Michigan Swimming, Inc.

Rules and Procedures

Proposed Changes to Rules and Procedures

April 19, 2008

THE CHANGE TO THE FOUR RULE IS PROCEDURAL, REQUIRING MS GIVE THE CLUB THE OPTION OF HAVING THE VIOLATION COMPLAINT HEARD BY THE BOARD OF REVIEW. THE ARGUMENT IN SUPPORT OF THIS CHANGE BEING THAT VIOLATIONS OF RULES/PROCEDURES ARE THE WHOLE BASIS FOR THE BOARD OF REVIEW, NOT THE BOARD OF DIRECTORS. THE PURPOSE OF THE BOARD OF DIRECTORS, PER THE MS BYLAWS, IS TO ACT ON BEHALF OF THE HOUSE OF DELEGATES, BETWEEN HOD MEETINGS. NOWHERE IN THE BYLAWS IS THE BOD GIVEN THE DUTY TO ADJUDICATE A RULE VIOLATION COMPLAINT.

H. Four Hour Rule:

6. **Reporting violations of the Four Hour Rule**

a. Report by the Meet Referee to the Officials Chair and Program Ops: The Meet Referee of all MS Sanctioned swimming meets is under a mandatory duty to keep a written record of the length of all sessions at every swim meet, all grace period issues referred to in paragraph (6) (a) and (b) above and any other circumstances that affect a session's length during the entire meet. If any session at a swim meet exceeds four hours in length, the Meet Referee must report this fact along with the reasons therefore (i.e. any grace period issues, weather delays, etc.) to the Officials Chair and the Program Operations Vice-Chair within 10 days following the conclusion of the meet by filing a written report (a copy of which is available from the Officials Chair).

b. Report to the MS Board of Directors: The Officials Chair and the Program Operations Vice-Chair must then immediately refer any alleged violation of the four hour rule to the General Chair. The General Chair shall notify the affected Meet Host/Director of the pending complaint and shall advise affected Host/Director they may choose to have the complaint heard by the MS Board of Directors or MS's Board of Review. If choosing the complaint be heard by the MS Board of Directors, the General Chair shall place the matter on the agenda for the next regularly scheduled Board meeting and give notice to the affected Meet Host/Director that they should appear at this Board meeting if they desire to offer explanation. The affected Meet Host/Director may choose to offer written explanation and argument regarding the alleged violation of the four hour rule rather than appear in person. If the affected Meet Host/Director chooses to have this matter heard by the MS Board of Review, the General Chair shall file a complaint with the MS Board of Review per rules/procedures contained in Article 10 of the MS bylaws and no other reporting is required.

c. Report to the MS Board by Others: Notwithstanding paragraphs 7 (a) and (b) above, any party (athlete, coach, spectator, etc) may bring any alleged four hour rule violation to the Board of Directors attention for their consideration and review by contacting the General. The General Chair shall then notify the affected Meet Host/Director of the pending complaint and shall advise affected Host/Director they may choose to have the complaint heard by the MS Board of Directors or MS's Board of Review. If choosing the complaint be heard by the MS Board of Directors, the General Chair shall place the issue on the Board agenda and give notice to the parties involved to appear if they wish to. The affected Meet Host/Director may choose to offer written explanation and argument regarding the alleged violation of the four hour rule rather than appear in person. If the affected Meet Host/Director chooses to have this matter heard by the MS Board of Review, the General Chair shall file a complaint with the MS Board of Review per rules/procedures contained in Article 10 of the MS bylaws and no other reporting is required.

THE ADDITIONAL LANGUAGE BELOW CLARIFIES THAT ONLY THE PRELIM/FINAL SESSIONS OF A MEET MAY CHARGE $5/EVENT (UNLESS THE TIMED-FINAL SESSION HELD IN CONJUNCTION WITH THE PRELIM/FINAL MEET IS "A" TIMES OR ABOVE).

O. Swimmer Entry Fees-Electronic/Refunds:

It is preferred that all entries be submitted to the entry chair of the Meet Host on Hy-Tek disk. Entry fees if submitted electronically cannot exceed the fees stated in the below schedule. All Meet announcements must clearly state the fees paid to enter the event. Once a team or individual entry has been received and processed by the Entry Chair there are no refunds in full or in part except under the achieved time standard rule.

Tier One	Includes "Mini BC"	Not greater than $4.00 per event
Tier Two	Includes AB and ABC	Not greater than $4.00 per event
Tier Three	Includes A and Above, State Championship, ABC Festivals, Prelim/ Final Meets (prelim/final sessions only) , Districts And JO's	Not greater than $5.00 per event
Tier Four	Senior Meets	Not greater than $5.00 per event
Tier Five	Not included in Tiers 1-4	Not greater than $10 (requires Program Operations Approval)
Relays All Meets		Not greater than $12.00 per relay
Time Trials All Meets		Not greater than $7.50 per individual and $15.00 per relay
Deck Entries All Meets		Not greater than $7.50 per individual and $15.00 per relay
MS Surcharge		Non State Meets $1.00 per swimmer State Meets $3.00 per swimmer

HOUSEKEEPING

V. State Championship Meet Rules (General Rules also apply)

HOUSEKEEPING

VI. District Championship Rules (General Rules also apply)

CHANGES ENTRY LIMIT FROM 3/DAY TO 4/DAY FOR DISTRICTS

D. Entry Limits:

Swimmers may enter one (1) event on Friday afternoon/evening and a maximum of four (4) individual events and one (1) relay event per day on Saturday and Sunday.

HOUSEKEEPING

VII. Junior Olympic Rules (General Rules also apply)

CHANGES ENTRY LIMIT FROM 3/DAY TO 4/DAY FOR JO'S

D. Entry Limits:

Swimmers may enter one (1) event on Friday afternoon/evening and a maximum of four (4) individual events per day on Saturday and Sunday.

FINANCE DIVISION

PROPOSAL AMENDS LANGUAGE REGARDING STATE MEET HOST STIPENDS.

State Championship Policies

MS, when possible, and in accordance with it's budget will pay a stipend to hosts of State Championship Meets an amount agreed upon in advance between the Program Operations Chairman and the host club, subject to BOD approval. The total amount paid as stipends for calendar year will not exceed the amount in the Michigan Swimming budget for that calendar year for State Meet stipends.

1.Michigan Swimming will cover the cost of all awards.
2. Michigan Swimming will compensate specific officials according to its policies regarding State Meet Officials compensation in its Rules and Regulations under State Meet Officials compensation.
3. The host club will be responsible for all other cost.

PROPOSAL INCREASES ZONE COACH STIPENDS (FROM $50 TO $100 AND FROM $100 TO $200)

Zone Championship Policies

The section on the Program Development Division provides further information about the zone championship meet, including athlete and coach selection criteria. This discussion is limited to MS's financial obligations for the zone championships. MS will pay the following expenses:

I. Swimmers

- **A.** Relay fees.

II. Zone Team Coaches

- **A.** A stipend of $100 for each meet day for each coach.
- **B.** Reasonable expenses related to travel, lodging, and meals, according to the financial policies described earlier in this section.
- **C.** An additional stipend of $200 for the head coach in recognition of the time needed to prepare entries, etc.

III. Zone Team Manager

- **A.** A stipend of $100 for each meet day.
- **B.** Reasonable expenses related to travel, lodging, and meals, according to the financial policies described earlier in this section.
- **C.** Reimbursement of reasonable expenses associated with the participation of MS swimmers and coaches in the zone championship meet.

Program Development Division

FOR CLARIFICATION PURPOSES

Technical Planning

The Technical Planning Committee is responsible for developing and coordinating an overall swimming program for all levels of swimming, including age-group, senior, and open-water programs, including the development of long-range plans for those programs. The Technical Planning Committee has general oversight of time standards and championship meet formats, subject to MS Board of Directors and/or House of Delegates approval.

MS Zone Team

Application Procedures

Swimmers who wish to participate in the Central Zone Championship meet must submit a formal application (the application form is mailed to clubs prior to the entry deadline) and applicable fees to the Michigan Swimming office. The fees cover the cost of the entry fees for the meet. A uniform package will be offered for purchase by the swimmers on the team, the uniform will include a shirt, swim caps, and other items decided upon by the zone team coordinator. Transportation to the meet and lodging are the responsibility of the swimmer's family. Swimmers must agree to adhere to the MS Code of Conduct for Athletes at all times during the meet, including their travel to and from the meet, and including their entire stay at the site of the meet.

CLARIFY PROCESS THAT GIVES BOARD OF DIRECTORS OR HOUSE OF DELEGATES, NOT A COMMITTEE, FINAL APPROVAL IN MEET SCHEDULE PROCESS.

Awarding Swim Meets to Host Clubs

A. Meets will be awarded to host clubs on recommendation by the Meet Scheduling Committee and after approval by the MS Board of Directors and /or HOD.

B. The Meet Scheduling Committee will recommend awarding meets which, in the committees discretion, fulfills the stated objectives and intent of the Meet Scheduling Committee, MS Swimming and USA Swimming which include, but is not limited to, providing an educational experience, affording maximum opportunity for participation, enhancing physical and mental conditioning and developing a rich base of swimming talent for local, State, National and International competition. (Also see Rule IV D below).

C. The committee will consider all bids that have been submitted by the applicable short course or long course meet bid entry deadlines. The committee will make award recommendations for all meets in the Skeleton Swim Meet Schedule as soon as practical. If possible, the committee should first award the State Championship meets, then senior meets, then "A" meets, followed by the remaining meets on the schedule.

D. The committee shall use their judgment when recommending requests for meets on the Skeleton Swim Meet Schedule and may consider any factor deemed relevant. The following guidelines are to be used when appropriate in the exercise of the committee's discretion:

II. Finalization of the Meet Schedule:

A. The Program Operations Vice Chair will then finalize the respective long course and short course meet schedules and submit said schedules to the MS Board of Directors and/or HOD for final approval. The final meet schedule will indicate all awarded meets and the Clubs that will host them. The final meet schedule, in addition to all sanctioned or approved meets within the State of Michigan, should include the dates of other notable swimming events/activities, e.g. Zone, Sectional, National and International Championship meets.

Appendix 2

MICHIGAN SWIMMING MEET SCHEDULE REQUEST
This completed form must be completed and submitted by appropriate deadlines.

Send to:
Brandon Converse
1327 Plymouth Ave SE
Grand Rapids, MI 49506
(616)460-5630 cell
(616)575-9917 fax
coachconverse@comcast.net

Deadline for upcoming LC Season: December 1
Skeleton schedule available no later than Nov. 1
Deadline for upcoming SC Season: June 1
Skeleton schedule available no later than May 1

Scheduling guidelines

1. All requests must be submitted in writing to Program Operations using the "Meet Scheduling Request" form. A confirmation of request will be sent within two weeks.
2. A skeleton schedule for the upcoming season will be available by the deadlines so teams can determine what weekends to request.
3. Awarding of meets
    a. The meet scheduling committee proposes awarded meets and submits to the MS Board of Directors and/or HOD for final approval.
    b. The committee uses the following factors when awarding meets:
        i. History of club hosting meets
        ii. Quality of facilities
        iii. Co-hosting of meets
        iv. First, second and third choices
    c. Awarded clubs will be notified by Program Operations via e-mail.
        i. Contracts will be sent to clubs hosting State championship meets and must be returned within 14 days.
4. Meets outside the published schedule
    a. After the meet schedule has been determined, all other clubs requesting a sanction or approval must be reviewed by program operations and the meet committee after consultation with clubs hosting meets.
        i. Team requesting meets outside the schedule should submit in writing the reason(s) for request.
5. Sanctioning/Approvals
    a. YMCA
        i. MS will approve YMCA meets at the state level and above.
    b. A sanction request for closed invitationals between USA clubs can be submitted to be sanctioned by Program Operations.
        i. Cost for a closed invitational sanction is $75. No other fees apply.
        ii. All swimmers must be USA registered.
    c. Intersquad
        i. Cost is $75
    d. High school, middle school and YMCA dual meets are not eligible for approval or sanction.
        i. Exception: High school state meets are observed and put into the SWIMS database.
6. Sanction/Approval requests
    a. To be published on the MS Meet Schedule, forms must be submitted by the deadlines.

i. Meet announcement must be received by Program Operations 60 days prior to meet for sanctioning.
ii. Unless otherwise approved by the MS Board of Directors, only meets on the MS-published Meet Schedule will be posted/advertised on the MS website.

b. All other requests must be received 75 days prior to competition.
c. Requests received later than 75 days prior to competition will be evaluated by Program Operations.
d. All fees associated with sanctioned meets apply according to MS rules except for closed invitationals.
e. Approved meets require a $250 fee payable to MS. No other fees apply to approved meets.
f. Denying a member club in good standing an Approved meet request for a dual or tri-meet may only be made by the MS Board of Directors and then only on good cause (i.e. violation of USA Rule 202.4).

Contact information to be listed in published meet schedule:

Club: _____Club Code:_____

Contact Person:_____

Address:_____

City/State/Zip Code:_____

Home Phone:_____Work Phone:_____Fax:_____

E-mail Address:_____

Meet Classification

__Sanctioned __Approved __Observed (See MS web site under Meet Forms)

Dates	Meet Format	Not more than one entry per column Enter facility name in box		
		1st Choice	2nd Choice	3rd Choice

Please describe the swimming pool facility you will use for this meet:

Name of facility_____City_____

Length of pool:_____ yards/meters Number of lanes:_____

Depth: At start end:_____ feet _____inches At turn end:_____feet_____inches

Does the facility have a separate warm-up/warm-down area? _____Yes _____No

Describe warm-up/down area:_____

Seating Capacity_____Bather Capacity_____Deck Capacity_____

_____Emergency Action Plan must be submitted with this request.

Please sign (or initial if filing electronically) and return this request indicating your acceptance of the following conditions.

By returning this request you understand and agree that failure to satisfy these conditions may result in loss of privilege in the next year's bidding process, fines, and/or penalties determined by the Board of Review.

- Our club will host the meet format described above on the specified dates.
- Our club will host the meet in the swimming pool facility described above. If, for any reason, this facility becomes unavailable, we understand our obligation to contact Program Operations for approval of alternate facility.
- Our club agrees to observe all applicable USA Swimming and Michigan Swimming rules.
- The Meet Director(s) and Meet Safety Marshall will be members of MS.
- Attend a meet directors workshop if offered.

Print Name_____ Sign (or Initial)_____

Date_____

Requests are due xxxxx. Please submit to Brandon Converse at coachconverse@comcast.net , Fax (616)575-9917 or 1327 Plymouth Avenue SE, Grand Rapids, MI 49506.

Check list:

1. ___ 6 months to 1 year Secure a facility for possible weekends
2. ___ Submit Scheduling Request
   a. By deadlines to be included in MS Meet Schedule
   b. 75 Days prior to competition for all other requests
   c. Fill out form completely!
3. ___ 60 days prior Send a Meet Announcement to Program Operations
   a. Don Kimble dkimble9859@yahoo.com
4. ___ 5 days prior Send a Meet Manager back-up to the MS Office - Jan Cartmill jbcartmill@hughes.net
5. ___ 3 days after meet send results to the MS Office and Program Operations
   a. Meet Manager Back-up file
   b. Hy-Tek Team Manager Results Import File (.CL2)
   c. Hy-Tek Results HTML File (.htm)
6. ___ 30 days after meet
   a. Send Meet Summary form to MS Treasurer

Program Operations Co-Chairs contact info:

Brandon Converse	Don Kimble
616-460-5630	616-393-7595
coachconverse@comcast.net	dkimble9859@yahoo.com

THE HOUSE OF DELEGATES ADOPTING MINIMUM STANDARDS FOR OFFICIALS CERTIFICATION (XIX BELOW) AND PUBLISHING SAID STANDARDS WITHIN THE RULES/PROCEDURES OF MICHIGAN SWIMMING BRINGS FURTHER TRANSPARENCY TO MICHIGAN SWIMMING. THE MINIMIM STANDARDS BELOW ARE FROM THE OFFICIALS SECTION OF THE USA SWIMMING WEBSITE. MANY MEMBERS OF MICHIGAN SWIMMING, OFFICIALS INCLUDED, HAVE SAID THE RULES/PROCEDURES OF MS SHOULD STAY CLOSE AS POSSIBLE TO RULES AND PROCEDURES SPECIFIED BY USA SWIMMING. THIS RULE CHANGE IS CONSISTENT WITH THAT PRINCIPLE.

II. Officials Chairman/Election

A. Qualifications:

The Officials Chairman must be a certified Referee.

B. Duties:

The Officials Chairman (a) chairs the Officials Committee (b) is responsible with the Program Operations Vice Chair for assigning the MS State Meet officiating crews pursuant to procedures described herein (c) is responsible for assigning appropriate observers for the MHSAA High School State Meets and any other meets where MS certified observers may need to be present and (d) generally supervises the officials committee's primary responsibility of recruiting, training, certifying and supervising all officials for MS. In addition, the Officials Chairman attends the several meetings of the Board of Directors during the calendar year, the annual MS House of Delegates and is responsible for representing the Officials views on issues considered at those meetings. The Officials Chair also routinely reports to the Board of Directors and the House of Delegates the status of officiating within the MS community including any issues of concern or notoriety. The Officials Chair is a voting member of the MS Board of Directors and the MS House of Delegates. Also see MS Bylaw 7.5 in general. The Officials Chair will provide the MS Office on a monthly basis an up-to-date and complete list of certified officials within the LSC. Said list will contain, at a minium, name and level of certification.

IX. MS Certification/How to Become an Official

A. USA Swimming membership

Either a USA Swimming non-athlete or athlete membership (whichever applies) is required of all MS officials including apprentice officials. The membership form may be obtained from the

exam coordinator, the Officials Chairman, the MS website or the MS Office. The membership fee is the responsibility of the official.

B. Levels of certification

The Officials Chair of MS certifies officials at four levels: stroke and turn judge, starter, deck referee and meet referee. Certification at each level indicates proficiency at the previous level. The time required to become certified at any given level is determined by the individual's desire, ability and proficiency, and MS's minimum standards. One may remain at any level. Advancement is encouraged but not required. See Section XIX, MS minimum standards

C. How to become an MS Official

First, contact the Officials Chair, Recruit or Apprentice Coordinator for the time and location of the next New Official/Apprentice Clinic and, secondly, join USA Swimming as a non athlete or athlete member (whichever applies). The requirements for certification at each of the four levels are recommended by the Officials Committee, are ratified by the MS House of Delegates, and are available from the Officials Chair, the Office of MS, Section XIX of these Rules/Procedures, or the MS website.

XIX. Michigan Standards for Officiating

USA SWIMMING MINIMUM STANDARDS Guidelines

MISSION

Our sport relies heavily on volunteers to work in the capacity of officials in order to conduct fair and equitable competition for our athletes. In order to achieve this stated goal minimum standards have been adopted by Resolution by the USA Swimming Board of Directors.
The goal of having all Local Swim Committees (LSC) adopt these minimum standards for certification of officials is to set standards, that when applied, will accomplish the following:
** assure a clear and consistent knowledge of the rules*
** provide sufficient time in training to assure familiarity with all levels of competition*
** provide opportunity to work on the deck and advance through the certification process*
** allow automatic acceptance at the Stroke & Turn level between all LSCs meeting the USA Swimming Minimum Standards Guidelines*
** maintain knowledge of the rules current*
The sessions referred to in the guidelines should be of a duration to assure sufficient time to observe a significant number of swimmers and should contain a complete schedule of events to provide the opportunity to observe all strokes.
LSC's may set minimum standards for additional positions such as Referee (Non-Starter),

Administrative Referee (Non-Referee), Clerk of Course, Timing Judge, Equipment Operator, etc.
Any exception to these minimum standards must be approved by the National Officials Chairman who may stipulate appropriate conditions for each exception.

USA SWIMMING MINIMUM STANDARDS

* May Not Officiate at a Session in Which They are Competing

STROKE & TURN JUDGE (Minimum Age 18*)

Education & Training ***Formal clinic training***.
Must take USA Swimming Stroke & Turn Judge test and ***become a member of USA Swimming*** before apprenticing on deck.
On-the-deck apprenticeship with at least two (2) trainers (*who have a minimum of one (1) year certification as Stroke & Turn Judge) for a* ***minimum of four (4) sessions.***
(cannot make a disqualification during those sessions).
Evaluation & Certification ***Evaluation by*** trainer and/or Meet Referee to be reported to Officials Chairman or their designee.
Must complete certification within one year from date of clinic.
Renewal Recommend clinic, pre-meet briefing and/or test.
To maintain certification, ***must work*** a minimum of ***four (4) sessions per year*** in Stroke & Turn or higher capacity.
Based on continuing USA Swimming membership and satisfactory performance.

RELAY TAKE-OFF JUDGE (Minimum Age 19)

Education & Training ***Must be certified*** Stroke & Turn Judge.
Evaluation & Certification Considered ***part of*** Stroke & Turn Judge certification.
Renewal Same as Stroke & Turn Judge.

CHIEF JUDGE (Minimum Age 19)

Education & Training ***Must be certified*** Stroke & Turn Judge
Evaluation & Certification Considered ***part of*** Stroke & Turn Judge certification.
Must have a minimum of ***one (1) year experience*** as a ***certified Stroke & Turn Judge.***
Renewal Same as Stroke & Turn Judge.

STARTER (Minimum Age 19*)

Education & Training ***Must attend clinic.***
Must take USA Swimming Starters test and be a ***current member of USA Swimming.***
Must serve a minimum of five (5) sessions on the deck at ***two (2)*** different meets with at least ***two (2)*** different trainers approved by the Officials Chairman or their designee.
Must have worked as certified Stroke & Turn Judge for a ***minimum of five (5) sessions.***
Evaluation & Certification ***Certification based on*** recommendation of the trainer(s) and/or Referee(s)
Renewal Recommend clinic, pre-meet briefing and/or test.
To maintain certification, ***must work*** a minimum of ***four (4) sessions***

per year in Starter or higher capacity.
Based on continuing USA Swimming membership and evaluation.

REFEREE (Minimum Age 21)

Education & Training ***Must attend*** referee's clinic and ***apprentice*** on-the-deck for a ***minimum of six (6)*** sessions at ***three (3)*** sanctioned meets with at least ***two (2)*** different referees.
Previous certification as a Stroke & Turn Judge or Starter for a minimum of ***one (1)*** year.
Recommend ***be familiar*** with the positions of Announcer, Clerk of Course, Starter, Stroke & Turn Judge, Chief Judge, Timer, Timing Judge and Meet Marshall.
Must pass USA Swimming Officials test ***(all sections)*** with a grade of ***at least 80%*** and be a current member of USA Swimming.
Evaluation & Certification ***Certification based on*** recommendation of the trainer(s) and/or Referee(s)
Renewal ***Attend*** clinic and/or ***take tests*** every two (2) years.
To maintain certification, ***must work*** a minimum of ***six (6) sessions per year*** in Starter or higher capacity with at least one session as Referee.
Based on continuing USA Swimming membership and evaluation by the Officials Chairman or their designee.