55 minutes, then it should not begin;
4. Only the first men and women's heat of the 1000yd/800m or 1650yd/1500m freestyle events shall be considered within the daily limit for that day if conducted as the final event of the day. A single heat may be conducted as the first event of the same session in which all other heats are conducted. Additional heats may exceed the daily time limit (ISI Rule 203.3.4 D);
5. The rule cannot be waived or modified EVEN BY AGREEMENT OF ALL COACHES;
6. Time limitation rules do not apply to Championship Meets. All other meets shall comply the application of these rules;
7. Entry fees for all cancelled events/swims must be refunded.

ISI Enforcement of Time Limitation Rules

Enforcement of time limitation rules is the responsibility of the Meet Referee; however operational planning is the responsibility of the Meet Director. Since meet timelines are easily generated by meet management software, information is readily available to both plan (Meet Director) and enforce (Meet Referee) timelines. Pre-meet responsibilities regarding time limitations are covered by the following rules:

ISI Article 203.3.3 – A pre-meet timeline shall be completed and submitted to the Meet Referee no later than seven (7) days prior to the first day of competition.

ISI Article 203.3.4 – No additional entries shall be accepted after the daily maximum time limit has been reached. Meets shall be considered closed when the daily time limit has been reached and no further entries can be accepted.

In addition, no changes can be made to the announced order of events for a sanctioned meet, except as noted in the rules below. Such changes can result in the sanction being invalidated. Rules that pertain to this are as follows:

USAS Article 102.7.1 – The order of events, as stated in the meet announcement, shall not be changed. The announced arrangement of heats in any event shall not be added to or altered, except by the authority of the Referee, to the extent of consolidating the heats.

ISI Article 202.3.3 – No changes or additions may be made in the meet information after the sanction is granted without the specific approval of ISI.

ISI Article 203.3.4 C – The length of any session may be altered to meet the requirements of the daily time limit. Any events that are subject to limitations shall be specified in the Meet Announcement.

ISI Compliance with Time Limitation Rules

Compliance with time limitation rules is under the jurisdiction of the Vice Chair Program Operations in accordance with ISI Bylaws Article 606.7.8. The following rules are in place to help ISI manage compliance with these time limitation rules:

ISI Article 203.4.7 – For meets where there are four or more teams competing, the Host club shall email a computer generated SDIF compliant file for athlete registration and entries to the ISI Permanent Office at least seven (7) days prior to the first day of competition.

ISI Article 203.10 – Meet Director's Post-Meet Responsibilities

.1 Send Meet Time Schedule Summary (signed by Meet Referee) to ISI before noon of the day following the meet.

.3 The following shall be submitted to and received by the ISI Permanent Office within 14 days of the conclusion of the meet: B Meet results in a SDIF compliant format

ISI Article 208.1.2 – Any club violating any of the provisions of ISI Article 203.2 or .3 (Time Schedule and Entry Limitations) may be subject to the penalties in ISI Article 208.1.1 and assessment of \$150.00 (one hundred fifty dollars) per hour for each hour or any portion thereof that the meet exceeds the daily time limit.

Program Operations will review all of the above to confirm enforcement and compliance with time limitation rules. Any session determined not to be in compliance with these time limitation rules may be subject to the applicable penalties as stated in ISI Article 208.1.

Addendum 3
ON DECK PHOTOGRAPHY GUIDE
As of May 1, 2013

This guidance document is intended to provide Host Clubs, Meet Directors and Meet Referees (collectively, “Meet Management”) a suggested communication and protocol for determining the conditions and limitations that should be considered for managing any photography (including video) being taken on-deck before, during or after any ISI sanctioned meet. These suggested guidelines should apply to any member of USA Swimming or Meet Management designated non-member photographer(s) who receive proper credentials and/or permission to be on-deck. Meet Management is strongly encouraged to communicate this information in the Meet Announcement and at all Coach’s Meetings in sufficient detail for clarity and relevance to the specific venue or event.

Guidelines

1. USA Article 202.3.4 E – The meet announcement shall include the following statement: “Use of audio or visual recording devices, including a cell phone, is not permitted in changing areas, rest rooms or locker rooms”
2. Meet Management should designate and inform the public of “Camera Zones” at each swim meet where both still photography and video photography of a race or a competitor in a race may be taken.
 - a. Acceptable “Camera Zones” may include, but are not limited to, the side courses of a pool, team gathering area, concession area, turn-end of competition course when not in use as a start-end, etc.
 - b. Under NO circumstances should “Camera Zones” include the area immediately behind the starting blocks at either end of the racing course(s) while in use for race starting purposes (during competition and warm-ups), locker rooms, restrooms or any other dressing area.
3. Any individual failing to abide by the above may be subject to immediate removal from the venue by Meet Management and could be subject to the USA Swimming Code of Conduct violation as defined in Articles 304, 305 or 306.
4. A Media Credential Request Form should be utilized to document and authorize permission of non-members to be granted access to the pool deck for the purpose of conducting photography. A suggested form is attached:

MEDIA CREDENTIAL REQUEST FORM

All representatives affiliated with legitimate media outlets and/or private photography individuals/entities (collectively, "Media Representative") who desire on-deck access ARE REQUIRED to complete this Media Credentials Request Form for the following ISI Sanctioned Meet ("Event"):

<<Insert name of Event, Host Club, Location, Event Dates and ISI Sanction # here>>

GUIDELINES

- ONLY bona fide Media Representatives will be issued Event credentials. Non-host team photographers, parents or team-hired photographers must also be issued Event credentials.
- Credentials will be issued individually to each Media Representative upon presentation of valid identification such as the media outlet's photo ID. Credentials are non-transferable and any transfer of credentials to another staff or non-staff individual will result in forfeiture of the credential and removal from the venue.
- These credentials will be valid only for this Event and will be issued at the Event or other pick-up location as designated by Meet Management.
- Media Representatives are required to check-in daily and display their media outlet ID and Event credentials at each session of the Event.
- Media Representatives are expected to adhere to the instructions provide by Meet Management and to remain in designated media areas of the pool deck.
- It is understood that no flash photography may be used at the start of any race. Media Representatives will not obstruct the view of any spectators, coaches or officials. Interviews must be conducted in the designated areas.

Media Representative agrees to respect the safety and privacy of all participants and competitors and further agrees to work within these guidelines and media areas designated by Meet Management while covering this Event. The Media Representative also acknowledges that media credentials can be revoked for this and future events for non-compliance and/or violation of USA Swimming Code of Conduct.

Name of Media Organization: _____

Name of Media Representative: _____

Media Representative Position: _____
(Reporter, Photographer, Videographer, etc.)

Signature of Media Representative: _____

Date: _____

Addendum 4 Awarding of Officials' Clinic

Clinic Hosts

Any ISI registered club can submit an application to host, provided they can comply with the conditions of the application.

Scheduling of Clinics

The best time for clinics to be held is on Saturday and Sundays in the Months of April, May, September and October. We have in the past held clinics in other months where interest or need is shown (for instance when AO became a required position). It is difficult to staff clinics during the active parts of seasons as our qualified instructors work meets regularly.

We are cautious of the calendar of swim meets and holidays as history has shown this to have a deleterious effect on registration.

Schedule of Application

Applications should be submitted at least 6 to 8 weeks prior to a potential clinic date to allow time to adequately advertise the clinic and handle registration and staffing.

Application Process

The Application to host is on the ISI website Officials page. It needs to be filled out and submitted to the Illinois Officials Committee Clinic Operations member, also listed on the application and the website.

Host Clinic Requirements

All levels of clinic require classroom/teaching space with tables or desks and a projector that can be used with an IBM compatible PC. A white board is preferred.

Stroke and Turn Judge, Starter and Referee require 90 minutes of pool time. A USA Swimming certified coach must be present, and 16-32 athletes must be made available throughout this period. The athletes are usually 10 or older and be able to swim all four competitive strokes at a "BB" level (or near to it).

A "Clinic Host" must be on hand to help the instructors with classroom setup and to be the liaison with the building management and the coach. The coach can certainly act in all of these roles.

The club must provide a continental breakfast in the registration area, and a box-type lunch for all attendees and instructors and should make beverages available.

Host Reimbursement

Currently hosts are reimbursed \$15 per attendee and instructor ***regardless of their actual costs.*** Reimbursement come from ISI after the completion of the clinic. Hosts will not be asked to handle any exchange of money.

Clinics Awarded Criteria

Clinic sites are selected on a number of criteria including:

1. Location – the committee tries to have the clinics be geographically representative of the state and the density of swimmers, both in individual years and in the longer term, to ensure an even density of officials throughout the state.
2. Time of application – preference for selection will be given to a host who applies first, if the decision is between two potential hosts in the same area.
3. Past History – the successful hosting of prior clinics is considered in favor of applications, but is not dispositive.

Once the applications are in the Clinic Operations representative presents them to the Illinois Swimming Officials Committee. The Committee will decide based on the above criteria.

Once the decision is made the Committee will forward the selected application to ISI, who will send the host a Letter of Agreement which will act as a contract for the clinic.

Selection of Clinic Instructors

The staffing of instructors is the purview of the Officials Committee. Instructors are selected based on experience and work history, with preference for N3 and N2 certified instructors, and all instructors will act in the capacity of assistant instructor prior to leading clinic class on their own.

Addendum 5
ISI Warm-up Procedures

CONTROLLED MEET WARM-UP and SAFETY GUIDELINES

To be posted at all ISI Sanction/Approved competitions

A. WARM-UP PROCEDURES

1. **General Warm-up** (first 20-30 minutes)
 - a. **NO DIVING** allowed from the blocks or edge of pool. Swimmers must enter the pool feet first, while maintaining contact with the deck with the body and a hand from the start end of the pool.
 - b. No sprinting or pace work allowed during this general warm-up session.
 - c. Entry into pool from starting end of pool only, unless noted otherwise by the meet director and meet referee.
2. **Specific Warm-up** (last 25-30 minutes)
 - a. **Push/Pace Lanes** – Push off one or two lengths from starting end. Circle swim only. **NO DIVING.**
 - b. **Diving Lanes** – Sprint lanes for diving from blocks or for backstroke starts in specified lanes at designated times. (One length only)
 - c. **General Warm-up Lanes – NO DIVING.** Circle swim only.
 - d. At approximately half way through diving and push/pace, additional lanes may be opened at the request of the coach.

POOL	LANE		
	PUSH/PACE	DIVING	GENERAL
6	1&	2&	3,4
8	1&	2&	3,4,5,
10 LANE	1&1	2&	3,4,5,6,7,8

B. SAFETY GUIDELINES

1. **Coaches Responsibilities**
 - a. Coaches shall instruct their swimmers regarding safety guidelines and warm-up procedures as they apply to conduct at meets and practices.
 - b. Coaches shall actively supervise their swimmers throughout the warm-up session at meets and all practices.
2. **Host Team Responsibilities**
 - a. Marshaling
 - 1) A minimum of two (2) marshals, who report to and receive instructions from the Meet Referee, shall be on the deck during the warm-up session.
 - 2) Marshals shall be current members of USA Swimming.

- 3) Marshals shall have the authority to remove from the deck, for the remainder of the warm-up session, any swimmer or coach who is in violation of safety or warm-up procedures.
- b. The host team shall provide signs for each lane at both ends of the pool, which indicate the designated use during warm-up.
- c. Warm-up times and lane assignments shall be published in the meet information and posted at several locations around the pool area. The following statement shall appear in the information: "Illinois Swimming, Inc. Safety Guidelines and Warm-up Procedures will be in affect at this meet."
- d. An announcer shall be on duty for the entire Warm-up session to announce lane and/or time changes and to assist with the conduct of the Warm-up.
- e. Hazards in locker rooms, on the deck area or in areas used by coaches, swimmers, spectators, or officials shall be removed or clearly marked.

3. Miscellaneous:

- a. Backstrokes shall ensure that they are not starting at the same time as a swimmer on the blocks.
- b. Swimmers shall not jump or dive into the pool to stop another swimmer on a recalled start.
- c. Swimmers are required to exit the pool upon completion of their warm-up to allow other swimmers adequate warm-up time. The pool is not for visiting or playing during the warm-up session.
- d. Warm-up procedures shall be enforced for any breaks scheduled during the competition.
- e. The Referee may restrict use of bands, hand paddles, or fins during warm-up. The Referee shall have control over mitigation actions necessary to relieve situations deemed as dangerous or impairing the safety of other swimmers.

NOTE: Host clubs may, with the consent of the Meet Director and Meet Referee, modify the warm-up time schedule or recommended lane assignments depending on pool configuration, number of swimmers or other consideration, so long as safety considerations are not compromised. Any such changes shall be announced, and/or posted prominently in the pool area.

Effective: November 3, 2004

Addendum 6
Illinois Swimming Championship/Regional Meet
Bid Application Directions and Form

Bid Application Directions

Please submit a written description of any other commitments you will make for the Athletes, Coaches, Officials and spectators that will enhance your event.

Be sure to include the following:

1. Any limitations and/or requirements pertaining to the site dictated by site management.
2. A facility schematic diagram (overview and side view indicating dimensions).
3. Parental involvement of club members who are ISI certified Officials or Non-Athlete Members.
4. Numbers of volunteers able to successfully manage the meet.



BID APPLICATION IS FOR:

(Check which applies)

- Age Group ____Short Course / ____Long Course
- Regional ____Winter / ____Summer
- Senior ____Short Course / ____Long Course

Hosting Club Information

Name of Club: _____ (Club Code) _____

No. of Years Chartered with ISI: _____

Club Mailing Address: _____

Are you registered as a Club with any other organization involved in competitive swimming? (Y/N)____ If Yes, what organization? _____

How many Championship Meets has your Club hosted in the past 5 (five) years?

- Regional Championship ____Short Course (Only)
- Age Group Championship ____Short Course / ____Long Course
- Senior Championship ____Short Course / ____Long Course
- Other ISI Sanctioned Events _____

Meet Director Information

Name of Meet Director: _____

Phone Number Days _____ Evening _____

E-Mail: _____

Meet Director accessible during the day for Pre Meet Planning Sessions? (Y/N)

List previous Open Competition or Championship Meets hosted in the past 5 (five) years that you were Meet Director for:

On an average what were the following numbers at these meets:

Number of teams participating _____

Number of athletes entered _____

Number of coaches attending _____

Entry Chairperson Information

Name _____

Phone Number (Days) _____ (Evening) _____

E-Mail: _____

Entry Chair accessible during the day for Pre Meet Planning Sessions? (Y/N) _____

Please list Open Competition or Championships Meets in the past 5 (five) years that you were Entry Chairperson for:

Average number of entries per meet: _____

Safety Coordinator Information

Name _____

Phone Number (Days) _____ (Evening) _____

E-Mail _____

Safety Coordinator accessible during the day for Pre Meet Planning Sessions? (Y/N) _____

Please list Open Competition or Championship Meets in the past 5 (five) years that you were Safety Coordinator for:

Meet Specifics:

Name of Pool _____

Location of Pool _____

Does bid host have documentation (i.e. Letter of Intent and/or Agreement) with proper entities for securing the dates for this meet? Yes _____ No _____

If No, then what is the process and timing for obtaining a facility commitment?

Costs:

Admission \$ _____ Psych Sheet \$ _____

Prelim/Final Heat Sheets \$ _____

Parking \$ _____ Final Results \$ _____

Timing System

Type and Model _____

Touch Pads: _____

Button Back Up _____

Number of Starting Speakers _____

Number of line (lanes) on readout board _____

Public Address System

In Pool Area _____ In locker rooms _____

In swimmers rest area _____

Are acoustics acceptable in doors? _____

Swimmers Rest Area

Convenient to Competition Course? _____

Distance from Competition Pool? _____

Locker Room Facilities (describe briefly) _____

Will you have Available?

Hand Bells for Distance Events? _____

Lap Counters for Distance Events? _____

For Age Group Championship Meet Bid Hosts only:

Does bid host have the necessary personnel (timers, admin, etc.) and hardware necessary to accommodate chase starts if deemed necessary by the Age Group Committee?

Yes _____ No _____

Pool Specifications

Age of Pool _____

Indoor

Outdoor

Lanes: Number _____ Length _____ Width _____

Depth: Start End _____ Middle _____ Turn End _____

Outside buffer lane lines (Y/N) _____

Deck Space Behind Start _____ Lane One Side _____

Opposite Side _____ Turn End _____

Starting Blocks

Brand _____

Length of Platform _____

Width of Platform _____

Degree of Slant _____

Height above Water _____

Numbered both sides _____

Numbered correctly

(Right to Left as swimmers face course) _____

Number of Supports _____

Non-Skid Surface _____

Does Pool have a water heater? _____

Does Pool have a cooling system? _____

Guarantee correct temperature range? _____

Air Temperature Control (indoor)? _____

Lighting foot-candles at water surface 10:00am _____ 8:00pm _____

Certification of Pool Length applications on File with USA Swimming?

(Y/N) _____ If No, please attach certification to application

Seating Capacity _____

Other

Briefly describe Hotel accommodations:

Briefly describe Parking facilities & Cost if applicable:

If venue is outdoor, briefly explain seating / shelter accommodations:

Other Enhancements:

By submitting this bid I acknowledge that I have read the Championship Meet Agreement EXAMPLE and am willing and able to abide by all requirements of said agreement:

Signature of Club Representative **Date**

Addendum 7
Conflict of Interest Disclosure Form

Pursuant to Illinois Swimming, Inc.'s (ISI's) Conflict of Interest Policy requiring disclosure of certain interest, a copy of which has been furnished to me, and consistent with the purposes and intentions of this policy, I hereby state that I or a member of my immediate family does not have:

1. a current or potential involvement in a financial or other relationship that directly and significantly affects, or potentially could affect my independent, unbiased judgment in my duty to ISI;
2. possession of a significant ownership interest or management functions in an organization conducting business with ISI;
3. potential for material, financial, or other benefit from knowledge of information confidential to ISI.

Exceptions to the above statement are noted as follows:

Relationship To Entity	Name of Company or Entity

I hereby certify that the information disclosed herein is, to the best of my knowledge complete and accurate. I hereby agree to report promptly to the General Chair and Administrative Vice Chair any situation or transaction that may arise during the forthcoming year that constitutes a potential conflict of interest and report the same on an amended Disclosure Statement.

Name: _____

Signature: _____

Date: _____

Addendum 8
USA SWIMMING
REQUEST FOR OBSERVATION – NON-SEASON CULMINATING
CHAMPIONSHIP MEET
Form A

Meets requiring authorization by the Program Operations Vice President or designee require **10 day advance application**. Such meets include High School, Collegiate, Masters' or other meets that are not season-culminating Championship Meets. This completed form and a copy of the meet information must be sent at least 10 days prior to the event to the LSC NTV official for review. The LSC official will send this completed form to the Program Operations Vice President or designee for approval. The request must include a reason & explanation for the request. Acceptance of verification requests from the meet is subject to proof that conditions at the meet were in conformance with the required procedures and pertinent USA Swimming Rules and Regulations.

Name of Meet: _____ **Name of Facility:** _____

Date(s) of Meet: _____ **Meet Director:** _____

Name of person filing this request: _____ **Phone:** _____

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

Type of Meet: High School College Masters

Course: Long Course Meters Short Course Yards Short Course Meters

Approx. number of teams participating _____ Approx. number of swimmers participating _____

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

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

USA-S disqualifications from non-NCAA meets shall be reported to the LSC NTV Officer; USA-S disqualifications from NCAA meets shall be sent to the T & R Committee representative/Program Operations designee.

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

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

1) _____

2) _____

3) _____

4) _____

The reason & explanation for this request is attached.

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

Step One – Accepted by:

Step Two – Approved by:

LSC NTV Official

For Program Operations

Date: _____

Date: _____

Addendum 9
Funding Schedule for Awarding Scholarships
For Officials Working National Championship Meets
2014 – 2015 SC and LC Season – Updated Yearly

Short Course Junior Nationals	@ \$400 x 2 = \$800 total
Short Course Nationals	@ \$400 x 2 = \$800 total
Long Course Junior Nationals	@ \$500 x 2 = \$1000 total
Long Course Nationals	@ \$500 x 2 = \$1000 total
U.S. Paralympics Can/Am	@ \$400 x 2 = \$800
USA Swimming / U.S. Paralympic Trials	@ \$400 x 2 = \$800 total
USA Swimming Futures Meet	@ \$300 x 2 = \$600 total
Open Water National Championships	@ \$400 x 1 (1 Official only) \$400 total
USA Swimming Arena Pro Am Series	(only 2 scholarships available) @ \$300 (1 official only) x 2 = \$600 total
Olympic Trials	@ \$500 x 2 = \$1000 total (Only budgeted during Olympic Years) once every 4 years

Addendum 10
Illinois Swimming
Permanent Part Time Position
Job Description
Amended 2/2014

Daily General Office Duties:

- Check all voice mails and create a call list to return calls

Registration / Membership Duties:

- Sort by club and alphabetize all registrations received
- Enter information into National Registration Database wither through electronic files or by hand
- Print and laminate all non-athlete membership cards and mail to each specific member
- Update and process all club charter information received
- Maintain filing system for all registration information
- Assist in preparing August mailing of registration materials for each chartered club
- Provide information and assistance to new and renewing individual non-athlete members and clubs
- Maintain Registration numbers for Executive Director
- Officials Clinic registrations and distribution of supplies for instructors

Accounting Duties:

- Balances all LSC Transactions
- Record Sales Receipts in QuickBooks
- Balance amounts paid and owing for all Officials' Clinics

Miscellaneous Duties:

- Assist in answering all phone calls and emails
- Assist in coordinating and disseminating information in Board Members for all meeting
- Assist the Officials Committee in distribution of clinic information through Constant Contact
- Inventory all supplies for Officials Clinics
- Supervise all mass mailing to Illinois Swimming members and clubs, i.e. Rulebooks
- Update Officials Training status and clinic attendance in the Officials Tracking System through the USA Swimming website
- Assist Executive Director and Administrative Director with special event projects

Addendum 11

Illinois Swimming Administrative Director Job Description

Amended 10/2012

Daily General Office Duties:

- Open office
- Check all voice mails and return calls
- Check all emails and respond
- Open all mail
- Separate mail
- Distribute mail for registration processing, general office business, or to forward to specific board or committee members

Registration I Membership Duties:

- Supervise and prioritize all registrations for inputting by part time employees
- Assist in registering athletes, coaches and clubs
- Assist in processing all athlete transfers
- Update and record any changes in Coaching Safety Certifications
- Update, process all club charter information received.
- Maintain filing system for all registration information.
- Order all registration materials from USA Swimming.
- Prepare current registration forms for ISI website.
- Prepare August mailing of registration materials for each chartered club.
- Provide information on new club membership to interested parties.
- Check all new club applications before forwarding to USA Swimming.
- Provide information and assistance to new and renewing individual members and clubs, including software support for electronic registration.
- Ensure that all Board of Directors members and Committee members are current in their USA Swimming memberships.

Sanctioning Duties:

- Review each meet information packet against a check-list; communicate with meet host regarding any issues, corrections or omissions until all are cleared.
- Send meet sanction number with attachments outlining duties and expectations of host club.
- Review posted meet schedule and send email reminders to meet hosts that pre meet back- ups are due in the office for pre meet recon.
- Supervise the pre meet recon process and report.
- Print and review timeline of meet for any gross time limitation violations in length of meet and send on to Program Operations

Meet Results Duties:

- Review post meet reports, financial and time lines.

- Run a post meet recon to check that all athletes participating were registered and all had correct athlete ID numbers and correct club affiliations
- Email hosting club to receive a list of any registrations collected at the meet
- Compare above list to athletes appearing as not registered
- Send out fine letters to club if athlete competed and was not registered
- Upload results to the National Times Database and correct all errors
- Print out team report post meet for rebate payment for comparison to financial report submitted by host club.
- Collect all required fees and paperwork.

Web Site:

- When needed send e-blasts from the office to coaches I clubs for notification of timely matters
- Work with webmaster in posting and updating areas of website
- Generate PDF files of all postings for webmaster
- Forward information for posting to the webmaster
- Review further website problems and enhancements with web master
- Troubleshoot website access with callers
- Generate the ISI top 10 from SWIMS for the website.

Championship Meet Duties:

- Execute and or assist with OME entries for all championship meets with host club
- Run pre-meet recon and resolve registration issues pre-meet.
- Proof non-conforming times prior to championship meets once OME closes, if proof cannot be located notify club for proof of time.
- Assist host club as a clearing house for all meet-related questions.

Accounting:

- List all checks received separately under correct category in Quick Books
- Sort all checks into category and prepare separate deposit for registrations
- Balance registration transaction with deposit. Prepare daily for reconciliation between USA Swimming registration account and the various Registration income categories.
- Make all deposits and file registration deposit slips with daily paperwork.
- Record daily registration transaction reconciliation and prepare monthly summary to account for discrepancies, if any, between USA Swimming and ISI Swimming.
- Receive and review all bills. Prepare checks and present to an officer with signatory powers on account. Mail checks and file copies of receipts and stubs.
- Assist Treasurer in preparation of Treasurer's report for HOD I BOD meetings.
- Assist in preparation of financial reports for committees and assist with accounting questions.
- Attend budget meetings.
- Prepare checks for Club Support program upon approval from BOD and distribute to the clubs.

- Prepare to reconcile checking and investment accounts on monthly basis for approval by the Treasurer.
- Prepare invoices for fines or outstanding debts to the organization.

Miscellaneous Duties:

- Main contact for Illinois Swimming for Administrative issues, questions.
- Meet with clubs who are in need of instructions in the registration and sanctioning areas
- Be on duty for any board requests, i.e. House of Delegate preparation, special projects, USA Swimming issues, requested reports.
- Compile and post Top Ten Times list for athletes at the end of each season and post ISI Records
- Work with and communicate with other LSCs on issues involving times and registrations.
- Work with and communicate with USA Swimming on issues involving times and registrations.
- Forward communication to board members as directed, set up board and House of Delegates meeting reports
- Buy and replenish all office supplies
- Work directly with the Age Group chair on zone meet projects
- Work directly with committees setting up travel and registration for USA Swimming Seminars, as requested
- Coordinate and disseminate information to Board Members for all meetings
- Coordinate all hotel and registration issues for members attending USAS Convention
- Do the ordering through the office of supplies for all projects
- Prepare materials for and conduct Meet Administration Workshops.
- Review and confirm eligibility on all Club Support requests. Prepare report, checks and mailings.

Addendum 12

Illinois Swimming Executive Director Job Description

Position

Illinois Swimming, Inc. seeks a dedicated and committed individual with business and corporate sensibilities to fill the newly created position of Executive Director. This will be an individual who understands swimming both as a competitive sport and as a lifetime recreational activity and who has the energy and ability to craft a vision for the future of competitive swimming in the State of Illinois. This person will bring 7 to 10 years of progressive management experience and may have spent some time in a non-profit setting. He/she will be an effective and fair manager, a self-starter with a "Can Do" attitude and an experiential understanding of the sport of swimming matched with a results-oriented spirit and a willingness to dedicate energies to the organization and structure of ISI and USA Swimming. The Executive Director must evidence direct experience with competitive swimming and will understand what it takes to promote swimming to children, to adolescents, their parents, and to swimmers at the "elite" level who compete nationally. This person will be self-confident, enthusiastic, well-met and will exhibit a "take-charge" and collaborative management style.

The Executive Director will provide leadership, vision, and direction for ISI and will be its external face throughout its statewide regions by representing it at community and ISI sponsored events, meets, clinics, etc. The Executive Director will work diligently to ensure that all ISI constituent groups are adequately and appropriately represented within ISI. The Executive Director will function as an emissary of the ISI Board of Directors inspiring confidence throughout ISI and USA Swimming circles. The Executive Director will be expected to travel as required - locally, regionally, and nationally - in order to further the goals and objectives of Illinois Swimming, Inc. The Executive Director will report to the ISI Board as a whole.

The Executive Director's job is primarily one of management of the affairs of ISI. From time-to-time, these projects and goals will shift in priority and this position will require a high degree of adaptability and initiative in order to stay the course and accomplish goals. When feasible and in furtherance of the goals of the Board of Directors, the Executive Director may be called upon in the future to support public relations, marketing, and sponsorship activities. As this becomes feasible, the Executive Director will work closely with the Board of Directors to accomplish these goals. Some exposure to and experience with the above mentioned actions in a non-profit setting, plus a willingness to take part in a variety of activities may be expected. Previous

experience with project management , budget oversight, marketing/PR, database systems, data mining and report generation for the benefit of other end-users, and personnel coordination , are all highly desirable qualifications for the Executive Director's position.

Responsibilities

- Represent ISI to the civic community at large, acting as its "ambassador" in various public and private settings and in the media. In this connection, to the extent feasible, raise the profile of competitive swimming in Illinois by promoting sanctioned competition in the media to a far greater extent than has been accomplished to date.
- Manage ISI's financial affairs on a day to day basis in accordance with the annual budget, as amended from time to time. This responsibility shall include the timely preparation of an annual budget developed in conjunction with the division chairs of the Board of Directors with detailed supporting schedules and monthly breakdowns for approval by the Board and the House of Delegates in advance of the start of each fiscal year; the preparation of monthly financial statements together with a variance reports describing any variance of actual results from budget; reconciliation of all bank statements; preparation of annual audited financial statements for presentation to the ISI Board no later than 180 days from the close of the fiscal year; file any tax returns that may be due on behalf of ISI; and other similar financial reporting responsibilities.
- Develop and nurture relationships with corporate sponsoring entities with the view toward substantially increasing the financial support of ISI activities by corporate sponsors.
- Work closely with volunteer leadership to promote individual and club membership in ISI/USA Swimming. Seek to identify opportunities to advance competitive swimming and inform potential members of the benefits of membership in USA Swimming.
- In concert with Board members, develop strategies to meet ISI's operating goals and objectives; oversee coordination of special events; attend all major ISI events.
- Seek to identify new facility and/or facility enhancement related opportunities for clubs within ISI's boundaries. Proactively provide information to ISI Club members on matters relative to Olympic caliber facilities development and assist in connecting clubs with USA Swimming by working in a collaborative way with its Facilities Development Division.
- Working with members of ISI's Board of Directors, collaborate on identifying, developing and cultivating relationships with other like-minded organizations – e.g., USA Swimming, IHSA, YMCA, particularly those inclined to support the goals and programs of ISI.
- Coordinate with committees of the Board to ensure progress of division

programs/goals, monitor and maintain records in an interactive database; produce mechanisms for timely member communications; maintain Rules & Regulations database; create mechanisms to improve and update ISI website.

- Provide methods and systems for coordination of staff; delegate responsibilities as appropriate.
- Work in a collaborative way with the Senior Swimming and Age Group Vice-Chairs to develop and facilitate programs for performance enhancement that will improve the competitive performance of Illinois swimmers. Initiate opportunities designed to improve the quality of coaching that redound to the benefit of the swimmer in the pool.
- Execute other projects as from time-to-time are assigned by the Board.