

# NEW ENGLAND SWIMMING POLICIES AND PROCEDURES HANDBOOK



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## GLOSSARY OF TERMS

NESI: New England Swimming, Inc.  
NES: New England Swimming  
USA-S: United States Swimming  
NGB: National Governing Body  
FINA: Federation Internationale de Natation Amateur  
LSC: Local Swim Committee (New England)

## **1.0 PREAMBLE**

All policies and procedures contained herein are designed to supplement and not contradict, either directly or indirectly, USA Swimming Rules and Regulations which are published annually by USA Swimming, the National Governing Body for competitive swimming in the United States. Copies of the Official Rulebook are available from USA Swimming, One Olympic Plaza, Colorado Springs, Co, 80909-5770. If any rule or procedure contained herein is found to be in conflict, either directly or indirectly, the below stated rule or procedure is null and void. This document covers the administrative policies of the organization, not the rules that apply to “in the water” regulations pertaining to meets. Rules and Regulations is a separate document that is posted on the [www.neswim.com](http://www.neswim.com) website under FORMS/Meet Management.

### **1.1 Changes to the Rules**

Changes to the policies and procedures proposed by committees or divisions of NESI. must be approved by the Board of Directors and published in the meeting minutes of the NESI Board of Directors.

### **1.2 Effective Date of Changes to the Rules**

Unless stated otherwise at the time of approval, changes to the policies and procedures approved by the Board of Directors or House of Delegates will have an effective date of September 1 following the completion of the competitive year in which they were approved. For example, a change made during the current short course competitive year would become effective the following short course season.

### **1.3 Emergency Changes to the Rules**

If mandated by USA Swimming, or in order to comply with laws or regulations promulgated by State or Federal authorities, the New England Swimming Executive Committee, Board of Directors or House of Delegates may enact emergency changes to these policies and procedures during the competitive year. Such changes are effective immediately.

## **2.0 ORGANIZATION**

New England Swimming, Inc. (NESI) is one of 59 Local Swimming Committees (LSC) with responsibility under United States Swimming, Inc. (USA Swimming or USA-S) to oversee competitive swimming in the states of Massachusetts, Vermont, New Hampshire and Rhode Island. New England Swimming operates under By-Laws approved and enacted on October 5, 1980 and amended thereafter. NESI 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.

## 2.1 Objectives

The objectives and primary purpose of NESI shall be the education, instruction, and training of individuals to develop and improve their capabilities in the sport of swimming. NESI 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, Inc. and NESI.

## 2.2 Statements

**Mission:** Provide opportunities for all to achieve their highest potential in competitive swimming.

**Vision:** INSPIRED. UNITED. FAST

## 2.3 Communication

The mission and vision statement shall be prominently displayed on the front page of the LSC website and on all official LSC correspondence and meeting minutes.

## 2.4 Core Values

- We believe in providing rewarding and fun experiences in a safe, healthy and positive atmosphere.
- We will provide a healthy emotional climate for our athletes by giving them the experiences that provide opportunities for success. We will provide strong guidelines for safe behavior in the aquatic environment, and we will encourage good physical health through providing education to athletes and parents.
- We value integrity and fairness. We will uphold the rules of fair play and provide opportunities for all to participate. We will encourage team spirit and group and individual sportsmanship.
- We will deal fairly and honestly with each other and with our athletes in all that we do.
- We believe in excellence. We will provide the best programs within our means, and we will encourage every swimmer to develop their individual potential. As an organization, we will strive to be the best in every area.
- We value leadership. We will demonstrate personal and organizational leadership in all that we do, and we will do our best to develop the leadership qualities of our athletes.
- We value innovation and creativity. We will continuously strive to find creative ways to develop, improve and promote our programs, as well as to be innovative in our teaching and coaching techniques.
- We will search for ways of gaining financial security and will continue to be open to innovation in all areas of administration and programming.

## 2.5 Statement of Principles, Ethical Behavior, Conflict of Interest

Those who choose to serve USA Swimming/New England, 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 NESI 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/New England must also accept the burdens of public disclosure and public scrutiny.

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

### **2.5.1 Guidelines reflect acceptable conduct**

These items cannot and do not completely define what is acceptable. Each individual must find their own internal sense of fairness, honesty and integrity within the scope of this guidance.

- A good faith effort must be exercised by those signing this statement to conduct the business of New England Swimming in observance of both the spirit and letter of applicable federal and state laws.
- In the event that any office, or member of the Board of Directors, Executive Committee, or any other Committee has a financial or other conflict of interest in any contract or transaction involving the LSC, such individual shall not participate in the LSC's evaluation or approval of such contract or transaction unless the material facts of the relationship or interest are disclosed to the Directors or Committee, and the conflict of interest is waived by same.
- New England Swimming properties, services, opportunities, authority and influence are not to be used for personal benefit.
- Gifts, cash, travel, hotel accommodations, entertainment, or favors are neither to be given (except with full approval of the Board of Directors) nor received, except those of nominal value exchanged in the normal course of business. Gifts and favors of more than one hundred dollars (\$100.00) value should not ordinarily be accepted. If circumstances render it awkward to refuse such a gift, the donor should be thanked and told the gift is being accepted on behalf of, and will be delivered to, New England Swimming.
- All are expected to exhibit honesty, loyalty, transparency, and professional competence in their relationships with New England Swimming Inc. and with each other.
- Each individual has the responsibility to maintain the confidentiality of the organization. This includes both proprietary and sensitive information.
- Each Officer, member of the Board of Directors, Executive Committee, other committees and each key employee or contractor of New England Swimming, will execute a Statement of Principles on Ethical Behavior and Conflict of Interest each year.

- At any time during the term of their affiliation, any member of the Board, of any committee, staff and certain consultants shall refrain from obtaining any lists of clients for personal or private solicitation purposes.
- Each individual acknowledges receipt and understanding of USA Swimming MAAPP guidelines.

## **2.6 Code of Conduct**

The USA Swimming Travel Policy and Code of Conduct applies to all New England Swimming athletes, coaches, managers, chaperones and officials that participate and represent New England Swimming in the Eastern Zone Championships, in All Star meets in which New England Swimming enters teams, in New England Swimming sponsored camps or workshops or any other USA-S or NESI sponsored events. All persons participating in such activities as members or staff of New England Swimming are required to sign the Code of Conduct as a prerequisite for participation. All cases concerning alleged violations of established New England Swimming and USA Swimming rules and regulations will be referred to the Center for Safe Sport.

## **3.0 DIVISIONAL ORGANIZATION AND JURISDICTIONS**

### **3.1 Organization**

Each LSC (Local Swim Committee) operates as an administrative arm under USA Swimming and is responsible for administering USA Swimming activities in a defined geographical area. USA Swimming is divided into four zones: East, West, Southern and Central. New England Swimming falls into the Eastern Zone of USA Swimming. Each LSC has its own USA Swimming approved bylaws under which it operates.

A House of Delegates, with representation from each club, and the Board of Directors are responsible for managing the business affairs of the LSC.

The Board of Directors has the right/responsibility to act on behalf of the House of Delegates between meetings of the House of Delegates.

Members of the Board of Directors must be current members of New England Swimming. Each member of the Board of Directors must read the Conflict of Interest Policy in the New England Swimming Policies and Procedures Manual annually, and e-sign and submit a copy of the Conflict of Interest Form agreeing to conform to the policy. Electronic copies of the signed forms will be maintained by the Office Administrator. Failure to meet the requirements of the Conflict of Interest Policy may result in actions for removal from office in accordance with the New England Swimming Bylaws or referral to the National Board of Review depending on the nature and seriousness of the offense. In addition, all BOD members are expected to complete the LSC Online Leadership Course offered by USA Swimming. Link to the course: [Click Here.](#)

### **3.2 New England Swimming Board of Directors**

1. General Chair
2. Administrative Vice-Chair

3. Finance Vice-Chair
4. Program Operations Vice-Chair
5. Development and Performance Vice Chair
6. Secretary (*may be designated as a staff position*)
7. Treasurer (*may be designated as a staff position*)
8. Diversity, Equity and Inclusion Chair
9. Safe Sport Chair
10. Senior Coach Representative
11. Senior Athlete Representative
12. Junior Athlete Representative
13. At-Large Athlete Member (appointed by General Chair, 1, or up to as many needed for 20% representation)
14. At-Large Board Members (optional, appointed by General Chair, up to 2)

**Ex-Officio Members:** - The following persons shall be ex-officio members of the Board of Directors during the time period in which they meet the defined status:

1. The Secretary, if designated as a staff position
2. The Treasurer, if designated as a staff position
3. The Junior Coach Representative
4. The Immediate Past General Chair of NESI, if an Individual Member in good standing
5. Members of the USA Swimming Board of Directors who are Individual Members in good standing
6. USA Swimming Committee Chairs who are Individual Members in good standing

### 3.3 Legal Requirements for Board of Director Members

#### Duty of Care

- Reasonably informed
- Participate in collective decisions
- Good faith and care of ordinary person

#### Duty of Loyalty

- Exercise power in the interest of the organization. You represent the whole of New England Swimming, not just your club.

#### Duty of Obedience

- Ensure organization functions within the law
- Support Board decisions (even if you were in the minority)

### 3.4 Board of Director Meetings

Board meetings are open to all and are generally held every other month. Meetings are generally held Tuesday evenings at the New England Swimming office and via teleconference. A meeting notice, agenda and materials for the meeting are emailed prior to the meeting.

Consent agendas and action items should be sent to the secretary when the request for items is sent. Any document for approval should be provided in Microsoft Word format. Any motions should be provided in written form to the secretary in response to the Request for Agenda

items. It is each Board member's responsibility to read the materials prior to the meeting and to attend the meeting.

The Annual House of Delegates Meeting (HOD) is held in the spring and additional meetings may be held in accordance with a schedule adopted by the House of Delegates or the Board of Directors.

### **3.5 Members of the Board of Directors**

#### **3.5.1 General Chair**

The General Chair shall oversee and have general charge of the management, business, operations, affairs and property of New England Swimming, and general supervision over its officers and agents; shall call meetings when and where deemed necessary; shall preside at all meetings; and, except as otherwise provided in the Bylaws and with the advice and consent of the Board of Directors, shall appoint committee chairs and members for standing and special committees or coordinators as may be necessary to permit New England Swimming to effectively, efficiently and economically conduct its affairs. The General Chair shall report to the Board of Directors all matters within the General Chair's knowledge that the Board of Directors should consider in the best interests of New England Swimming. The General Chair is a named LSC delegate at the annual USA-S House of Delegates Meeting

#### **3.5.2 Administrative Vice Chair**

The Admin Vice-chair shall conduct meetings in the absence of the General Chairman. At the request of the General Chairman or in the event of the disability of the General Chair, the Admin Vice-chair shall perform all of the duties of the General Chair, and when so acting shall have all of the powers of the General Chair. The Admin Vice-chair shall chair, and have general charge of the business, affairs and property of the division that administers New England Swimming business and affairs. The Admin Vice-chair shall aid in the development of policy and the coordination of the activities of the officers and committees within the division internally and with other divisions, and committees and coordinators. The Admin Vice-chair serves as a liaison to the Athlete Representatives and the Athletes Committee and shall be responsible to see that the Athlete Representative elections are held in accordance with the Bylaws. The Admin Vice Chair shall be the Chair of the Calendar Committee. The Admin Vice-chair is a named LSC delegate at the annual USA-S House of Delegates Meeting.

#### **3.5.3 Finance Vice Chair**

The Finance Vice-chair is the chief financial officer of New England Swimming. The Finance Vice-chair shall chair and have general charge of the affairs and property of the division that includes the Treasury function, the development and implementation of an investment program for New England Swimming's working capital, funded reserves and endowment funds and the development and implementation of a marketing and fundraising plan for New England Swimming. The Finance Vice-chair shall:

- Issue a quarterly report listing the current budget variances by line item, all receipts, all expenditures and the current fund and account balances for the preceding quarter and for the fiscal year to date, together with such other items as the Finance Committee, General Chair or Board of Directors may direct.
- Prepare an annual budget for New England Swimming's operations and present the budget for approval to the Board of Directors and the House of Delegates.
- Cause the preparation and timely filing of all required federal, state and local tax returns, and other financial and tax reports with the applicable government official, and forward a copy of the annual financial statement, audit report and any other federal tax return to the Board of Directors and USA Swimming national headquarters in accordance with the New England Swimming By-laws and as otherwise directed by USA Swimming.
- Cause to conduct the audit required hereunder and shall review, or shall cause the Audit Committee to review, the annual audit report and recommend acceptance and appropriate action, if any, with regard thereto by the Board of Directors and the House of Delegates.
- Be responsible for the adequacy/accuracy of New England Swimming's system of internal financial and accounting controls.
- Keep correct books of account and other financial records of all its affairs and transactions and duplicate books of account as the Board of Directors, the Finance Chair, the Finance Committee or the Treasurer shall determine; upon request and at reasonable hours cause such books or duplicates thereof to be exhibited to any member of the Board of Directors and upon application and at reasonable hours cause the quarterly financial reports and the annual audited financial statement to be exhibited to any member of New England Swimming or USA Swimming.
- Be responsible, together with the Treasurer, for New England Swimming's compliance with Section 7.4.3 of the New England Swimming bylaws.

#### **3.5.4 Operations Vice-chair**

The Program Operations Vice-chair is responsible for technical planning, meet management and evaluation, officials, records and all programs offered by the Diversity, Equity and Inclusion Committee, the Safe Sport Committee, and the Operational Risk Committee.

#### **3.5.5 Development and Performance Vice-chair**

The Program Development and Performance Vice-Chair shall chair and have general charge of the affairs and property of the division that develops coordinates and conducts a swimming program for all levels of swimming in the Territory, including the development of long-range plans for swimming programs.

#### **3.5.6 Secretary**

The Secretary, or a delegate, shall be responsible for keeping a record of all meetings of the House of Delegates and Board of Directors, conducting official correspondence, issuing meeting and other notices and shall perform the other duties incidental to the office of Secretary. The Secretary, or the staff of NESI's permanent office, shall be custodian of the records, and attest the execution of all duly authorized instruments. The Secretary shall cause to be kept at NESI's

permanent office copies of all minutes, official correspondence, meeting and other notices, and any other records of NESI.

### **3.5.7 Treasurer**

The Treasurer shall be the principal receiving and disbursing officer of NESI. Except as otherwise directed by the Finance Vice-Chair, or the Board of Directors, the Treasurer shall receive all moneys, incomes, fees and other receipts of NESI and pay all bills, salaries, expenses and other disbursements approved by an authorized officer, committee chair, coordinator, the Finance Vice-Chair, the Board of Directors or the House of Delegates, or required to be paid pursuant of the bylaws. When authorized by the Board of Directors, income and expenses may be received and paid by a division, officer, or committee or coordinator, provided that the division, officer or committee or coordinator promptly submits to the Treasurer an itemized report, duly attested by the division, officer, or committee chair or coordinator and either within the approved budget of such division, officer, or committee of coordinator, or authorized by the Board of Directors or the House of Delegates. The Treasurer shall be a member of the Finance Committee but may not be its chair. The Treasurer shall issue a quarterly report listing the current budget variances by line item, all receipts, all expenditures and the current fund and account balances for the preceding quarter and for the fiscal year to date, together with such other items as the Finance Vice-Chair, the General Chair or the Board of Directors may direct. The Treasurer shall:

- Have charge of and supervision over and be responsible for the funds, moneys, securities and other financial instruments of NESI.
- Cause the moneys, securities and other financial instruments of NESI to be deposited in the name and to the credit of NESI in such institutions as shall be designated in accordance with the bylaws or to be otherwise invested as the Finance Vice-Chair or the Board of Directors may direct.
- Cause to be appropriately segregated and accounted for any endowment funds, scholarship or awards funds and any similar special purpose funds or accounts.
- Cause the funds of NESI to be disbursed by checks or drafts, automated debits or wire transfers upon the authorized depositories of NESI and obtain and preserve proper vouchers for all moneys disbursed.
- Cause to be kept in the safekeeping of the Treasurer's correct books of account and other financial records of all its affairs and transactions and such duplicate books of account as the Board of Directors, the Finance Vice-Chair, or the Treasurer shall determine. The Treasurer's custody of the books and records shall be as a fiduciary for NESI and custody and fiduciary state shall end when the Treasurer leaves office and passes them on to the successor Treasurer.
- Upon request cause such books or duplicates thereof to be exhibited to any member of Board of Directors and upon application cause the quarterly financial reports and the annual audited financial statements to be exhibited to any member of NESI or USA Swimming.
- Have the power to require from the officers, committee chairs, coordinators, staff or agents NESI reports or statements giving such information as the Treasurer may determine to be appropriate or helpful with respect to any and all financial transactions of NESI.

- Cause the annual audit of accounts of NESI to be performed and cause the preparation and timely filing of all required federal, state and local tax returns, and other financial and tax reports with the applicable government official, and forward a copy of the annual financial statement and audit report and any federal tax return to the Board of Directors and USA Swimming National Headquarters in accordance with the bylaws.
- Have the power to appoint one or more assistant treasurers and delegate to them one or more of Treasury functions, or parts thereof; and in general, perform all the other duties incident to the corporate treasury function.

### **3.5.8 Diversity, Equity and Inclusion Chair**

The Diversity, Equity and Inclusion Chair will recruit members and provide direction and leadership to the Inclusion Committee. The Inclusion Chair is a voice for New England Swimming's underrepresented populations and is responsible for creating and implementing programs that create bridges of understanding between ethnic groups and that raise cultural awareness within the sport of swimming. The Chair and committee will help develop and implement strategies, policies and programs that will create a diverse and inclusive environment for swimmers in the LSC, and will build on the population of underrepresented coaches, athletes, administrators and sports officials within the LSC/USA Swimming membership and within New England Swimming in accordance with USA Swimming Rules and guidelines.

### **3.5.9 Safe Sport Chair**

The Safe Sport Chair shall be responsible for the implementation and coordination of, and serve as the NESI liaison for, the Safe Sport Program established by USA Swimming. The Safe Sport Chair shall chair the NESI Safe Sport Committee. The Safe Sport Chair shall be a non-athlete member in good standing, and shall work with the USA Swimming Safe Sport staff and the USA Swimming Safe Sport Committee and the NESI Safe Sport Committee to implement pertinent aspects of the national Safe Sport Program within NESI. The Safe Sport Chair will:

- Serve as the primary contact for New England Swimming to coordinate and oversee the implementation of effective safe sport educational programs, including the Minor Athlete Abuse Prevention Policy (MAAPP) for all athlete members, parents, coaches, volunteers and clubs, as provided by USA Swimming.
- Be trained regarding the complaint reporting structure and refer all reports of a violation of the Athlete Protection policies directly to the local club, the General Chair, the USA Swimming Safe Sport staff, and/or other appropriate authority.
- Participate in workshops as provided by USA Swimming, collect and share information about what USA Swimming and other LSCs are doing to promote safe sport policies, and disseminate information on LSC best practices.
- Serve as an information resource for New England Swimming clubs and membership and will help to identify and connect them with local educational partners and resources.
- Receive feedback and suggestions on the Safe Sport policies and programs from the New England Swimming clubs and membership and provide feedback to the USA Swimming Safe Sport Committee and Safe Sport staff.
- Perform other functions as necessary in the fulfillment of USA Swimming's continuing efforts to foster safe, healthy and positive environments for all its members.

### **3.5.10 Senior and Junior Coach Representatives**

The Coach Representatives shall serve as a liaison between the coaches who are members of New England Swimming and the Board of Directors and the House of Delegates.

#### **Senior Coach Rep**

The Senior Coach Representative's responsibilities include:

- Develop the meeting agenda and chair the Coaches Committee meetings.
- Represent the LSC coaches at New England Swimming Board Meetings.
- Attend the annual USA-S Convention as a named delegate for the LSC.
- Send reports to all LSC coaches about coaches' meetings, USA-S Convention, and workshops attended.
- Conduct elections of the Senior and Age Group Coach-of-the-Year.
- Assist the Athlete Committee in developing ideas and programming for the athlete members.
- Serve on any committees requiring coach representation such as the Technical and Calendar Committees.

#### **Junior Coach Representative**

The Junior Coach Representative shall be elected by the coaches of New England Swimming during the Annual Meeting Coaches' Meeting and will take office as the Senior Coach Representative at the next year's Annual House of Delegates meeting. Until that time, the Junior Coach Rep is an ex-officio member of the board and works with the Senior Coach Representative. The Junior Coach Rep shall be a member of the NESI House of Delegates.

### **3.5.11 Athlete Representatives - Junior and Senior**

The Athlete Representatives shall serve as liaisons between the athletes who are members of New England Swimming, and the Board of Directors and House of Delegates. The representatives are to attend meetings of the Board of Directors and the USA-S Convention as requested. The Senior Athlete Representative shall chair the Athletes' Committee and the Athlete Executive Committee. The Junior Athlete Representative will be elected concurrently with the Annual House of Delegates Meeting. The current Junior Representative will assume the role of Senior Athlete Representative on September 1<sup>st</sup> after the election.

### **3.5.12 At-Large Athlete Board Member(s)**

In addition to their inherent powers and duties as members of the Board of Directors, the At-Large Athlete Board Member(s) shall serve on the Athletes Committee and shall have such powers and duties as may be delegated to them by the General Chair, the Board of Directors or the House of Delegates. At-Large Athlete Representatives are appointed by the General Chair and shall assume office on September 1<sup>st</sup> following the election of the General Chair, or upon appointment if appointed after that date, and shall serve until the date of August 31 following the next election of the General Chair.

### **3.5.13 At Large Board Members**

At Large Board Members are appointed by the General Chair and shall assume office on September 1<sup>st</sup> following the election of the General Chair, or upon appointment if appointed after that date, and shall serve until the date of August 31 following the next election of the General Chair. In addition to their inherent powers and duties as members of the Board of Directors, the At-Large Board Members shall have such powers and duties as may be delegated to them by the General Chair, the Board of Directors or the House of Delegates.

## **4. DUTIES AND POWERS OF STANDING COMMITTEES, NON-OFFICER CHAIRS AND COORDINATORS**

The duties and powers of the Athlete, Athlete Executive, Finance, Governance and the Executive Committee, and their respective Chairs, are outlined in the NESI bylaws beginning on page 10. The Governance Committee members shall be members of the NESI House of Delegates.

### **4.1 Officials Committee**

The purpose of the Officials Committee is to further the sport of competitive swimming by providing the highest quality of officiating needed for fair competition. The Committee shall oversee all of the training clinics, certification and tracking of New England Swimming Officials. The members of the Officials Committee shall be the Officials Chair and at least two other members and a sufficient number of athletes appointed so as to constitute at least twenty percent (20%) of the voting membership of the Committee

**4.1.1 The Officials Chair** is appointed by the General Chair and shall assume office on September 1<sup>st</sup> following the election of the General Chair, or upon appointment if appointed after that date, and shall serve until the date of August 31 following the next election of the General Chair. The Chair is responsible for training, certifying and supervising officials for New England Swimming. The Officials Chair shall be a referee certified by New England Swimming. The Officials Chair shall serve as a member of NESI House of Delegates.

### **4.2 Technical Planning Committee**

The Technical Planning Committee is responsible for long-range planning regarding the swimming programs conducted by New England Swimming, the continuing review and development of the New England Swimming philosophy and for advising other committees and divisions regarding the implementation of that philosophy in the context of the programs of New England Swimming. The Technical Planning Committee shall work with the appropriate committees to establish the New England Swimming meet schedule, championship time standards and championship meet information.

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

#### **4.2.1 Technical Committee Chair**

The Technical Planning Chair is appointed by the General Chair and shall assume office on September 1 following the election of the General Chair, or upon appointment if appointed after that date, and shall serve until the date of September 1<sup>st</sup> following the next election of the General Chair. The Chair has general charge of the business, affairs and property of the Technical Planning Committee, the continuing review and development of NESI philosophy and for advising other committees and divisions regarding the implementation of that philosophy in the context of NESI's swimming programs. The Technical Planning Chairman is involved in reviewing all bids either for regular season or end of season meets. The Technical Planning Chairman is charged with approving meet templates for regular season, end of season and championship meets. Any changes made to meet information posted online must have the express consent of the Technical Planning Chairman. The Technical Chair shall serve as a member of NESI House of Delegates.

#### **4.3 Senior Committee**

The Senior Committee is selected by the Senior Chair and approved with the advice and consent of the Board of Directors. The Committee falls under the responsibility of the Development and Performance Vice Chair of NESI and is responsible for creating opportunities in the LSC for senior level athletes. The committee oversees decision on, camps/clinics, meet evaluation, Senior meet formats, awards, travel fund policy and time standards.

##### **4.3.1 Senior Chair**

The Senior Chair is appointed by the General Chair and shall assume office on September 1<sup>st</sup> following the election of the General Chair, or upon appointment if appointed after that date, and shall serve until the date of August 31 following the next election of the General Chair. The Chair has general charge of the affairs and property of the committee that develops, coordinates and conducts the senior swimming program of the LSC. The Senior Chair shall serve as a member of the Calendar Committee. The Senior Chair serves as liaison to the Athlete Representatives and the Athletes Committee. The Senior Chair shall serve as a member of NESI House of Delegates.

#### **4.4 Age Group Committee**

The duties of the Age Group Committee are to oversee all aspects of Age Group swimming in the New England LSC. This includes meet management, in particular the LSC Championship meet progression, which culminates with Age Group Championships. The committee creates opportunities that foster age group development such as camps and clinics, and manages the LCM Age Group Eastern Zone Championships, and any All-Star team events. Duties include Time Standards for the LSC championship meets, but most importantly to listen to all involved within the LSC who have a hand in Age Group swimming.

##### **4.4.1 The Age-Group Chair**

The Age Group Chair is appointed by the General Chair and shall assume office on

September 1 following the election of the General Chair, or upon appointment if appointed after that date, and shall serve until the date of August 31 following the next election of the General Chair. The Chair shall have general charge of the affairs and property of the Age Group Committee that develops and conducts the age group swimming program, reports to the Performance and Development Vice Chair, and shall be a member of the Calendar Committee. The Age-Group Chair shall serve as a member of NESI House of Delegates.

#### **4.6 Operational Risk Committee**

The members of the Operations Risk Committee shall be the Committee Chair, and four additional members; one shall be a NESI certified Official, one shall be a Coach Member and a sufficient number of athletes appointed so as to constitute at least twenty percent (20%) of the voting membership of the Committee. The Committee shall develop safety and adapted swimming education programs and policy for NESI and make recommendations regarding those programs and policies and their Implementation to the Operations Vice-Chair, Administrative Vice-Chair and the Board of Directors.

##### **4.6.1 Operational Risk Chair**

The Operational Risk Chair is appointed by the General Chair and shall assume office on September 1<sup>st</sup> following the election of the General Chair. The Chair shall be responsible for coordinating safety enhancement and training opportunities as needed, and for the dissemination of USA Swimming safety and adapted swimming education information to all Group Members, athletes, coaches, and officials of NESI. The Operational Risk Chair shall monitor the submitted Reports of Occurrence to USA Swimming Risk Management required pursuant to the bylaws. The Operational Risk Chair shall serve as a member of NESI House of Delegates.

## **5. NEW ENGLAND SWIMMING OFFICE**

New England Swimming shall maintain an office in the LSC for the storage and maintenance of the books and records and equipment of New England Swimming and for other purposes as may be determined by the New England Swimming Board of Directors, in accordance with the New England Swimming Bylaws.

New England Swimming shall retain paid staff at the New England Swimming Office as the Board of Directors may determine to be appropriate or necessary. The staff shall be under the general supervision of the General Chairman and the Administrative Vice-chairman. With respect to delegated functions of the officers, committee chairmen and coordinators, the staff shall be responsible to the respective officer, committee chairman or coordinator. The powers and duties of the paid staff shall be established in New England Swimming Policies and Procedures Manual or by resolution of the Board of Directors. The Budget Committee shall include in its proposed budget a line item for the costs of New England Swimming Office inclusive of the compensation and benefits costs of the paid staff. Once appropriated by the House of Delegates, the Personnel Committee shall be responsible for the administration of those funds. To the extent that it is possible, the compensation of the staff shall be treated as confidential.

## **5.1 Registrar**

The Registrar of New England Swimming will process the registrations of all athletes, non-athletes and group members following the guidelines set forth by USA Swimming. The role involves creating all application forms, registration criteria, and for the timely submission of information to the webmaster to keep the information current. The Registrar will communicate to the team Club Registrars and Head Coaches regularly to keep them informed of updates and information that is pertinent to registrations.

## **5.2 Office Administrator (Manager)**

The Office Administrator shall oversee the administrative duties of the LSC including bookkeeping, issuing meet sanctions, collecting meet surcharges and meet results, communicating with the membership, and will act as the Times Chair. The Office Administrator acts as the webmaster of the New England Swimming website. The Administrator will also manage the Registrar and any other staff appropriately. The Office Administrator will maintain an office and be the primary contact for all business conducted with New England Swimming and will be responsible for all New England Swimming office equipment and records. This is a paid position with a negotiated contract between the Personnel Committee and the Office Administrator.

### **5.2.1 New England Swimming Office Contact Information**

Carol Healey, 1241 Highland Ave Rear,  
Needham, MA 02492-3109  
Phone: 781-449-0270 Fax:781-449-7903  
E-mail: [office@neswim.com](mailto:office@neswim.com) website: [www.neswim.com](http://www.neswim.com)

## **5.3 New England Swimming Webmaster Duties**

The New England Swimming webmaster is a paid employee of New England Swimming. Duties of the webmaster are to provide general maintenance of the New England Swimming website, and to include but not limited to the following:

- a. Adding and updating information on the New England Swimming web site as requested by the General Chair, Committee Chairs, the NESI Office Administrator and other authorized individuals.
- b. Keeping links within the site current and removing outdated external links.
- c. Creating and keeping current the competition and event calendars, including links to information that is required to keep the swimming community informed of the status of the meets as provided by the hosting teams.
- d. Provide an event page for each meet, that includes links to pertinent data such as meet announcements, downloadable files, directions to pool, results and other items that may be required by the swimming community, all of which is to be provided by the host team.
- e. Make reasonable changes to the organization and format of the

New England Swimming web site as requested by and/or discussed with the General Chair.

- f. Make textual and content changes to the web site in an expeditious manner, within 72 hours of a request, unless there are extenuating circumstances. Organizational, format and design changes may take significantly longer to implement.
- g. Ensure that there is current and up-to-date virus protection of the data on the New England Swimming site and of any email services contained therein. The webmaster will maintain appropriate backup of all material on the New England Swimming site.

## **6. USA SWIMMING CONVENTION and HOUSE of DELEGATES REPRESENTATION**

USA Swimming holds their annual House of Delegates Meeting at their Annual Convention in the Fall. New England Swimming LSC has voting privileges assigned to the following officers or members of the New England Swimming Board:

1. General Chair
2. Administrative Vice-Chair
3. Operations Vice Chair
4. Performance and Development Chair
5. Senior Athlete Representative
6. Senior Coaches' Representative

### **6.1 Delegate Alternates to the USA Swimming Annual Convention**

- Officer Delegate Alternates - If any of the officer delegates are unable to attend the General Chair, with the advice and consent of the Board of Directors, shall appoint alternates who shall represent New England Swimming.
- Athlete Representative Alternates - If the Senior Athlete Representative is unable to attend, the Junior Athlete Representative shall be invited to attend. If neither the Senior nor Junior Athlete Representative can attend, the Athlete At-Large Board Member with the most seniority shall attend. If seniority cannot be established or there remain no additional Athlete At-Large Board Members able to attend, then the General Chair, with the advice and consent of the Board of Directors and the Athlete Representatives, shall designate one or more Athlete Members to attend as a representative of New England Swimming.
- Coach Representative Alternates - If the Senior Coach Representative is unable to attend, then the Junior Coach Representative will be designated to attend. If both cannot attend, the General Chair, with the advice and consent of the Board of Directors and the Coach Representative, shall designate a Coach Member to attend as a representative of New England Swimming.
- Any member of the Board of Directors of New England Swimming that serves on a National Committee, who does not have the automatic right to attend the National Convention as a

voting member of the New England Swimming delegation, shall have their name placed before the President of USA Swimming for “at-large voting credentials”. If credentialed, the person shall be included in the delegation representing New England Swimming at convention.

- Committee Chairs may include in their budget for an individual on their committee to attend the convention. This member will need to abide by the stated convention policies of New England Swimming.

## **6.2 Follow up Reports**

All attendees must submit a summary questionnaire to the Board of Directors that will be presented at the Board of Directors meeting that follows convention.

## **6.3 Reimbursement of Convention Expenditures** (sited in Section 15.2)

# **7. NEW ENGLAND SWIMMING HOUSE OF DELEGATES MEETING**

The House of Delegates of New England Swimming membership shall be in accordance with Article 4 of the New England Swimming Bylaws.

## **7.1 Meetings**

The annual meeting of the House of Delegates of NESI shall be held in the Spring. Regular meetings of the House of Delegates may be held in accordance with a schedule adopted by the House of Delegates or the Board of Directors. Notice of the meeting, along with the proposed budget, nominations, prior HOD meeting minutes and other reports, must be posted within 20 days of the scheduled meeting.

## **7.2 Club Representatives and Voting Powers**

Each registered New England Swimming club in good standing may appoint one voting representatives to any House of Delegates Meeting. In addition, each club may name an Athlete Delegate that will be voted in by the Board of Directors as an At-Large Athlete delegate within 20 days of the HOD Meeting. Voting representatives must be USA Swimming members in good standing. Each voting member will receive an indicator on their name card; by which they will be identified for voting purposes.

## **7.3 Failure of Clubs to be represented at House of Delegates**

Clubs that fail to send a delegate to the Annual House of Delegates meeting will not be eligible to apply for the Club Grants and will be fined TBD.

## **7.4 Suggested Format for Agenda**

- Welcome
- Reading, correction and adoption of minutes from previous HOD meeting
- Report of Officers
- Committee Reports
- Presentation of the budget
- Unfinished Business
- Elections

- New Business
- Resolutions and Orders
- Adjourn

## **8.0 USA SWIMMING MEMBERSHIP and REGISTRATION PROCEDURES**

Membership in New England Swimming and USA Swimming is a privilege and shall not be interpreted as a right. Membership (including a Life Membership) may be terminated by the Zone Board of Review or the National Board of Review for any violation of a member's responsibilities under Section 602.2, for any of the reasons set forth or for any other reason determined by the Zone Board of Review or National Board of Review to be in the best interest of New England and USA Swimming.

The fees for the current year are listed under 8.18

### **8.1 Registration**

The USA Swimming/New England registration year runs from September 1st through December 31<sup>st</sup> of the following year. A club, athlete, or non-athlete that registers between September 1st and December 31st will be registered for the rest of the current year and all of the following year. New England Swimming does not offer seasonal memberships.

### **8.2 Club Registrar**

The Club Registrar is the registration contact between the NESI Office and the team and is responsible for submitting all athlete registrations and for directing their coaches and officials to the correct method of registering. They must check all athlete registration information for accuracy before submitting their file and must keep track of their coaches' credentials and expiration dates.

### **8.3 Athlete Registration Process**

Athlete registration procedures shall conform to the current requirements of USA Swimming. In July, the NESI Registrar will email the Club Registrar a packet of forms for registration, complete with a checklist, guideline for registrations and fees. All information will also be posted on the Registration tab of the website for download and use.

NESI requires electronic registration files be submitted for all athlete registrations. The registrations will not be processed until payment is received. When emailing the electronic file, attach proof of ages for all new swimmers age 18 and under to the email. Do not mail them.

### **8.4 Unattached Athletes**

Athletes that are not attached to any USA Club can register for USA Swimming/New England by using the submittable form found under REGISTRATION on our website. Payments for the registration can be made via

credit card or by mailing a check to the office. Once the payment is received, your application will be processed. If there is a group of unattached athletes, the head coach of that group should register them all together using the electronic file system and uploading into SWIMS, or by emailing the file to the New England Swimming Registrar. Proof of Age Policy applies.

### **8.5 Flex Athlete Membership**

A Flexible Membership (“Flex Members”) is designed to offer a membership that is less money with the goal to provide a bridge into the sport full-time. Flex members must be under the age of 18 and will receive benefits such as the ability to participate in two USA Swimming sanctioned events each registration year, USA Swimming insurance coverage, and the membership cost will go towards a year-round Premium Membership should the athlete member transition within the same membership year. Flex Members are not allowed to compete in season ending championships such as Age Groups and Senior Championships, EZ Age Group Championships, Futures and all meets above that level. Proof of Age Policy applies.

### **8.6 Outreach Athlete Member:**

Outreach membership offers qualified individuals the opportunity to become a USA Swimming year-round athlete member at a reduced fee. The goal is to provide opportunities in swimming to under-represented and/or economically disadvantaged youth in New England. Athletes who meet one of the criteria set forth in our Athlete Outreach Policy will pay a reduced fee for their USA Swimming/New England membership and will also be reimbursed for all of their meet fees in New England Calendar Meets. Other than the membership fee, an Outreach Athlete member is not distinguishable from an Athlete member.

The club registrar should mark the athlete as Outreach when registering and send a documentation proving eligibility to the NESI Registrar. This process needs to be completed each registration year. The club shall also provide documentation demonstrating its contribution of any scholarship or fee reductions being given.

### **8.7 Coach Member**

A Coach Member is an individual who has satisfactorily completed all safety and other trainings required by New England Swimming and USA Swimming for coaches. Any individual desiring to act in any coaching capacity at practices or at any competition sanctioned by USA Swimming must be a Coach Member in good standing of USA Swimming/New England. To become a coach member of New England Swimming, a Registration Application Form, found on the Registration tab of the [www.neswim.com](http://www.neswim.com) site must be submitted with the applicable fee. All requirements, links, and a check list can be found on the same site. It is the responsibility of the coach to keep his or her certifications current at all times, and to display or provide proof of current membership at all meets. Deck Pass Plus is an acceptable and preferred way of showing proof, and of keeping track of expiring certifications.

### **8.8 Junior Coach Member**

The Junior Coach member category allows a current or former swimmer age 16 and 17 to serve

as an assistant coach on-deck and at swim meets. The Junior Coach will require supervision by a coach member who is age 18 or over at all times, as well as a pre-employment screening and all other coach member requirements except the background screen. Once a Junior Coach turns 18, they have 30 days to complete the background screen.

### **8.9 Official**

All Officials must complete all New England Swimming Officials certification requirements, which include training, testing, and apprenticing, per the documentation found on the [NE Swimming Officials website](#) in the “Certifying, Recertifying, and Advancing” section. Applicable links and checklists can be found on the same site. In addition, all Officials must register annually and have completed and passed all associated USAS requirements such as Athlete Protection Training, Concussion Training, and Background check.

The record in Officials Tracking System (OTS) will show expiration dates of membership, certification and other requirements, as set forth by USA Swimming and New England Swimming and will be updated as requirements are met.

It is the responsibility of each Official to keep his, or her, certifications current at all times, and to display or provide proof of current membership and certification at all meets with either printed Membership card or Deck Pass Plus cellphone app.

### **8.10 Individual Member**

An Individual Member is an adult (over age 18) other than a Coach, Official or Athlete Member. This membership may include trainers, team managers, Meet Directors, Meet Marshals, board members, At-Large House-Members, chaperones, coordinator or committee chair, or committee member of New England Swimming or a Group Member Representative or alternate and any other individual desiring to participate in the sport of swimming. To become a non-athlete, non-coach member, a Non-Athlete Registration Application Form must be submitted to the New England Swimming Registrar with the applicable fee. An individual member must pass a background screen and take the Safe Sport Training.

### **8.11 Life Member**

A Life Member is an individual who registers as a life member of USA Swimming and who resides, formerly resided or participated in the sport of swimming in the geographic territory of New England Swimming. This member pays a one-time fee to USA Swimming/New England and is automatically renewed each year. All required conditions of being a member in good standing still apply and must be renewed at the proper times.

### **8.12 Club Members**

A Club may renew their membership any time after September 1<sup>st</sup> to be registered until December 31<sup>st</sup> of the following year. A discount is offered to a club who renews before December 1<sup>st</sup> (the fee schedule is below). The submittable registration form is found on the website and it includes an addendum with the New England requirements. If you want to change the name or the club initials, contact the New England Swimming Registrar to go over the process. Any club that has not met the requirements and has not paid their fee will not be renewed. The Head Coach’s registration must be valid and in good standing when submitting the

club application or it cannot be renewed. All clubs must have at least one athlete and one coach registered.

### **8.13 New Club Registration**

A new club must meet all the requirements for a new club that are listed under the FORMS/CLUB FORMS and POLICY section of the [www.neswim.com](http://www.neswim.com) website. The “New Club” tab lists all of the requirements and forms needed to qualify. The Head Coach of this new club must be currently registered and in good standing. The turn-around time is roughly two weeks from receiving the application to being approved by USA Swimming. All new New England Swimming clubs must submit a copy of their anti-bullying and their communications policy with their club application. Send all the application materials in one email to the New England Swimming Registrar when everything is completed.

### **8.14 Transfers**

Athletes may transfer at any time of the year by submitting a transfer form and the appropriate fee. All athletes are subject to a period of unattachment for 120 consecutive days from the last day of competition in an open sanctioned meet, in accordance with USA Swimming Rules and Regulations 203.3.

When the transfer is processed the Registrar will email the person who submitted the form to state it has been processed and when the attachment to the new team begins. An athlete who transfers to “unattached” status will transfer immediately to “unattached”, but the last date of competition representing a USA member club will be noted in their SWIMS account should they choose to join another team within that 120 days.

The athlete’s former club head coach will be notified automatically through SWIMS that a transfer has occurred. It is the responsibility of the athlete’s former club to notify the LSC Registrar if the club has obtained a court judgment which would cause the swimmer to be unattached pursuant to Article 203.6.

Article 203.6 If a member club of an LSC has secured a court judgment against an athlete member (or his/her parents or custodians) for non-payment of club membership dues and fees which entitle the athlete to compete attached to the club that athlete shall be ineligible to represent any USA Swimming member club until the judgment is paid.

Non athletes may transfer at any time by submitting the non-athlete transfer form, with no fee.

### **8.15 Membership Cards**

Membership cards are not sent by USA Swimming or New England Swimming. All membership cards can be printed from DECK PASS on the [www.usaswimming.org](http://www.usaswimming.org) website or from the DECK PASS PLUS App on a members electronic device.

### **8.16 Rule Books**

Rule Books are sent directly by USA Swimming to all registered non-athletes, usually one month after registration.

### **8.17 Registration Fees (for the 2020-2021 year)**

\$150.00 before December 1st, or a new club at any time.

\$200.00 after December 1st

\$80.00 non-athlete Registration  
\$80.00 athlete membership  
\$1000 lifetime membership  
\$20.00 Flex membership  
\$5.00 Outreach athlete fee  
\$10.00 transfer fee

## **9.0 GENERAL RULES PERTAINING TO MEMBERSHIP**

### **9.1 “In Good Standing”**

A club, or individual member is considered in good standing with USA Swimming and New England Swimming if they are current with all requirements, have no unresolved disciplinary actions against them, and have no outstanding financial or contractual obligations to the LSC, USA Swimming or to FINA.

### **9.2 Unregistered “Coaches” on Deck:**

It is the responsibility of individual coaches to keep track of their registration requirement expirations. Unregistered or registered coaches who are on deck without all current requirements create insurance and potential Safe Sport risks. At each meet, the Meet Referee or a designated Official will ask any coach who does not have a valid proof of registration (such as Deck Pass Plus) to leave the deck. The Referee will notify the NESI office and if it is determined the coach was invalid, he/she will be fined \$100.00 and the team will be fined \$200.00 to be paid to New England Swimming within 30 days. Any coach who refuses to leave the deck will cause the team’s swimmers to swim unattached for the remainder of the meet. The office is not open on weekends to process registrations so it is suggested to look at your Deck Pass Plus App BEFORE the meet and to allow enough time to complete the requirements.

### **9.3 Entering Swimmers in Meets**

All swimmers must be registered before 5:00 PM on the Thursday before the first day of the meet. If the meet starts on a Thursday the deadline is Wednesday at 5:00 PM. If an unregistered swimmer competes in a meet a \$100 fine will be imposed on the entering club or member and the club that hosted the meet will lose their \$200 meet deposit.

### **9.4 Online Registration Validation Tool**

New England Swimming offers an online tool that any member club can use to validate their athlete registrations. This tool can be found on the [www.neswim.com](http://www.neswim.com) website under TIMES/TOOLS. Running a club registration file or a meet entry file through the tool will produce a report of all athletes that have a registration issue or that do not match SWIMS data. Use this report to clean up your registration database as the goal is to match what is in SWIMS. This will allow for a clean match of times to the athlete.

## **10.0 INSURANCE**

- Club: USA Swimming provides insurance coverage to Clubs subject to their compliance with USA Swimming regulations.
- Individual: Individual membership in NESI includes membership in USA Swimming. USA Swimming provides liability and secondary medical insurance coverage.
- All insurance policies are sent to the club upon registration and can be found on the USA Swimming website under Risk Management.
- A club can print proof of insurance certificates from the “Certificates Now” website. Contact the NE Swim Office for guidance.

## **11.0 EASTERN ZONES LCM AGE GROUP CHAMPIONSHIPS (ages 14 & Under)**

The Eastern Zone policy manual outlines the procedures and rules that participants must observe if attending the Eastern Zone Championships. This manual can be found on [www.easternzoneswimming.org/](http://www.easternzoneswimming.org/) This is a team travel trip for New England swimmers. Any athlete attending Zones under the New England Swimming Team must be registered in the New England LSC and have competed in at least one New England Swimming meet. Swimmers ages 11-14 are expected to travel, dine and lodge with the coaches, chaperones and teammates. Swimmers ages 10 & Under are to travel and lodge with their parent or designated guardian and will share some meals with the 11-14 swimmers. All events have qualifying times and each year the New England Zone Head Coach and Coordinator will decide the selection process for athletes. All information, including fees, apparel selection and waivers is posted on the [www.neswim.com](http://www.neswim.com) website under ZONES.

### **11.1 Zone Committee**

The Vice Chair of Operations, Age Group Chair and the Jr. Coach Representative will make up the Zone Committee that determines the staffing and logistics for the meet. Should they receive an insufficient number of applications for the coach or manager positions, or applicants lacking credentials for the duties required, the committee may solicit and approve candidates using criteria and information available to them, at their sole discretion.

### **11.2 Zone Head Coach**

The Zone Head Coach is determined by an application process and is selected and evaluated by the Zone Committee. Applications will be posted on the website in the early Spring with a decision to be made by May 1<sup>st</sup>. This position receives a stipend of \$500 from New England Swimming.

### **11.3 Zone Assistant Coaches**

Assistant Coaches will be selected by the Zone Team Head Coach and Team Manager in consultation with the Zone Committee from an available pool of applicants who have indicated their intent by submitting an application. The number of Assistant Coaches needed is dependent on the number of swimmers in each age group. Applications shall be submitted in May to be determined by June 1<sup>st</sup>. There is a stipend of \$200 for this position.

### **11.4 Zone Team Manager**

The Zone Team Manager is determined by an application process and is selected and evaluated by the Program Operations Vice Chair and the Age Group Committee with the advice of the NESI Office Administrator.

### **11.5 Chaperones**

All chaperones will travel, dine, and lodge with the team. The cost of the trip will be significantly reduced for the chaperones and will be posted on the application form. Chaperones must be members of USA Swimming with registration requirements (Background Screen and Safe Sport Training) completed before the trip. The cost of this registration is the responsibility of the chaperone. Chaperones are selected by the Head Coach and Team Manager with priority given to past chaperones, persons with medical backgrounds, and officials. A balance of males and female chaperones are needed across the age groups.

### **11.6 Zone Travel Reimbursement**

NESI shall provide financial support to the Eastern Zone (EZ) LCM age-group teams. Support for the team shall cover all expenses of the coaches and chaperones, and a portion of the athlete expenses. There will be no charge to the athletes for the standard Zone attire that is pre-ordered for the team. Prior to the meet, the Zone Team Manager and/or the Age Group Chair shall prepare a budget for the meet, including estimated cost for all travel, hotel, food, equipment and expenses of the coaching staff and chaperones. Such budget shall be reviewed and approved by the NESI Board of Directors and a subsidy amount to bill the athletes will be thus determined.

## **12.0 BOARD OF REVIEW**

USA Swimming was organized as the National Governing Body for the sport of swimming under the Amateur Sports Act of 1978, as amended by the Ted Stevens Olympic and Amateur Sports Act of 1998, both federal laws. These laws require USA Swimming to establish and maintain provisions for the swift and equitable resolution of all disputes involving any of its members. Section 2.2 and Part Four of the USA Swimming Rules and Regulations are intended to provide a mechanism for resolving in an orderly and fair way all manner and kinds of disputes that may arise among its members in connection with the sport of swimming. Part Four of the USA Swimming Rules and Regulations, is intended to provide a fair hearing before a group of independent and impartial people. As of the 2019 USA Swimming House of Delegates Meeting, Board of Review inquiries can be directed to one of three places: The National Board of Review, the New England LSC Administrative Review Board or the Eastern Zone Sanction Appeals Board. Part Four of the USA Swimming Rules and Regulations summarizes the areas of jurisdiction and the procedures for all Board of Review matters.

### **12.1 New England Admin Board of Review**

The Administrative Review Board of NESI shall be independent and impartial and has been established to hear complaints and appeals regarding administrative matters within NESI which

do not rise to the level of Code of Conduct violations and are not appeals of meet sanction decisions. The Administrative Review Board shall have no jurisdiction to hear complaints regarding conduct that may violate the USA Swimming Code of Conduct or otherwise violate the policies, procedures, rules and regulations adopted by USA Swimming, or conduct that may bring USA Swimming, NESI or the sport of swimming into disrepute. The Admin Review Board hears complaints and appeals regarding administrative matters within the LSC such as, but not limited to:

- Appeals of LSC fines
- Club versus Club issues (example, competition for practice facilities/lanes)
- Meet host wishing to prohibit certain teams from entering their meets
- Meet hosting rules infractions
- Recruiting violations should first be reported to the Admin Review Board who will then determine if it should be sent to the USA Swimming National Board of Review.

To file a complaint, submit the “Initial Inquiry or Complaint Form” found on the [www.neswim.com](http://www.neswim.com) website under ADMIN/ADMIN REVIEW BOARD. The Chair of the committee will contact you within 48 hours.

The Administrative Review Board shall have the power and the duty to promulgate reasonable rules and procedures consistent with the corporation laws of NESI with respect to any matter within its jurisdiction or appropriate, necessary or helpful in the administration and conduct of its affairs. Such rules and procedures shall have the same force and effect as if they had been adopted as part of these Policy & Procedures.

### **12.2 Eastern Zone Sanction Appeals Board**

The Eastern Zone Board of Review is in place to only hear appeals on LSC Meet Sanction decisions. The process to appeal is listed on the [Eastern Zone website](#).

### **12.3 Jurisdiction of the National Board of Review**

The National Board of Review has original and exclusive jurisdiction to hear:

- Any complaint involving athletes or other members of USA Swimming from more than one Zone and/or one or more Participating Non-Members either residing within more than one Zone (if more than one Participating Non-Member) or within a different Zone from the athlete(s) or other USA Swimming member(s).
- Any complaint involving athletes or other members, or Participating Non-Members, during a national or international event.
- Any complaint under 304.3.1 through 304.3.12 (Code of Conduct) against any member of USA Swimming, including any athlete, coach, manager, official, member of any committee, or a Participating Non-Member.
- Any complaint initiated by USA Swimming, which shall be prosecuted by and may be appealed by the Chief Executive Officer.
- Any complaint under 304.3.14 that is not heard pursuant to the U.S. Center for SafeSport’s SafeSport Practices and Procedures for the U.S. Olympic and Paralympic Movement.
- Any appeal initiated pursuant to adverse action taken by the USA Swimming Board of

Directors against an LSC for alleged violations of an LSC Affiliation Agreement.

- Any appeal initiated pursuant to adverse action taken against an athlete for alleged violations of the applicable USA Swimming Honor Code.

## **13.0 MINOR ATHLETE ABUSE PREVENTION POLICIES (MAAPP)**

**Refer to Article 305 of the USA Swimming Rule Book**

As of June 23, 2019 USA Swimming's top priority continues to be keeping our athletes safe. No form of abuse, including child sexual abuse, has a place in our sport. Under our leadership, this organization will continue to make abuse prevention and response an important piece of everything we do.

The enhancements stem from requirements imposed by the U.S. Center for SafeSport (the "Center"). The Center is the separate, independent organization that oversees all sexual misconduct reports in the Olympic and Para-Olympic movement. The Center is also responsible for creating requirements in the areas of policy, education and training for every National Governing Body (NGB) in the Movement. USA Swimming, as a (NGB), must follow the Center's requirements. This Policy addresses risk areas that present opportunities for abuse to occur:

- Clubs shall establish their own action plans for implementing the Minor Athlete Abuse Prevention Policies.
- Clubs shall establish their own anti-bullying policy. USA Swimming shall provide a model policy as an example, which shall serve as the default for any club that fails to establish its own policy.
- Club anti-bullying policies should be reviewed and agreed to annually by all athletes, parents, coaches and other non-athlete members of the club.

### **13.1 CHILD ABUSE REPORTING REQUIREMENTS**

- **Article 306.1** Pursuant to federal law, it is every member's responsibility to immediately (i.e., within 24 hours) report any incident of child abuse, including physical or sexual abuse, to law enforcement and the U.S. Center for SafeSport. Reporting must occur when an individual has firsthand knowledge of misconduct or where specific and credible information has been received from a victim or knowledgeable third party. A report to the U.S. Center for SafeSport may be made via telephone at 720-531-0340 or online at [www.uscenterforsafesport.org/report-a-concern](http://www.uscenterforsafesport.org/report-a-concern). Various state laws may also require reporting to law enforcement or to a designated child protection agency.
- **Article 306.2** Filing a knowingly false allegation of child abuse and sexual misconduct is prohibited and may violate state criminal law and civil defamation laws. Any person making a knowingly false allegation of sexual misconduct shall be subject to disciplinary action by USA Swimming.
- **Article 306.3** Neither civil nor criminal statutes of limitation apply to reports of cases of sexual abuse.

### 13.2 Prohibitions against Retaliation

For Good Faith Reporting of Abuse:

- **Article 307.1** No Member shall retaliate against any individual who has made a good faith report under 306.1 or 304.3.14.
- **Article 307.2** For the purposes of 307.1, there shall be a rebuttable presumption that any adverse action regarding the employment, membership, or other material rights of an individual who has made a good faith report under 306.1 or 304.3.14 within 90 days of a report is retaliatory. An adverse action includes, without limitation: discharge or termination; demotion or reduction in compensation for services; or the removal of or from, or restrictions on, access to facilities, team activities or team membership privileges.

## 14.0 FINANCE DIVISION

The Finance Vice-chairman and the Treasurer have general charge of the affairs and property of the division that includes the Treasury function, the development and implementation of an investment program for New England Swimming's working capital, funded reserves and endowment funds and the development and implementation of a marketing and fundraising plan for New England Swimming. They are also responsible for the adequacy of New England Swimming's system of internal financial and accounting controls.

### 14.1 Monetary Deposits and Records

The Treasurer, or designee (Office Manager), shall have the following duties and responsibilities regarding the finances of NESI.

- Prepare all cash and checks received for deposit.
- All deposits shall be made into the NESI general accounts. Deposits shall be made in a timely fashion, but no less frequently than biweekly.
- Receipted deposit tickets will be maintained pending receipt of the monthly statements from the bank.
- All incoming monies (checks, cash) shall be promptly recorded into the current bookkeeping software system of NESI.
- All cash received will be counted by two people who will sign cash receipt. Email notice of cash deposit will be sent to the Treasurer and Finance Vice Chair.
- Any documents accompanying monies for deposit will be separated and appropriately handled or filed.
- The general bank accounts of NESI shall be reconciled monthly; the reconciliation will be reviewed monthly by the Treasurer or Finance Vice Chair (or their designee). (Note: the person who reconciles the monthly statements must be different than the person who makes the deposits).
- Make transfers between the NESI general accounts and NESI money-market funds, as directed by the Finance Vice Chair.
- Contact the payee to determine the status of any check issued by NESI that is

outstanding for more than sixty (60) days.

- Impose a charge of \$50 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 and pay the service charge will be referred to the NESI Administrative Review Board for action.
- File the Annual Report with the Massachusetts Attorney General Department of Non-Profits before November 1<sup>st</sup> of every year. If any of the Officers change, the report must be updated.

#### **14.2 Disbursements**

- Physical control of all checks will be with office personnel.
- Designated office personnel will have signature authority on NESI checks.
- All invoices and reimbursement requests will be accounted for in the current NESI accounting system.
- Original receipts or similar documentation must accompany each reimbursement request.
- No payments will be processed without original invoices, receipts or similar documentation.
- Approval for payments will be deemed granted if the requested amount is within the current year approved NESI budget and not yet spent or appropriated. The NESI Board of Directors must approve any request for payment in excess of the remaining unspent budgeted amount.
- Requests for monies that are not appropriated for in the current budget must first be requested from the Finance Committee, who will review and make a recommendation to the Board for approval.
- The Treasurer, or designee (Office Manager) 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.
- Unless decided otherwise by the NESI Board of Directors, the Treasurer, the Finance Vice Chair, and the Office Manager shall be authorized to sign checks for NES. Checks for an amount less than \$1,000 shall require one authorized signature; checks for an amount more than \$1,000 shall require two authorized signatures.

#### **14.3 Reports**

- The Treasurer will prepare a monthly income or profit/loss statement of the NESI general accounts. This statement will be presented to the Finance Vice Chair, and to the Board of Directors or the House of Delegates at its next regularly scheduled meeting. Following the close of the fiscal year, an annual income statement and Balance Sheet shall be prepared and presented to the Board of Directors.
- The Treasurer, with the assistance of the outside auditor/accountant, will prepare and file the annual tax return(s) for NESI, based on the approved financial statements. The tax return(s) will be reviewed by the Finance Vice Chair and submitted to the appropriate agencies.
- The Treasurer will submit a copy of all pertinent financial reports to USA Swimming within five (5) months after the close of the NESI fiscal year, as

provided in Article 509 of the USA Swimming Rules and Regulations.

- In the case where an external audit is not required by the IRS or State of Massachusetts, an internal NESI Audit Committee shall be appointed by the General Chair to review the NESI financial records annually.

#### **14.4 The Audit Committee**

**The Finance Committee** shall conduct an internal audit should an outside audit not be necessary. The Committee should be made up of a minimum of three people, including an athlete. The Treasurer cannot be a member of the group performing the audit, but can be present to provide clarification, information, and answer questions

#### **14.4 Expenses**

- Vendors must submit an itemized invoice for payment.
- All reimbursement requests for travel to meetings must be requested within 30 days of the expense and be accompanied by original receipts and request form.
- All payments will be issued from the New England office within 7 days of receiving the request.

#### **14.5 Debit/ Credit Cards**

- No more than 3 NESI Board Members may have a credit or debit card attached to the NESI checking account for the purpose of conducting NESI business. It can be used for making advance reservations to conferences/meetings, paying for NESI Board of Directors authorized travel expenses, purchasing items needed to host swim meets (e.g., printing and supplies), paying for team travel expenses when outside of New England (e.g. Zones), etc.
- Users of the credit cards must obtain NESI Finance Committee authorization before charging any expense over \$500.
- The cards must not be used for personal expenses.
- The cards will be kept in a secure location when not being used and should not be stored with personal credit cards.
- If a card is lost or stolen, it must be reported immediately to the NESI Office and Treasurer and replacement cards issued.
- When the card is used, the following information must be promptly submitted to the NESI Treasurer or Office Manager to allow for proper accounting:
  - Credit card receipt
  - Date and place of purchase
  - Purpose of credit card purchase
  - Amount spent and what committee/account to charge
- Unless instructed otherwise by the Finance Committee the Treasurer shall pay off any credit card transactions in full each month.

## **15. NES TRAVEL REIMBURSEMENT**

### **15.1 Committee Travel**

- Reasonable travel, lodging and other relevant expenses will be provided for New England Swimming representatives at meetings, workshops, seminars, conventions and other relevant activities, when approved by the appropriate NES Officer or Committee Chair, and funds for such travel have been designated for in the NES Budget. This includes travel to the USA Swimming (USA-S) annual convention, the Eastern Zone meeting, and to clinics, workshops and conferences sponsored by USA-S or NESI.
- Travel reimbursement for automobile travel (driver only) will be based on the current IRS business organization mileage rate.
- Air travel shall be at the lowest generally available airfare to the meeting site (at the time the travel is authorized or approved) from a reasonably convenient airport. (Note: reimbursement for automobile travel shall not exceed the lowest generally available airfare to the meeting site.)
- Lodging expenses will be based on double occupancy (whenever appropriate).
- A per diem allowance based on the current IRS Domestic per diem rate for the appropriate city/county/state 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.
- Airport parking will be reimbursed at the lowest economy rate at the respective airport. Relevant tolls shall be reimbursed, when appropriate.
- Receipts are required for all NES travel expenses that are to be reimburse.
- Travel, meals and lodging expenses covered by any other organization are not eligible for reimbursement by NES. Requests for reimbursement must be submitted within 30 days of the end of the trip.
- If air travel is cancelled, the traveler should attempt to receive a refund from the carrier and forward that refund to NES. If the air carrier only provides a voucher for future travel, that travel must be used for NES business. If the voucher is redeemed for personal use, NES must be reimbursed the purchase price.
- If NESI pre-paid for travel that the attendee cancels for personal reasons, that attendee is responsible for reimbursing NESI the cost of the ticket.

### **15.2 Convention Reimbursement Policy**

New England Swimming will pay the registration fees, travel and lodging, and other expenses for attendance at the Convention, consistent with existing New England Swimming reimbursement guidelines. A condition of reimbursement is for NES attendees to stay until after the adjournment of the House of Delegates meeting on the last day of the Convention. Exceptions can be made with the approval of the General Chair.

Attendees to the convention must secure flights within a time frame that allows for the cheapest possible airfare. The NE Office will communicate the maximum reimbursement amount for flights and the price difference will be the responsibility of the attendee. Reimbursement for rental cars must be pre-approved by the General Chair and is dependent on the necessity. All reimbursements shall be in accordance with the Federal Guidelines and shall not amount to more than what was spent.

NES 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.

### **15.3 Eastern Zone Meeting Reimbursement**

Transportation, lodging, and meeting fees will be provided for five (5) delegates from New England Swimming (NES) to attend the Eastern Zone Meeting; delegates shall be appointed by the General Chair and approved by the Board of Directors. If an Eastern Zone Director is a member of NESI, transportation and lodging will also be provided for that Director. A per diem may be issued, depending on the length of stay and arrangements of the meeting host.

Automobile travel reimbursement (for driver only) will be at the current IRS business mileage rate from the delegate’s residence to the meeting location. When air travel is required, arrangements will be made in cooperation with the NESI office. Any expense above the airfare established by the NESI Office will be the delegate’s responsibility.

### **15.4 Athlete Travel Reimbursement Policy**

The Finance Committee, in conjunction with the Technical Committee, will develop an Athlete Reimbursement Policy each calendar year that will be presented to the New England Swimming Board to adopt. This policy will be published separately from this Policies and Procedures Handbook on the New England Swimming website under Forms/Reimbursement. The Athlete Reimbursement Policy published each fall will be in effect for the Short Course season and the immediately following Long Course season. Each published Athlete Reimbursement Policy will detail the specific meets that are eligible for reimbursement, and the maximum reimbursement amounts for each meet.

### **15.5 Coach Travel Reimbursement Policy**

The Finance Committee, in conjunction with the Technical Committee, will develop a Coach Reimbursement Policy that mirrors the meets for which athletes receive reimbursement. This policy will be presented to the New England Swimming Board for approval and will be published along with the Athlete Reimbursement Policy in the fall. The policy will be in effect for the Short Course Season and the immediately following Long Course season. This policy will be published separately from this Policies and Procedures Handbook on the New England Swimming website under Forms/Reimbursement.

### **15.6 Officials Travel Reimbursement Policy**

New England Swimming Officials who officiate a National level or Officials Qualifying Meet outside of the New England LSC may be reimbursed an amount towards their expenses as per the New England Swimming Meet Reimbursement for Officials, published separately from this Policies and Procedures Handbook on the New England Swimming website under Forms/Reimbursement. To receive reimbursement, the New England Swimming official must meet these eligibility criteria:

- Be registered with New England Swimming as an official in good standing for at least one year

prior to the meet and during the time of the meet for which the reimbursement is requested.

- Must not already be receiving compensation/travel/hotel from meet host or other entity.
- Have worked a minimum of 12 sessions in at least 6 meets sanctioned by New England Swimming, plus at least 3 sessions of a New England Swimming LSC Championships meet in the twelve months prior to the meet.
- Have worked at least 80% of the sessions of the meet for which they seek reimbursement.
- Receive an evaluation if eligible to do so and if such an evaluation is available.
- Submit the reimbursement request to New England Swimming via the online tool no later than 30 days after completion of the meet for which reimbursement is requested.
- National level meets that may qualify for reimbursement include Eastern Zone Championships, Speedo Championship Series (Sectional Championships), Pro Series meets, US Open, Olympic Trials, and USA Swimming Championships level meets identified in USA Swimming Rules and Regulations, Article 207.1. International Meets are those such as the Olympics, World Cup, FINA World Championships, and the Pan American Games.
- Reimbursable travel-related expenses are reasonable and customary coach air fare, hotel room, rental car, gas, and parking fees (receipts must accompany the request).
- A New England Swimming official may receive a travel expenses reimbursement for no more than two meets per fiscal year (September 1<sup>st</sup> –August 31<sup>st</sup> ).
- The Officials Chair will approve the reimbursement in advance of the meet. The budget is limited to a certain amount and eligible candidates will be predetermined.
- The New England Swimming Officials Committee may waive an eligibility criterion under special circumstances.

## 16. GRIEVANCES

### 16.1 Meet Host Grievances *(Sept 1, 2015)*

Meet hosts who wish to permanently prohibit specific teams from attending their meet(s) must file a formal complaint with the New England Swimming Admin Review Board.

Teams who have complaints about host teams and the meet hosting policies must file a formal complaint with the New England Swimming Admin Review Board.

The complaints must include the name of the person making the report as well as the name of one witness who can corroborate the report.

- Upon the first report, the offending team will receive a written warning from the New England Swimming Admin Review Board.
- Upon the second report, the offending team will be prohibited from attending the host team's meets for a period of 12 months.
- Offending teams may not be prohibited from New England Swimming End-of-Season or Championship Meets without a National Board of Review, or a legal, order.
- Offending teams may appeal their meet prohibition through the New England Swimming Administrative Board or Review

### 16.2 Meet Host Infractions

According to the judgment of the New England Swimming Admin Review Board, any team hosting a meet that does not follow New England Swimming Policies and Procedures, including policies for accepting teams under the entry guidelines of 75—25% will be required to pay double the meet event surcharge fee for the first offense. For the second offense, the team will be fined double the event surcharge and will not receive any sanctions or approvals for the next year.

### **16.3 Teams That Owe Meet Fees**

If a meet host has been unsuccessful in collecting meet fees from a team that entered a meet, the meet host can refer the problem to the New England Swimming Admin Review Board which has the authority to prohibit the team from entering any other meet until past fees have been paid.

### **16.4 New England Swimming Anti-Recruiting Policy**

Active recruiting - the solicitation of an athlete of one USA Swimming member club by another USA Swimming member club - is contrary to the best interests of New England Swimming and its approximately 9000 athlete members.

USA Swimming member clubs within New England Swimming shall be prohibited from directly or indirectly soliciting or encouraging an athlete of another USA Swimming member club to leave his or her existing member club to join the soliciting club. This anti-recruiting policy shall prohibit a USA Swimming member club officer, employee, or coach from directly or indirectly initiating contact with an athlete from another USA Swimming member club in New England Swimming, or the athlete's family, with the intent that the athlete join the soliciting club.

For any new USA Swimming club, conduct in violation of this rule in the year prior to becoming a USA Swimming Club may result in the sanctions provided herein.

The intent of this anti-recruiting policy is to prevent organized and club-sanctioned efforts to persuade a member of one USA Swimming member club to leave his or her member club to join the other member club. It is not the intent of this anti-recruiting policy to prevent athletes or parents of athletes of one member club from initiating contact with coaches, officials or athletes of another member club for the purpose of inquiring about joining the other member club. Once such contact is initiated, the restrictions of this anti-recruiting policy shall not apply to any contact with that athlete or family by that member club. Nor is it the intent of this anti-recruiting policy to prevent athletes or parents of athletes from different clubs from discussing any aspect of their respective USA Swimming member clubs, or incidental contact, such as may occur at a competition when a coach, parent, or athlete of one club offers to congratulate an athlete from another club. However, any such activities which are shown to have been promoted, encouraged or facilitated by a USA Swimming member club officer, employee or coach with the intent of recruiting shall be in violation of this anti-recruiting policy and subject the member club and/or its coach to the sanctions of this anti- recruiting policy.

Nothing in this anti-recruiting policy shall prevent a USA Swimming member club from

conducting self-promotional activities such as advertising, team tryouts or camps for the purpose of recruiting athletes, as long as there is no direct solicitation of athletes of another member club.

Violation of the anti-recruiting policy may be reported to the New England Swimming Admin Review Board, which upon review of the complaint, may advise the complainant to report the violation to the USA Swimming National Board of Review. Any USA Swimming member club or USA Swimming member coach found to have violated this anti-recruiting policy may be suspended from USA Swimming/New England Swimming for up to one year for a first offense and for up to two years for a second or subsequent offense. Suspension of a member coach for a violation of this anti-recruiting policy shall prohibit that coach from being on deck for any USA Swimming competition sanctioned or approved by New England Swimming during the period of suspension. Suspension of a USA Swimming member club for a violation of this anti-recruiting policy shall not prohibit the registration of the club, athletes or coaches, but shall prohibit the member club from competing as a team in USA Swimming competition sanctioned or approved by New England Swimming, including all championship competition during the period of suspension. Athletes registered with any such suspended club may compete in any USA Swimming competition sanctioned or approved by New England Swimming, but may do so only as an unattached athlete.

This policy is in addition to the requirements of USA Swimming. Please refer to the Code of Conduct printed in the USA Swimming Rules and Regulations, sections 304.1, 304.2 and 304.3.13.

## **17.0 ADAPTIVE SWIMMING INCLUSION POLICY**

Under the authority of the USA Swimming Rules and Regulations, New England Swimming has adopted the following policy to encourage swimmers with a disability to participate in NESI meets. This policy will apply only to swimmers with disabilities as defined in the USA Swimming Rules and Regulations “a permanent physical or mental impairment that substantially limits one or more major life activities”. In regular season meets disabled swimmers need not have achieved the qualifying time standards. The Meet Referee shall have the authority to accommodate the swimmer without substantial negative impact on the timeline. Swimmers are requested to notify meet management if any special arrangements are required. In Championship level meets, swimmers will be accepted if they have achieved the USA Swimming Disability Championship time standard. Any swimmer with a disability that is not classifiable by the International Paralympics Committee (IPC) standards but whom has been diagnosed by a physician as having a disability may compete if they meet the time standard created by the disabilities international governing body. No swimmer will be permitted to compete unless the swimmer is a member as provided in Article 302. On-deck athlete registrations will not be accepted at any meet.

### **17.1 Accommodations**

Accommodations for swimmers with a disability may be, but not limited to:

- Allow the swimmer to enter a longer distance event but compete at the shorter distance – such as a 50 (100) meter distance within a 100 (200) event provided that their time is equal to or faster than the longer distance qualifying time.
- Allow the swimmer to be seeded with comparable times not age groups – such as a senior swimmer in an 11-12 or 13-14 age group.
- Any awards must be earned in their respective event and age group.

## 18.0 RECOGNITION

### 18.1 Records

Any time achieved by a New England Swimmer at a USA Swimming sanctioned meet, or at an approved meet where the swimmer's primary representation in that meet is their USA Club, and is entered into the USA Swimming SWIMS database qualifies to set a record.

#### New England Record requirements:

Performed by a swimmer who is registered with USA Swimming/New England at the time of the swim with the below conditions:

- The swimmer must represent a USA Swimming/New England club, or be USA Swimming/New England Unattached, at the time of the swim.
- The meet must take place any USA Swimming LSC territory, or any FINA federation territory.
- Swimmers registered with the New England LSC and representing Team USA may establish a New England Record at any USA Swimming meet or at any FINA federation meet.

#### 18.1.1 Records Chair

The Records Chair shall be responsible for recording records achieved by USA Swimming/New England swimmers in USA-S sanctioned events.

### 18.2 Legacy Awards

In 2019 the House of Delegates approved awarding two Legacy Awards. The Legacy Awards honor prominent New England Swimming Coaches who passed away that year. Future Legacy Awards may be added.

- **The Dorsi Reynolds Award Senior Coach of the Year Award** presented to a coach who primarily works with senior level swimmers and is responsible for their achievements. The recipient is voted on by his/her peers at the end of the Long Course Season. The Coach Representatives run the election and will announce the winner who will be honored at that Awards Banquet in the fall. The winner receives a Lifetime Membership to USA Swimming.
- **The Jeffrey Johnson Award Age Group Coach of the Year Award** presented to a coach

who primarily works with age 14 and under swimmers and is responsible for their achievements. The recipient is voted on by his/her peers at the end of the Long Course Season. The Coach Representatives run the election and will announce the winner who will be honored at that Awards Banquet in the fall. The winner receives a Lifetime Membership to USA Swimming.

**18.3 New England Swimming Top Ten Times**

Each year New England Swimming compiles the New England top ten times. This list includes the age groups: 9/10, 11/12, 13/14, 15/16, 17/18, and Open. For each age group and sex, the times for the fastest ten swimmers in each event are listed. Events used for tabulation correspond with those events offered at New England Swimming SCY and LCM Championships. The times for each year date from September 1<sup>st</sup> through August 31<sup>st</sup> of the following year.

All times listed in USA Swimming’s SWIMS database are included in the lists. The SWIMS database includes the results of all sanctioned, approved or observed meets that have been submitted to USA Swimming by New England Swimming or any other LSC. Lead off splits, either from a relay or individual event, are included if they have been entered in SWIMS. Lists are posted frequently on the website and errors should be reported to the NESI office to investigate.

**18.4 Outstanding Swimmers** *(new policy adopted July 13, 2021)*

Outstanding Swimmers are those who have accumulated the most points through their top times rankings. **Three** swimmers are listed for each age group and sex per season. The scoring uses the below numbers from each event.

Place for top 10	1	2	3	4	5	6	7	8	9	10
Points	12	9	8	7	6	5	4	3	2	1

**18.5 Awards Banquet**

Every fall New England Swimming sponsors an Awards Banquet. All top ten swimmers in the events are invited to attend. Top times lists are posted on the web site by the first week in September and parents, swimmers and coaches are responsible for making note of the qualifying athletes. Outstanding Swimmers are the guests of New England Swimming. All swimmers, parents, and coaches who plan to attend must make reservations, including the Outstanding Swimmers. The number of guests allowed per swimmer may be limited to the size of the hosting facility.

Top ten swimmers receive certificates and bag tags and the outstanding swimmers also receive patches or another gift. If a swimmer does not attend the banquet, the swimmer’s certificate(s) will be forwarded to the head coach of the swimmer’s current club.

**18.6 Scholarships**

**18.6.1 Mary T. Riddell Scholarship:**

Every year New England Swimming awards four graduating seniors with a \$1,000 Mary T. Riddell Scholarship. The application is posted on the website and is emailed to head coaches in late spring with a July 1st submission deadline. The scholarship committee judges the applicants on their level of involvement in activities, dedication to the sport, extra-curricular activities, achievements, and recommendations.

The recipients are announced and awarded at the beginning of the Sunday Finals at the LCM Senior Championships or at a time determined by the Senior Committee. The money is sent directly to the college of the recipient.

#### **18.6.2 Scholarship Committee:**

The General Chair appoints the Scholarship Committee which is made up of no more than four individuals, one of which should be an athlete.

#### **18.6.3 Priscilla Davis Scholarship:** Save space for later use

### **18.7 Hall of Fame**

The 2018 House of Delegates voted to create a New England Swimming Hall of Fame. It is currently still in the planning stages.

### **18.8 Conoco-Phillips Award**

The Conoco-Phillips Award is presented to a volunteer in recognition of service to New England swimming. The criteria for selection should include the quality, level, and years of service to NESI in an elected or appointed position. This award is selected from nominations and will be determined by a vote of the BOD and will be presented at the annual Awards Banquet.

### **18.9 Life Membership Award**

The LSC may choose to award one or more Life Memberships annually to a member who has been a member of the New England Swimming LSC for a minimum of 10 years. Prospective nominees must hold or have held a leadership position within New England Swimming as a member of the Board of Directors, active committee member, or other such position as deemed appropriate by the Board of Directors. Award nominations will be solicited at a time determined by the Board of Directors, typically to be announced at the USA Swimming Annual HOD Meeting in September. The BOD has the discretion to waive any of the requirements for exceptional candidates. Life memberships are also awarded to the recipients of the Dorsi Reynolds Senior Coach of the Year and the Jeff Johnson Age Group Coach of Year.

### **18.10 Club Recognition**

NESI Clubs in good standing shall receive recognition when the USA Swimming Club levels 1 thru 4 are achieved. Clubs who reach the individual levels status are entitled to apply for a club grant and receive the following: Level 1: \$ 500; Level 2: \$600; Level 3: \$700; Level 4: \$800.

## **19.0 USE OF USA SWIMMING AND NEW ENGLAND SWIMMING LOGOS**

The USA Swimming and New England Swimming, Inc. Logos are registered trademarks of their various entities; however, each is available for club use for promotional purposes only (NON-COMMERCIAL) on printed informational materials, i.e. meet entry forms, meet programs, club manuals, swim guides, and

publications, newsletters. Any use in violation of the "USA Swimming/LSC Licensing Agreement may result in fines or other penalties. Any other use of the New England Swimming, Inc. Logo must have NESI Board of Directors approval.

## **20. ADDENDUMS**

### **19.1 NESI POLICIES**

For all New England Swimming policies not listed in this document, please visit the New England Swimming webpage at <http://www.neswim.com> under Admin/ Governance/Policies

1. Anti-Recruiting Policy
2. Proof of Age Requirement
3. Coach with Disabilities Policy
4. NES Tech Suit Policy
5. NES Team Travel Policy
6. Minor Athlete Abuse Protection Policy (MAAPP)
7. NESI COPPA Policy
8. Outreach Fee reimbursement Policy and application
9. Athlete Reimbursement Policy and application under FORMS/Reimbursement
10. Coach Education Grant Policy and application
11. Club Grant Policy and application under the FORMS tab /Grants
12. Crisis Management Plan
13. Anti-Discrimination and Reporting Policy
14. NES Whistleblower Policy
15. NES Document Retention Policy
16. Board of Directors strategic Plan
17. 2021-2025 Quad Financial Plan

### **19.2 NES FORMS**

For all NES forms please visit the New England Swimming website at: [www.neswim.com](http://www.neswim.com) under FORMS

1. All Registration related forms
2. All Meet Management forms

## **CHANGES TO POLICY & PROCEDURES**

June, 2020: Updated to include Committee and Committee Chair descriptions and to be current in all descriptions of policy and practices.