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## HOUSE OF DELEGATES MEETING

Saturday September 18, 2021

**1: CALL TO ORDER, WELCOME, RECOGNITIONS AND INTRODUCTIONS:**

**2. MOMENT OF SILENCE**

**3: ACCEPTANCE/CORRECTIONS OF MINUTES:**

**4: ACCEPTANCE OF AGENDA:** Corrections- Approval of agenda as presented

**5: CONSENT AGENDA**

**REPORTS OF OFFICER**

**All Reports Available Online**

5a: GENERAL CHAIRMAN:

5b: FINANCE CHAIR:

1.0. Budget Vote 21-22 Season

5c: SECRETARY:

5d: ADMINISTRATIVE VICE CHAIR:

5e: SENIOR CHAIR:

5f: AGE GROUP CHAIR:

5g: COACHES REPRESENTATIVE:

5h: ATHLETES' REPRESENTATIVES:

5i: Operations Risk:

5j: SAFE SPORT:

5k: ADMIN MANAGER:

5l: TECHNICAL PLANNING:

5m: DIVERSITY:

### **COMMITTEE REPORTS:**

5n: OFFICIALS CHAIR:

5o: DISABILITIES COORDINATOR:

5p: SWIM-A-THON:

5q: SWIMS/TOP 10:

5r: OPEN WATER COORDINATOR:

5s: HALL OF FAME:

**6: Membership/Registration**

**7: GOVERNANCE**

### **7a: P&P addition**

402.1 All persons elected or appointed to a Board of Directors position or Committee Chair position in the LSC are required to use a Metropolitan Swimming assigned email address on all electronic correspondence when performing their elected or appointed duties for the LSC and/or USA Swimming. All electronic correspondence must come from the [metroswimming.org](http://metroswimming.org) domain. Use of other email domains for LSC business is not permitted. All emails and other electronic correspondence to or from [metroswimming.org](http://metroswimming.org) are the property of Metropolitan Swimming, Inc.

402.2 Inappropriate use of Metropolitan Swimming electronic correspondence (E-mail)

Persons with a Metropolitan Swimming LSC Email will not use it for the following purposes (this is not an all-inclusive list):

- Sign up for illegal, unreliable, disreputable or suspect websites and services.
- Send unauthorized marketing content or solicitation emails.
- Send insulting or discriminatory messages and content.
- Intentionally spam other people's emails.

402.3 Repeated violations of 402.1 and/or 402.2 are subject to review by the LSC Administrative Review Board.

## 7B: P&P addition

203.4 The meets and travel expense reimbursements are as follows:

- ~~1 Eastern Zone Speedo Champion Series (Sectionals) swimmers in individual events only are eligible for a travel reimbursement of \$200.00. Both Summer and Winter.~~
- ~~2 Long Course Senior Zone Championship swimmers in individual events only are eligible for a travel reimbursement of \$200.00. Relay only swimmers are excluded from travel reimbursement.~~
- ~~3 Beginning September 1, 2012, USA Swimming Winter Junior National Championships swimmers in individual events are eligible for a travel reimbursement of \$500.00. USA Swimming Summer Junior National Championships swimmers in individual events are eligible for a travel reimbursement of \$800.00. NCSA Junior National Championship Short course or 260 Long Course & Futures Long Course Meet (HOD 5/2018) Swimmers in individual events are eligible for a travel reimbursement of \$400.00. National Championship Winter swimmers in Individual Events are eligible for a travel reimbursement of \$600.00. National Championships Summer swimmers in individual events are eligible for a travel reimbursement of \$1000.00. US Open swimmers in individual events are eligible for a travel reimbursement of \$1000.00. World Championship Trials swimmers in individual events are eligible for a travel reimbursement of \$1000.00.~~
- ~~4 Olympic Trial swimmers in Individual Events are eligible for a \$1,500.00 travel reimbursement. Swimmers who have met the Metro Competition requirement for three of the four years preceding Olympic Trials are eligible for a travel reimbursement of \$3000.00. OPEN WATER: 10K – Swimmers are eligible for a travel reimbursement of \$500.00. 5K – Swimmers are eligible for a travel reimbursement of \$350.00.~~

203.4.1 The meets and travel expense reimbursements for the upcoming season shall be proposed by the Senior Committee, led by the Senior Chair for presentation at either A) the Fall House of Delegates meeting and approved by a majority vote of the House of Delegates or B) the Board of Directors meeting following the Fall House of Delegates and approved by a majority of the Board of Directors.

203.4.2 The list compiled will take budgeted numbers for the fiscal year into account. The list will be published and amount eligible on the Metropolitan Swimming website and/or made available to individuals/teams via electronic communication.

203.4.3 The list will be based off the USA Swimming published meet calendar. In the event of an event cancellation or change of name, the Senior Chair will furnish the necessary changes to the Board of Directors for a vote to approve the changes to the list.

203.4.4 A maximum of 2 reimbursements per named swimmer, regardless of team/unattached affiliations shall be approved per fiscal year (September 1 thru August 31)

203.4.5 All reimbursements shall only be payable to the named swimmer or their parent or legal guardian.

203.4.6 All reimbursements are subject to applicable federal, state and local laws.

204.4.7 All reimbursements shall abide by NCAA regulations.

## 7C: P&P addition

302.3 \$6000.00 subsidy will be allocated based on the number of clubs that bid and host a distance meet from September through April. The total budget for that season will be divided equally among the accepted meets, *with no team exceeding \$1000 per meet*. The distance meet shall be a separate meet with a separated sanction number from any other meet sponsored by that club on the same weekend. All the events shall be on the same day. The 1650/1500 Free may be in a separate session. The events that shall be included are: 11-12 400 IM, 13-14 400 IM, 10 & Under 500 Free, 11-12 500 Free, and Open 1650 Free. The Open 400 IM may be offered at the option of the host club. The age groups in the 400 IM and 500/400 Free may be combined but separate awards shall be given for each age group. Teams that want to add events to this list shall ask the Board prior to receiving their sanction, in writing, for an exception to this rule. The host team may collect entry fees.

## 7D: P&P addition

Article 418 – Officials' Chair

418.1 The Officials' Chair is appointed by the General Chairman with the advice and consent of the Board of Directors. The Officials' Chair must have a minimum of five years' experience as a certified Referee and must have, at a minimum, current N2 Referee certification and preferably will have current N3 DR, SR, and CJ certifications.

418.2 The members of the Officials' Committee are appointed by the Officials' Chair with the advice and consent of the Administrative Vice-Chair. With the exception of the Athlete Representatives, all committee members must be certified officials in good standing and they will be appointed for two-year, renewable terms. The Committee will consist of the following: The Officials' Chair, the Area Chairs, the recent past Officials' Chair, the Administrative Vice-Chairman, and at least one appointed athlete representative to the committee, a New Officials' Training Coordinator, an Advancement and Certification Coordinator, an At-Large member, and two Athlete Representatives. The Administrative Vice-Chair will have a voice on the Committee but no vote. The New Officials' Training Coordinator and the Advancement and Certification Coordinator must have a minimum of three years' experience as a certified Referee and must have, at a minimum, current N2 DR certification and preferably will have current N3 DR, SR, and CJ certifications. The At-Large member must, at a minimum, be certified as a Stroke and Turn Judge within the LSC.

418.3 The Metro Officials areas are:

- 1 Suffolk
- 2 New York City
- 3 Hudson Valley South
- 4 Hudson Valley North
- 5 Nassau

And functional areas: Recruiting, Education and Advancement

418.4 The Officials' Committee governs as a body entrusted with the interpretation of the USA Swimming Rules and the way Metropolitan Certified Officials conduct themselves whenever they are representing USA Swimming and Metropolitan Swimming within the pool venue.

The Officials' Committee will also serve in any other capacity deemed necessary by Metro and its duties will include any other activities deemed appropriate by the Committee. Specific responsibilities of the Officials Committee will include but are not limited to:

- 1 Training, advancing, and critiquing officials
- 2 Determining officials' certification status
- 3 Setting the agenda for and running officials' clinics
- 4 Conducting rules discussions
- 5 Reviewing charges brought against any official and determining penalties if appropriate in accordance with the procedures set forth in the USA Swimming document "General Guidelines for Discipline and Decertification."
- 6 The Committee shall hold quarterly meetings, and will meet at other times when deemed necessary.

418.5 The Area Chairs will be appointed by the Officials' Chair in consultation with the Administrative Vice-Chairman. Generally, the minimum requirements for Area Chair are 3 years' experience as a Referee and current national certification at the N2 level or above.

418.6 Area Chairs are responsible for the following within their own area:

- 1 Critiquing officials, especially at championship meets. They should consider whether the official possesses a sound command of the technical rules of swimming and: a) was at the meet a minimum 60 minutes prior to start, b) was properly attired, c) demonstrated a sound understanding of deck protocol, and d) was in the proper position to make calls. In critiquing Meet and Deck Referees, Area Chairs should also consider whether the deck was adequately staffed with all relevant personnel and whether the deck was set up in accordance with Metro's established policies and practices. They should also consider whether the Meet Referee entered the meet into OTS in a timely fashion following its conclusion.
- 2 Help to ensure that each meet has the required number of officials with the necessary certifications. a) Meet directors may choose officials, but the selections must be approved by the Meet Referee or Area Chair.
- 3 Regularly review the LSC certifications of all officials in their area to ensure that officials have worked the minimum number of sessions, have attended all required clinics, and have met the testing requirements.
- 4 Set up their area's meets in OTS
- 5 Attend a minimum of three meetings per year. Topics on the agenda will include a) meet critiques, b) officials' certification, and c) discussion of rules

418.7 Requirements for becoming a Stroke & Turn Judge are: a) be at least 18 years old, b) attend a stroke & turn clinic for apprentice officials, c) take the Stroke & Turn Judge on-line test d) receive a score of 80% or better, e) complete six apprentice sessions on at least two different decks under the supervision of a certified Stroke & Turn Judge or higher-level official, f) complete athlete protection requirements, including courses and background checks as determined by USA Swimming. Apprentice Stroke and Turn Judges must attend a stroke and turn clinic and must have either their temporary or regular registration on file in the Metro office before they can begin their on-deck apprentice training. Once certified, the official must work an additional 3 sessions during their initial year to maintain their status as a Certified Stroke & Turn Judge.

418.8 To maintain Stroke & Turn certification an official must work a) a minimum of 6 sessions per year as a Stroke & Turn judge or higher level, b) attend a mandatory Stroke & Turn Judge recertification clinic in designated years, and c) pass in designated years the recertification test with score of no less than 85%. With a score below standard, the official must re-take the initial exam and receive a score of no less than 90% to maintain Stroke & Turn Judge status. For LSC certifications to be renewed, the clinic and test requirements must be successfully completed by December 1st in designated clinic and test years.

418.9 To become a Starter, an official must be a certified Stroke and Turn Judge for a minimum of one year and must have worked a minimum of 16 sessions as a Stroke and Turn Judge before seeking advancement. The official must then submit a request to the Area Chair requesting to advance to Starter apprentice and receive a positive response from the Area Chair. Requirements for becoming a Starter are: a) be at least 20 years old, b) attend a Starter clinic c) take the Starter exam and receive a score of 85% or better, and d) work 8 sessions on deck as Starter, at least one of which has to be a session that includes 10 and Under swimmers. At sessions in which apprentice Starter is part of the Starter rotation, the apprentice Starter must start a minimum of 25 heats to be given credit for the session. At the completion of each apprentice session, the certified Starter who mentored the apprentice during the session will submit to the Advancement Coordinator and the apprentice, a Starter observation form. Either during the eighth session, or after completing eight sessions, the Starter apprentice must be observed by the Officials' Chair, an Area Chair, or an approved Starter evaluator. Upon the Starter apprentice's successful completion of the above requirements, the Area Chair will notify the Officials' Chair so that the newly certified Starter's LSC certifications can be updated. After completing six sessions, a Starter apprentice must receive two positive observation reports from two designated Starter mentor/evaluators in order to be advanced to certified Starter. Starter apprentice sessions count towards the total number of sessions done per year. Certification must be completed within one year from the start of the apprenticeship and is subject to the renewal requirements outlined in section 418.8 above.

418.10 To maintain Starter certification, an official must a) work a minimum of 16 sessions per year with at least 8 sessions as Starter, and b) pass the Starter recertification exam in testing years with a score of no less than 85%. Failure to fulfill these requirements will result in the Starter having her or his Starter certification revoked.

418.11 To advance to Referee, an official must be a certified Starter for a minimum of one full year, and and must have worked a minimum of 24 sessions as a Stroke and Turn Judge and/or Starter, including at sessions with 10 and Under swimmers and at least two sessions at either long- or short-course Senior Mets or another Metro-run meet in the year preceding their request to advance. An official seeking to advance to Referee needs to make her or his desire to advance known to her or his Area Chair, the Advancement and Certification Coordinator, who will review her or his record and, if the official seeking to advance to Referee meets the required criteria, the Coordinator record warrants it, will then nominate her or him to the Officials' Chair as a candidate for advancement. After receiving a nomination from an Area Chair, the Officials' Chair will review the nominee's record and will consult with the nominating Area Chair. If, after consulting with the Area Chair and other senior officials as necessary, the Officials' Chair determines that the nominee possesses the necessary skills and experience to be a suitable candidate for advancement to Referee, the Officials' Chair will extend a formal written invitation to the nominated official to begin his or her Referee Apprenticeship. Referee apprentices must work a minimum of 8 sessions, under at least two certified Referees on at least two different pool decks and they must take and pass the Referee test with a score of no less than 90%. At the completion of

each apprentice session, the certified Referee who mentored the apprentice during the session will submit to the Advancement Coordinator and the apprentice a Referee observation form. After completing six sessions, a Referee apprentice must receive two positive observation reports from two designated Referee mentor/evaluators in order to be advanced to certified Referee. ~~The Referee apprentice's eighth session (or a subsequent session) must be completed under the observation of either the Officials' Chair or one of the Area Chairs. Once the Apprentice Referee has completed 8 sessions and has met the requirement that he or she be observed in the eighth (or a subsequent session) by the Officials' Chair or an Area Chair, he or she will supply the Officials' Chair with the names of the Referees under whom she or he apprenticed. The Officials' Chair will then ask each of these Referees to complete an apprentice Referee Observation report. Once these reports are returned to the Officials' Chair, she or he will take them into consideration in determine whether he or she will either advance the apprentice to certified Referee (if the Referee Observation reports are favorable) or ask him or her to complete further apprentice sessions (if the Referee Observation reports indicate that further training is warranted). Referee apprentice sessions count towards the total number of sessions required per year. Certification must be completed within one year from the time the apprenticeship begins. Certification requires positive reports by at least two of the certified Referees who helped train the Referee apprentice during his or her apprenticeship and a positive report on the final observation conducted by an Area Chair or the Officials' Chair. The Officials' Chair must sign off on all advancements to Referee.~~

418.12 To maintain Referee certification, an official must a) work a minimum of 16 sessions per year with at least 8 sessions as Referee or Meet Referee, b) attend the mandatory annual Referee clinic, c) work a minimum of two sessions each year at a Metro-run meet such as long-course or short-course Senior Mets, and d) pass the Referee re-certification exam with a score of no less than 90% in test years. The test must be taken and passed by December 1st in designated testing years. Failure to fulfill these requirements will result in the Referee having her or his Referee certification revoked.

418.13 To be a Relay Take-off Judge you must be a certified for Stroke & Turn Judge.

418.14 To be a Chief Judge you must be at least 20 years old and be a currently certified for Stroke & Turn Judge with at least one year of experience and a minimum of 12 sessions as a certified Stroke and Turn Judge.

418.15 To become an Administrative Referee, you must have a minimum of three years' experience as a Deck Referee, must pass the Administrative Referee exam with a minimum score of 90%. The Officials' Chair must sign-off on all advancements to Administrative Referee.

418.16 Meet Referees are required to enter meet information into the USA Swimming Officials Tracking System (OTS) within 14 days of the end of the meet.

418.17 When an official is charged with not performing their duties properly, the Officials' Committee shall follow the General Guidelines for Discipline and De-Certification as outlined by the Officials Committee of USA Swimming.

## 7E: P&P addition

Article 403 - Committees

403.1 All Metro committees must hold at least two open meetings per year. Each must be scheduled at least 45 days before each regular House of Delegates meeting. Meetings in excess of the minimum may be scheduled less than 45 days before a regular House of Delegates Meeting. One of the required meetings may be canceled if the committee chair can confirm notice of the meeting has been posted on the Metro website for at least 30 days, no agenda items or proposals have been submitted for that meeting, and no member of Metro has indicated they will attend the meeting.

## 7F: P&P addition

402 - Appointed Committee Chairs

402.1 Appointed Committee Chairs may serve no more than 6 consecutive years. Appointed Committee Chairs are not eligible for re-appointment to the same committee chair until after a lapse of 5 years. A portion of any term less than 1 year, served to fill a vacancy in the position shall not be considered in the computation of the consecutive years limitation.

## 7G: P&P addition

419.1 At least two members of the Officials Committee must be assigned access to OTS at the highest level available.

419.2 Only LSC officials certifications and certification levels with requirements properly incorporated in this manual may be assigned in OTS.

## 7H: P&P addition

418.15 To become certified as an Administrative Official (AO), an official must

- a) Attend a Metro AO clinic
- b) Complete the AO exam with a score of 80% or above
- c) Complete 4 apprentice sessions mentored by an AO with at least 1 year of experience since becoming certified

418.16 To become certified as an Administrative Referee, you must have a minimum of three years' experience as a Deck Referee, must pass the Administrative Referee exam with a minimum score of 90%. ~~The Officials' Chair must sign off on all advancements to Administrative Referee.~~ Advancement to certified Administrative Referee must be approved by the officials committee.

**8: UNFINISHED/OLD BUSINESS:**

**9: NEW BUSINESS:**

**There being no further business to come before the Board.... motion to Adjourn**

