



OFFICIAL POLICY AND PROCEDURES
8/28/17

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SECTION 1
JURISDICTION
(See Article 601.4 of Montana Swimming Bylaws)

- 1.1 This handbook is published by Montana Swimming, Inc. (MT-S) for the purpose of administering USA-S Swimming competition and support activity within the geographical boundary of MT-S. MT-S is a Local Swim Committee (LSC) assigned to Region 12 in the Western Zone.
- 1.2 This handbook may be amended by the MT-S Board of Directors (BOD) as deemed necessary, proposed changes and/or additions to the Policy and Procedures may be submitted to the General Chairman. Any changes to Policy or Procedures not proscribed by USA-S Swimming must be adopted by a majority vote of the BOD.
- 1.3 USA-S Swimming Rules and Regulations, MT-S Bylaws (Bylaws) and such other rules and/or directives as may be issued by or recognized by USA-S Swimming and/or MT-S shall govern the conduct of all competition sanctioned or approved by MT-S and other activity mentioned herein.

SECTION 2
MEMBERSHIP, REGISTRATION & AFFILIATION
(See 302-303 & 502 of USA-S Swimming Rules and Regulations)
(See Articles 602 & 603 of MT-S Bylaws)

2.1 Membership – USA-S-S Membership is required for all athletes, clubs, affiliated groups, coaches, officials and specified administrators. Membership is optional for parents of swimmers and others.

2.2 Membership Duration - All memberships must be applied for annually except for life memberships. Registration is effective upon receipt of the proper registration forms/files and fees by the MT-S Membership/Registration Coordinator.

.1 Seasonal Athletes

Seasonal memberships for athletes cover an unspecified, but continuous period, of not more than 150 days - beginning the day of registration.

.2 Annual

Annual memberships cover the calendar year, except when they are applied for on or after September 1, in which case they are effective through December 31 of the following year.

.3 Single-Meet Open Water

Single-meet open water memberships cover a specific date of an open water competition. The athlete must compete in an unattached status. There is no limit on the number of single-meet open water memberships an individual may obtain during a registration year.

.4 Life Members

Those members who have received a “lifetime” membership with USA-S Swimming.

2.3 Membership Fees - Membership fees are comprised of a national fee established by USA-S Swimming and a fee established by MT-S (See Appendix for current fees.) All fees should be made payable to Montana Swimming, Inc. At the beginning of a new registration year, clubs shall register swimmers in batches and pay all fees with one check.

.1 Outreach Membership

To qualify for outreach membership you must provide one of the following documents: Federal free or reduced hot lunch program, 1040 tax form, Food Stamps (SNAP) program, Food Distribution Program on Indian Reservations (FDPIR), TANF, WIC, foster children, participation in Head Start, Medicaid, Medicare, Healthy Montana Kids Plus, Healthy Montana Kids, homeless, runaway, migrant, is a member of the club on a reduced or free scholarship, or their income is within the Federal Poverty Guidelines. Cases not falling under these circumstances may be appealed to the general chair.

2.4 Transfer of Affiliation - To transfer, a completed transfer application must be submitted to the MT-S Registration Coordinator. The transfer is effective upon receipt of the proper transfer forms by the MT-S Registration Coordinator.

2.5 False Registration

.1 A club or individual submitting a signed form (meet or other) which falsely claims a swimmer is registered shall be subject to a \$25.00 fine per swimmer, registration at the event &/ forfeiture of event participation.

.2 A club or individual submitting a signed form (meet or other) which falsely claims a coach is registered shall be immediately terminated from coach privileges until credentials have been restored.

2.6 **Membership Responsibility** – It shall be the responsibility of each group member to assist in the governance of the LSC and in the conduct of its programs.

2.7 **Membership Fine:** late club registration fine of \$100 for any club that registers after December 15. (Adopted: 10/4/09)

SECTION 3
RECRUITMENT OF SWIMMERS
(See 304.13 of USA-S Rules and Regulations)

3.1 The purpose of this policy is to specify the MT-S boundary within which MT-S coaches and swimmers may operate when seeking to have swimmers join a club or change club attachment, and to protect the rights of swimmers, clubs and coaches.

3.2 An MT-S Registered Coach **may not**

- .1 Contact an MT-S registered swimmer or the family of the swimmer directly or indirectly (phone, letter, personal visit, email, etc.) for the purpose of recruiting the swimmer, nor may that coach ask another coach, manager, parent or swimmer to do the same.
- .2 Discuss their team or practice squad (if applicable), the team's or practice squad's present standing, the team's or practice squad set-up, or any other information regarding the team or practice squad that the coach represents.
- .3 Discuss, with an MT-S Registered swimmer or Parent of an MT-S Registered swimmer, the swimmer come and practice with the coach (as part of a Team or Practice Squad). Such discussions will be considered a recruiting tactic and shall be considered a violation of the swimmer contact restriction.

3.3 A MT-S Registered Coach **may**

- .1 Answer questions if the first contact is initiated by the swimmer or the swimmer's family. Such conversation is at the swimmer's discretion and may be held with a parent in attendance.
- .2 Utilize advertising directed solely to the public.

3.4 When a swimmer initiates contact with the intent of changing clubs, an MT-S coach should:

- .1 Talk to the swimmer on an individual basis. The athlete's parents may be in attendance.
- .2 Honor the swimmer's right to terminate the discussion at any time.
- .3 Encourage the swimmer to inform the current coach of intent to change teams.
- .4 Not offer inducements that cannot be fulfilled.

3.5 **Swimmer's Rights** - A USA-S Swimming athlete may:

- .1 Contact another team for the express purpose of obtaining information regarding program operation, practice times, team philosophy, etc.
- .2 Request that another family member be present during contact.
- .3 Terminate contact at any time.
- .4 Request printed material concerning the team.

.5 Refuse any request that the coach makes during or after the contact.

3.6 Those found in violation of this policy will be brought before the MT-S Board of Review and subjected to censure, fine, suspension, expulsion or other action deemed necessary.

SECTION 4 CLUB SAFETY

4.1 Responsibility - Safety is the responsibility of every member of each MT-S group member. Each MT-S member club shall be responsible for implementing and monitoring its own safety program which shall be structured in a manner consistent with the goals, guidelines, and restrictions provided by USA-S Swimming and its insurance carriers.

4.2 Safety Coordinator - Each MT-S member club, Team or Practice Squad, shall appoint a safety coordinator whose responsibility MT-S shall be in accordance with USA-S and shall also include:

- .1 Promoting safety awareness among all persons connected to the club, including coaches, parents, and swimmers.
- .2 Encouraging coaches and facility staff to maintain a hazard-free venue.
- .3 Develop an emergency action procedures in cooperation with coaches, swimmers, parents, and facility personnel.

4.3 Coaches - MT-S Registered Coaches shall:

- .1 Supervise all team functions.
- .2 Maintain current certifications in all safety courses required by USA-S Swimming and MT-S.

4.4 Reports of Occurrence

- .1 Any occurrence including, but not limited to, any accident or incident involving a member athlete, a member non-athlete, a guest, spectator, tenant, other entities, or property shall be reported promptly to the proper authority through the submission of a Report of Occurrence.
- .2 The filing of Reports of Occurrence shall be the responsibility of MT-S coaches and club officials.
 - A. Reports shall be made on the form provided through USA-S Swimming.
 - B. Copies of the MT-S reports shall be filed with USA-S Swimming, the current USA-S Swimming insurance carrier, and the MT-S Safety Committee Chairman.

4.5 Club Safe Sport Representative (Adopted 10/2/16)

- .1 Teams will be required to designate the name of a "Safe Sport Club representative" with email address on their team registration form annually. Contact can be any person affiliated with the club (ie, club president, coach, or volunteer parent). If club contact changes during the year, it will be the responsibility of the club to name a new designee and provide contact information to the Montana Swimming Chair within 3 weeks of a written request by the Safe Sport Chair. (Adopted 10/2/16)

.2 Responsibilities of the Club Safe Sport Representative: (Adopted 10/2/16)

- A. Receive communication from the Safe Sport Chair (~1-3 times per month).
- B. Distribute the information provided by the Safe Sport Chair to their club's members.
- C. Provide any information from their club to the Safe Sport Chair if given.
- D. Provide new contact information to the Safe Sport Chair if they will no longer represent the club.

SECTION 5
ADMINISTRATIVE AND TECHNICAL RULES OF COMPETITION

5.0 Meet Scheduling

.1 Meets will be bid at the HOD meeting prior to each seasonal state meet. Ex: spring HOD approval of next SC schedule and fall HOD approval of next LC schedule.
(Adopted: 11/12/11).

.2 Conflicting Bids

A. Where there are conflicting bids for sanctioned meets, the HOD shall determine which bid will be awarded based on but not limited to the following criteria:

(1) What is best for the swimmers in terms of meet format and pool facility.

(2) Ability and experience of the meet host in conducting competitions.

(3) Tradition of meet (all other things being equal, priority shall be given to the bidder who conducted the competition on the same weekend in previous years).

(4) LCS Geographic location.

.3 Procedures for changing an accepted bid

A. Any changes to a scheduled meet brought forth by the host team (i.e., time standards, venue, entry limitations, events, awards, etc.) after its bid has been accepted must be approved by the General Chairman or its designee(s).

5.1 Sanctions/Approval

.1 Sanction/approval will be awarded only to an LSC or to current group members of USA-S Swimming.

.2 Application

A. **Deadline** - Application for sanction/approval should be submitted to the MT-S Sanction Coordinator prior to the start of the meet, including dual meets or closed competition. Meet hosts shall have completed the sanction/approval process and have their meets ready for posting on the MT-S website no later than to the meet entry deadline date of their meets.

B. Requirements of Sanction/approval - Sanction/approval are issued, withheld, or withdrawn in accordance with Article 202.2 of USA-S Swimming Rules and Regulations. Additionally, all reports must be filed by the prescribed deadlines and the following must be included with the request for sanction/approval and the entry information:

- (1) A sanction/approval request form.
- (2) Meet entry information and associated electronic text file;
- (3) Relevant sections of the MT-S scratch rule;
- (4) A copy of the schedule of events and associated electronic event file for export to TM;
- (5) Pre-meet information to be sent out to all MT-S Clubs & web master;
- (6) Sanction Fee Deposit (see Sanction Fees below)
- (7) Emergency evacuation plan;

.3 Changes to Entry Information – Any change(s) to the confirmed sanctioned/approval meet information involving a change in time standards, venue, events, awards, entry limitations, or date must be submitted to the General Chair or its designee(s) for approval and new sanction will be issued. Minor revisions to meet information including typos, meet personnel, etc. must be submitted in writing to the General Chair.

.4 Conditions of Sanction/approval - Any event for which a sanction/approval is granted is subject to the conditions set forth in Article 202.3 of USA-S Swimming Rules and Regulations and the following:

- A. The assigned sanction/approval number must appear on the published entry information and final results.
- B. Conduct of the sanctioned/approval event must conform in all respects to all current USA-S-S and MT-S technical and administrative rules.
- C. Meet Host shall verify current coach/official membership of all persons acting in accordance to the respective capacities at the meet.
- D. USA-S-S, MT-S and host club shall be free from any liabilities or claims for damages arising by reason of injuries to anyone during the conduct of the meet.

.5 Sanction/approval Fees:

- A. A sanction/approval fee of \$20.00 shall accompany the application.
- B. The above sanction fees apply to:
 - (1) All sanctioned/approved meets with the exception of High School State. (Adopted 10/5/2014)
 - (2) All sanctioned meets, open time trials of more than one team, and dual meets shall abide by the following fee schedule payable to Montana Swimming. The exceptions are High School State and Big Sky State Games. Per swimmer fees are: 1-99 = \$5.00, 100-199 = \$8.00, 200-349 = \$12.00, and over 350 swimmers = \$16.00 (Adopted 10/5/2014)

6 Reports and Remittances

- A. Entry (pre-meet) – A complete meet backup from the meet management software shall be furnished by the meet host to the MT-S Registration Coordinator prior to the start of the meet.
- B. Entry (post-meet) - A complete meet backup from the meet management software shall be furnished by the meet host to the MT-S Times Coordinator/web master within 24 hours of the conclusion of the meet.
- C. Registration - The on-deck USA-S Swimming registration information and fees taken by the meet registrar shall be sent to the MT-S Registration Coordinator within one (1) day of the conclusion of the meet.
- D. Financial Statements– The meet financial report shall be emailed to the MT-S General Chair or designee within forty-five (45) days of the conclusion of the meet. Both the per swimmer fees and meet manager fee report must be mailed within 20 days of the last day of the meet. Failure to comply to this section may result in a \$100.00 late fee and the host club cannot hold another meet until the above financials and reports are satisfied. (Adopted 10/5/2014)
- F. Reports of Occurrence - Reports of Occurrence shall be mailed to USA-S Swimming, the USA-S Swimming insurance carrier, and the MT-S Safety Committee Chairman as soon as possible after the conclusion of the meet.
- G. Final Results:
 - (1) Final results in the form of a Meet Manger back-up file shall be provided to the MT-S Times Coordinator/web master within twenty-four (24) hours of the conclusion of the meet to be posted to the Montana Swimming website.
 - (2) Final results will not be mailed out at the conclusion of any meets. Teams may request the electronic files from the meet director at the meet. Results will be posted on the MT-S website for no less than the course of the season.

- (3) Final results must include the complete name (first and last), age, and team affiliation of each swimmer. Exception: First initial may be used in lieu of first name where meet software is designed to accept only the first initial or where the meet is conducted without benefit of meet management software.

5.2 Observed Swims

- .1 An observed swim is defined as a swim observed by assigned USA-S Swimming officials for conformance with USA-S Swimming technical rules in a meet conducted under other than USA-S Swimming rules.

5.3 Officials

- .1 All competitions sanctioned in MT-S shall be officiated by officials certified by MT-S. Officials certified in any other LSC may be assigned to deck positions at the discretion of the Meet Referee.
- .2 The minimum number of certified officials per session at any meet sanctioned by MT-S shall be determined by the MT-S Officials Chairman based on the entry, facility, format, and events for that meet.
- .3 The MT-S Officials Chairman will assist in the assignment of a Meet Referee for every sanctioned competition if requested.

5.4 MT-S Championships

- .1 MT-S championship competitions shall be determined by the Board in accordance with 205.7 of USA-S Swimming Rules and Regulations.
- .2 MT-S may host the competitions or may solicit bids from MT-S group members. The total budget cap for the four championship meets (B-C Championships, Short Course State, Long Course State, Senior Championships) shall be \$16,000.00. The MT-S executive board will set the maximum MT-S will pay to the host club for each meet before putting the meet out for bid each session. (Adopted 10/5/2014)
 - A. Bids for all championship meets will be considered all inclusive with the exception that Montana Swimming will pay for approved awards. (Adopted 10/5/2014)
- .3 The meets shall be conducted according to guidelines established by MT-S.
- .4 Entry Deadline: All Short Course, Long Course, and Senior Championship meet entries must be received no later than 11:59 PM (MDT or MST), Wednesday; 9 days prior to first day of meet, and must be made online beginning, date OME opens for entries, prior to the deadline date. (Adopted 10/11/2015)
- .5 Late Entry Deadline: Entries for first time qualifying swims must be received by 11:59 PM (MDT or MST), Saturday, 6 days prior to first day of meet, entered only by e-mail. These entries may not be used to improve the seed time of a previously submitted entry. Late entries for new qualifying swims will be accepted (again updating times after the late entry deadline is not permitted). No addition of swimmers, added events, relays or changes will

be allowed after the late entry date. There will be NO EXCEPTIONS. (Adopted 10/11/2015)

.6 Eligibility

- A. Only athlete members of MT-S shall be eligible for entry into MT-S championship meets. For any meets that are combined LSC championships, only member athletes of those LSCs shall be eligible.
- B. All swimmers must have met qualifying time standards for the specific events in which they compete.
- C. For MT Swimming Junior BC Championships, wording in the meet information shall read: 'Swimmers may enter any event in which they have a 'B' time or slower in any course (SCY, LCM, SCM) within the qualifying time period. No time (NT) entries will be accepted.' (Adopted 10.2.16)

.7 MT-S will pay for an official's evaluator from outside Montana to come evaluate officials at the MT-S SC State Championship every odd year beginning in 2013. (Adopted: 2007)

.8 Coaches meeting will be held prior to the start of prelim warm-ups and ensure that the meeting ends at least 5-minutes prior to the start of the first warm-up session. (Adopted 10/3/10)

5.5 Conduct of Sanctioned Competitions

- .1 All meets sanctioned by MT-S shall be conducted in accordance with the rules and regulations of USA-S Swimming (Parts One, Two, and Three of USA-S Swimming Rules and Regulations).
- .2 All hosts of meets sanctioned by MT-S shall verify coach membership requirements by implementing the following procedure: (Adopted: 1/ 1/11)
 - A. Meet Host shall conduct coach registration at the meet at which time coaches shall sign in, have their coaching credentials verified, and receive a deck pass designed for that meet. Those without coach membership cards shall be required to sign a statement certifying that they are current coach members.
 - B. Meet Host shall require that all persons acting in a coaching capacity at the meet display the deck pass designed for that meet. Such deck passes shall be furnished by the host team.
 - C. Meet Host shall monitor the deck and remove any persons without authorized deck passes.
 - D. Meet Host shall send to the MT-S Registration Chair within two days of the conclusion of the meet the coach sign-in sheet and all coach membership certification statements.
- .3 Warm-up shall be conducted in accordance with the guidelines published by the host team.
 - A. No diving shall be permitted during warm-up except in those lanes designated for sprint starts or relay exchange practice.
 - B. A safety marshal shall be in position before warm-up may begin.
 - C. Continuous Warm-up
 - (1) During competition, where a course is set up to allow continuous warm-up and warm-down, a lifeguard may function as a warm-up marshal if the lifeguard has been properly instructed about MT-S warm-up rules and procedures.
 - (2) There shall be no diving during continuous warm-up.
 - D. Coaches must supervise their swimmers at all times.
 - E. Upon request, the Meet Referee shall assign a coach to supervise swimmers who do not have a coach present during warm-up.

.4 Time Standards

- A. Meets sanctioned in MT-S may establish qualifying time standards that swimmers must have achieved before entering events.
- B. For meets with "slower-than" time standards, swimmers may not compete in an event in which they are faster than the listed time standard as of the meet entry deadline. Ex: B-C Championship.
- C. For meets with "faster-than" time standards, swimmers should enter the event with proof of time only if they have achieved the listed time standard for that event. Ex: MT State Championship or MT Senior Championship.

.5 Entry Deadline - The due-date for entry electronic or otherwise for meets sanctioned by MT-S shall be two Wednesdays prior to the first day of the scheduled competition.

.6 Event and Session Start Times

- A. Fifteen (15) minutes must elapse between the end of the first session and the start of warm-up for the second session, except where the first session is trials and the second session is finals. This requirement may be waived by the Meet Referee and Meet Safety Director if, in their opinion, canceling the 15-minute break would help to alleviate a safety concern.
- B. There shall be a minimum of one hundred twenty (120) minutes between the conclusion of the last event of the preliminary session and the start of finals competition.
- C. Except as noted under exceptions below, there shall be a minimum time interval of fifteen (15) minutes between the conclusion of a specific age group session and the start of the next session of the same age group. (Where "open" is a replacement classification for older age groups, it shall be considered to be an age group.)

Exceptions:

- (1) Where it can be demonstrated that no swimmer is involved in consecutive age group events;
- (2) Following events of 50 yards/meters or less;
- (3) Where a majority of coaches in attendance at a meet agree;
- (4) Prior to relays, except at championships or "A"-level meets.

.7 Awards - Meet hosts shall be responsible for purchasing and distributing their own awards at their meets in compliance with amateur status noting that a swimmer's present or future school athletic eligibility to compete could be affected by prize cost or value.

.8 Seeding – A positive check-in shall be required for all individual events 400 Y/M or longer. Any individual failing to check in shall not be seeded.

.9 **Heat Sheets** - The price of heat sheets shall be determined by the meet host.

.10 **Programs**

A. MT-S LSC swim clubs are required to provided MT-S Corporate Sponsors ads one full black and white ad in their programs for each swim meet or event program that is conducted. Ad must be submitted by meet entry deadline. (Adopted: 10/2/11).

.11 **Individual/Relay Scratch Rule:** Each swimmer/relay team shall be aware of the meet starting time and shall report to the proper meet authority promptly upon call.

A. Pre-Seeded Meets - Each swimmer/relay team shall report promptly to the Clerk of Course or starting blocks prior to the race in which the swimmer/relay team is entered. Any swimmer/relay team not reporting for or competing shall not be penalized.

B. Events Seeded on the Deck

(1) Events seeded on the deck shall be closed for seeding no earlier than thirty (30) minutes prior to the start of the session. Host may provide alternate methods of check-in (such as email, phone, fax) for swimmers who do not plan to arrive before the scratch deadline.

(2) Any swimmer who has checked in for an individual event 400 yards/meters or longer must swim in the event unless the swimmer notifies the Clerk of Course or Administrative Official before the seeding of the event has begun that the swimmer wishes to scratch.

C. Scratching from Bonus Finals, Consolation Finals and Finals

(1) Any swimmer qualifying for a C, B, or A (bonus and consolation final or) final race in an individual event who fails to compete in said final race shall be barred from further competition for the remainder of the meet, except as noted below in "Exceptions for Failure to Compete." A declared false start or deliberate delay of meet is not permitted and will be regarded as a failure to compete.

(2) In the event of withdrawal or barring of a swimmer from competition, the Referee shall fill the consolation final or final when possible with the next qualified swimmer(s). First and second alternates shall be announced along with the final qualifiers. These alternates shall not be penalized if unavailable to compete in the finals.

(3) When consolation finals have not yet been swum and a barring or withdrawal is known to the Referee, the Referee shall re-seed the consolation final and the final, if necessary, to insert the alternate(s) in the appropriate lane(s), filling all lanes in the final.

(4) If a consolation final has already been contested, the final shall be swum without reseeding for the empty lane(s).

D. Exceptions for Failure to Compete - No penalty shall apply for failure to withdraw or compete in an individual event if;

- (1) The Referee is notified in the event of illness or injury and accepts the proof thereof.
- (2) A swimmer qualifying for a consolation final or final race following prelims must notify the Referee or designee within thirty (30) minutes after the announcement of the qualifiers for that race that the swimmer may not intend to compete. The swimmer must declare within thirty (30) minutes following his last individual preliminary event a final intention to scratch or swim.
- (3) It is determined by the Referee that failure to compete is caused by circumstances beyond the control of the swimmer.

SECTION 6 RECORDS AND RECOGNITION PROGRAMS

6.1 MT-S Event Records

- .1 An event record may be achieved by any athlete member of USA-S Swimming or his/her nation's FINA-member organization who swims the time at a competition sanctioned or approved in MT-S, or at any meet approved for USA-S Swimming observation in MT-S where the swim is observed and approved for conformance to USA-S Swimming technical rules, provided that the swimmer is a member of USA-S Swimming or his/her nation's FINA-member organization at the time of the swim.
- .2 Times achieved in a freestyle event are recorded as freestyle only, even if another stroke is performed.
- .3 Record times may be achieved in initial splits of individual swims and lead-off legs of relays, provided that the official split is recorded by automatic timing or by three (3) hand-held watches and is observed by the officials for a legal finish.
- .4 Records will be maintained for all events in SC yards, SC meters and LC meters in the following categories: Girls and Boys 10-under, 11-12, 13-14, 15-16, 17-21, and Open. (Adopted 10/2/10)
- .5 Times achieved by a swimmer or relay group in an open or expanded age group will revert to the swimmer's or relay group's appropriate age group. The open record will always reflect the fastest time swum in that event in MT-S, regardless of whether it is achieved in an open or age group event.

6.2 MT-S Swimmer Records

- .1 A swimmer record may be achieved by any athlete member of MT-S who swims the time at any competition sanctioned or approved by any LSC or at any meet approved for USA-S Swimming observation where the swim is observed and approved for conformance to USA-S Swimming technical rules, provided that the swimmer is a member of MT-S at the time of the swim. Times achieved outside the boundary of MT-S must be submitted to the MT-S Records Chairman and proven by final results.
- .2 Times achieved in a freestyle event are recorded as freestyle only, even if another stroke is performed.
- .3 Record times may be achieved in initial splits of individual swims and lead-off legs of relays, provided that the official split is recorded by automatic timing or by three (3) hand-held watches and is observed by the officials for a legal finish.
- .4 Records will be maintained for all events in SC yards, SC meters and LC meters in the following category: Girls and Boys 10-under, 11-12, 13-14, 15-16, 17-21, and Open. (Adopted: 10/2/10)
- .5 Times achieved by a swimmer or relay group in an open or expanded age group will revert to the swimmer's or relay group's appropriate age group. The open record will

always reflect the fastest time achieved in that event by an athlete member(s) of MT-S, regardless of whether it is achieved in an open or age group event.

- .6 Relay team times achieved by Team Montana at Western Zone Championships shall be a separate relay record category with all rights/recognition of MT-S Club relay teams – male and female or mixed relays, all age groups, all relay events.(Adopted 10/5/2014)

6.3 MT-S Top 10 Times

- .1 Times achieved by member athletes of MT-S in any sanctioned or approved competitions shall be considered for inclusion in Top 10. Times achieved in competitions outside the boundary of MT-S must be submitted to the Top 10 Coordinator and proven by final results. Times achieved at meets approved for USA-S Swimming observation shall not be considered for inclusion in Top 10.
- .2 Times achieved in a freestyle event are recorded as freestyle only, even if another stroke is performed.
- .3 Times may be achieved in initial splits of individual swims and lead-off legs of relays, provided that the official split is recorded by automatic timing or by three (3) hand-held watches and is observed by the officials for a legal finish.
- .4 Top 10 listings will be maintained for all events in the following categories: Girls and Boys 10-under, 11-12, 13-14, 15-16, 17-over.
- .5 Times achieved in an open or expanded age group will revert to the swimmer's age group.
- .6 Top 10 listings will be published at the conclusion of the short course season (May 1 of the previous year through April 30 of the current year) and at the conclusion of the long course season (September 1 of the previous year through August 31 of the current year).

6.4 MT-S Athlete Recognition Program

- .1 MT-S Athlete of the Year (Edits adopted: 10/2/16)
 - A. Selection of the Female and Male MT-S Athlete of the Year will be on a score basis, not a vote of the HOD. (Adopted: 10/2/11)
 - B. Athletes of the year will be determined at the MT-S spring HOD. (Adopted: 10/2/11, edited 10/2/16)
 - C. To qualify, athletes must be age 21 or younger when the power points were achieved. (Adopted: 10/2/11)
 - D. To qualify, the athlete must be an active member of MT-S when the power point scores were achieved and must have competed in at least two MT-S swim meets during this time period. Power points scores achieved while the athlete is a member of another LSC do not qualify for this award. (Adopted: 10/2/11)
 - E. Swimmers from college varsity swim teams and professional swimmers are ineligible for this award. (Adopted: 10/2/11)
 - F. The qualifying time period is from April 1 of the previous year through March 31 of the current award year. (Adopted: 10/2/11)
 - G. MT-S will award a plaque to the Male and Female Athletes of the Year at the MT-S LC State Championship meet. (Adopted: 10/2/11)
 - H. In case of a tie, a joint award will be presented. (Adopted: 10/2/11)
 - I. The award shall be based on the top five Hy-tek power point scores for the athlete in the qualifying time period (50 FL, 50BK and 50 BR scores may be used). Multiple power point scores for the same event or for the same in event in a different course will not be accepted. (For example, the athlete may score from the 100 yard freestyle,

but may not also score from the 100 LCM freestyle or 100 SCM freestyle.) (Adopted: 10/2/11, edited 10/2/16)

- J. The power point scores will be calculated by the MT-Times Chair from times in the USA-S SWIMS data base. (Adopted: 10/2/11)
- K. Scores will be based on the swimmers Age Group Power Point system. Scores will be based on the swimmers' Age Group Power Point listing report (ex. 11-12 age group or 13-14 age group). (Adopted: 10/2/11, edited 10/2/16)
- L. MT Times Chair will submit the Names of the Male and Female recipients and their points to the current Long Course State Meet Manager, and it will be the responsibility of the Meet Manager to order the award for presentation at the State Meet and submit receipts to the MT-S Treasurer for reimbursement. (Adopted: 10/2/11)

.2 Sportsmen of the Year Award (Adopted: 10/5/08)

- A. The swimmer must be a junior or a senior in high school.
- B. The swimmer should be one that has meant a lot to their team through hard work and dedication to the sport.
- C. They have to maintained good academics and have been involved in the community.
- D. They have shown great character as a strong teammate.
- E. This awards if for both female and a male each year.

6.5 Coach Recognition Programs

.1 Selection of Montana Head and Assistant Coaches of the Year Award (Adopted 10/11/15)

- A. Eligibility. Candidates for the Montana Head Coach or Assistant Coach of the Year must be: (a) the Head Coach or Assistant Coach of a USAS registered team located within Montana; (b) in good standing with USAS and Montana Swimming; and (c) employed by the same Montana team for the previous calendar year.
- B. Term. Term will run September 1st of the year through August 31st of the following year.
- C. Nominations. Candidates for the Montana Head Coach or Assistant Coach of the Year must be nominated by another Montana Swimming member in good standing.
- D. Submissions. All nominations shall include a written submission describing the nominee's coaching accomplishments during the prior season along with a short statement about the coach. Nominations will be due at the same time as Long Course State Meet Entries.
- E. Criteria. Coach of the Year criteria include, but are not limited to: (1) the nominee coach's positive impact on the nominee's athletes and/or Montana Swimming; (2) overall and relative improvement by the nominee coach's athletes during the previous season; (3) overall and relative success at the LSC, Regional, and National level by the nominee coach's athletes during the previous season; (4) team scoring at the Montana LSC, Regional, and National Championships during the previous season; and (5) achievements by the nominee's athletes including USAS scholastic All-American, National Age Group Top 10 Rankings, State Records, and swimming volunteerism during the previous season.
- F. Posting. The Montana Swimming Chairperson shall post the names of all nominees for Head Coach and Assistant Coach of the Year and any written submissions supporting the nomination on the Montana Swimming website after the close of nominations and prior to the Montana State Long Course Championship.

- G. Selection. One vote per team among all registered coaches in good standing with USAS and Montana Swimming are eligible to vote for one nominee for Head Coach of the Year and one nominee for Assistant Coach of the Year. Voting will be via email, due by August 15th, and administered by the coaches' rep.
- H. Zones Team. The Montana Swimming Head Coach of the Year and Assistant Coach of the Year will normally serve as the lead coaches for the Montana Age Group and Senior Zones Teams. The Head Coach of the Year will have the right of first refusal in selecting whether to serve as lead coach for the Age Group or Senior Zones meets. If one or both of the Montana Coaches of the Year cannot or choose not to participate in the Zones meets, the Montana Swimming Executive Committee shall select replacements for those positions.
- I. Award. Awarded plaque at next SC state championship.

6.6 Phillips 66 Volunteer of the Year

- .1 Ascertained through open nominations during spring HOD meeting and then put to ballot for a vote.
- .2 Voting process overseen by MT-S General Chair
- .3 Eligibility: any volunteer in Montana Swimming
- .4 Awarded a plaque at next LC state championship.

6.7 Excellence in Officiating Award (Adopted 10/5/2014)

- .1 Eligibility: all registered MTSI officials.
- .2 Voting is overseen by the MTSI's Official's Committee.
- .3 Voting will be held at the MTSI's Annual Official's Meeting ascertained via ballot by a majority of currently registered MTSI officials. If a quorum is not in attendance an email will be sent requesting nominations, allowing two weeks and then on week three an email ballot will be sent allowing two weeks to return the ballot.

6.8 Mark Hallgrimson Memorial Stroke and Turn Award (Adopted 10/5/2014)

- .1 Eligibility: all MTSI registered Stroke and Turn or Chief Judges
- .2 Determination as in 6.7.2 and 6.7.3 above

A. SECTION 7

MT-S Camps (AAA, Diversity & Inclusion)/ZONE TEAMS/Montana Mixed Meet

7.1 MT-S Code of conduct is in effect for all MT-S sponsored events; excluding, Montana State B-C Championships, MT Senior Championships and MT-S age group meet. (Adopted: 10/2/11)

7.2 MT-S Code of Conduct item numbers 1, 6 and 7 are in effect 120 days prior to event and the maintained throughout the duration of the event. Athletes must have head coach sign off on compliance prior to participation. The event organizer can sign off for unattached swimmers.

7.3 AAA Camp

- .1 Funding for the AAA camp shall be determined by the Board.
- .2 AAA camp staff shall consist of properly qualified members of MT-S and Performance Enhancement Team.
- .3 Arrangements on behalf of the AAA camp shall be with the approval of the Board and under the direct supervision of the MT-S Coach Representative. The Senior Development shall be responsible for organizing the affairs of the AAA camp as the camp director.
- .4 All chaperones, instructors and coaches shall satisfactorily complete the background screening as administered by USA-S Swimming Level 2
- .5 All swimmers, coaches, chaperons and others involved shall be required to sign and adhere to the MT-S Code of Conduct and actively maintain compliance with USA-S athlete protection policy.
- .6 At the discretion of the Coach Rep., athletes will be selected based on times achieved the prior year to commencement of camp. AAA times will have first priority; AA times will have second priority and so on until 30 athlete positions have been filled.
- .7 Swimmers and/or coaches who are delinquent in payment of any monetary and/or fees due to MT-S and/or who otherwise do not meet any of the certification/registration requirements of MT-S are not eligible for inclusion to the AAA camp.
- .8 Budget: annual financial support from MT-S in the amount of \$2500.00. (Adopted: 10/4/09)

7.4 Western Zone Diversity & Inclusion Camp (adopted: 10/11/15)

- .1 MT-S shall allocate funds to send at least two swimmers and two adults to the 2016 Western Zone Diversity and Inclusion Camp in Salt Lake City. Costs include \$240 per person registration fee and transportation costs to and from Salt Lake City. (adopted: 10/11/15)

7.5 Team Montana at Western Zones

- .1 Funding for Team Montana at the Western Zone championship swim meet shall be determined by the Board.
- .2 Team Montana shall consist of properly qualified members of MT-S as set forth in the Western Zone Handbook and in the meet entry information.
- .3 Arrangements on behalf of Team Montana concerning participation in the Western Zone championship swim meet shall be with the approval of the Board and under the direct supervision of the MT-S Program Operations Chairman.
- .4 The Zone Committee shall be responsible for administering the affairs of the Team Montana, including but not limited to arranging for uniforms, transportation, lodging, meals and team entry.
- .5 The head coach and assistant coach shall be established via a vote by the coaching contingency at the LC state championships the previous year.
- .6 The head coach for the Team Montana or designee shall be the only person permitted to submit entry for MT-S.
- .7 Coach chaperones or designee(s) shall be ascertained by nomination process and established via a vote by the coaching contingency by June 1st prior to commencement of the Western Zone championship swim meet.
- .8 All chaperones, team managers and coaches shall satisfactorily complete the background screening as administered by USA-S Swimming Level 2
- .9 All swimmers, coaches, chaperones and others involved shall be required to sign and adhere to the MT-S Code of Conduct and actively maintain compliance with USA-S athlete protection policy.
- .10 Athlete qualifications for Team Montana - Swimmers will be selected based on times achieved from the first meet date of the prior Western Zone meet through the current short course season until the deadline established by the planning committee. The previous season's times will not be used for selection purposes unless, in the judgment of the team coach and planning committee, qualified swimmers from the current rankings are not available.
- .11 Bonus Zone cuts to the top 4 swimmers, male and female, per individual event may be considered by the Zone's Coordinator and the two coaches for that meet and offered to prospective swimmers according to their ranking at the conclusion of the short course season (age group regionals or senior sectionals).
 - A. Time period for the swimmer to commit to the meet will be determined by the head coach or Zone coordinator.
 - B. If any swimmer or a selected bonus swimmer qualifies for the Zone meet during the long course season they shall be considered as a Zone qualifier with rights of the number of events of other qualifiers.

- C. All swimmers making a Zone cut will have first choice to swim their maximum allowed individual events. At this writing the maximum is 6.
 - D. Each LSC has a maximum number of bonus swims. (160 at this writing) Remaining bonus swims after qualifiers will be divided evenly amongst bonus Zone swimmers.
 - E. The head coach may only consider the remaining top 6 ranked swimmer if qualified swimmers occupy any spot(s). (Adopted 10/5/2014)
- .12 All swimmers and coaches of Team Montana must travel, lodge and eat with the Team Montana until withdrawal from the Team or the conclusion of the Zone trip. MT-S Board may grant exceptions to this policy with the agreement of the Zone Committee
 - .13 Swimmers and/or coaches who are delinquent in payment of any monetary and/or fees due to MT-S and/or who otherwise do not meet any of the certification/registration requirements of MT-S are not eligible for inclusion on any Team Montana.

7.5 Montana Mixed Meet

- .1 A budget of \$12,000.00 per year is allotted to be used toward two "Mixed Meets" per year with all monies spent on the athletes. It is the host team's responsibility to cover pool time and other facility fees, hopefully by the community. The intent is to get our Montana swimmers, coaches, and families to interact more and to have athletes of all levels interact in swimming related dryland, educational, team building, and competitive activities in addition to swimming events and mixed (age and gender) relays. Specifics will be determined by a committee of athletes and coaches. Host venues may be selected by that committee and members of the MT-S executive committee or as the General Chair deems appropriate. (Adopted 10/5/2014)

SECTION 8
MT-S FINANCIAL ASSISTANCE PROGRAMS

8.1 Western Zone Championship

.1 Team Montana Athlete Cost

A. The total zone team cost includes:

- (1) Transportation, lodging, and meals for the swimmers;
- (2) Apparel, required by the Zone team which might include and is not limited to suits, caps, jackets and t-shirts for the swimmers and t-shirts for the coaches and chaperones;
- (3) All entry fees;
- (4) Special events hosted by the zone meet sponsors (such as an ice cream social); and
- (5) Group entertainment planned for the entire team.

B. It is the joint responsibility of the Team Montana Coordinator(s) and MT-S Treasurer to accurately compute the total zone team cost in line with the budget and athletes are responsible for balance on account.

.2 Coach and Chaperone Support

A. MT-S covers all fees associated with travel, meals and lodging for coaches and chaperones. Furthermore, MT-S covers the fees associated with social and meeting for coaches.

B. MT-S provides a stipend of \$500 for the head coach and the assistant coach.

8.2 Nagashima Traveling Fund (Adopted: 10/2/10)

.1 Nagashima was established by the Nagashima family of Billings, Montana to encourage and support MT-S athletes to compete in higher-level meets by reimbursing part of the travel costs.

.2 Reimbursement amount: \$200

.3 Eligible meets are: North West Age Group Sectional Championships, Speedo Championship Series, Zone Championships, USA-S Junior Championships and Senior National Championships, and Olympic Trials meets. B. Inland Empire Zone Team Financial Support.

.4 Protocols for reimbursement: athlete/coach submit written request to MT-S Treasurer or MT-S General Chair.

8.3 Montana Athlete Support for Junior Nationals, Nationals, US Open and Trials Meets.

- .1 Reimburse all MT-S registered athletes who participate at a national championship level meet \$300 per meet. Qualifying meets include: Senior Nationals, Junior National, the US Open, Olympic Trials, National Disability Championships and Nations Disability Trails. Swimmer should request the reimbursement from MT-S treasurer after the meet. (Adopted: 10/5/08)

- .2 MT-S pledges to fund each national meet a total of \$300.00 for coach's travel per meet. Qualifying meets include: Senior Nationals, Junior National, the US Open, Olympic Trials, National Disability Championships and Nations Disability Trails. Coach should request the reimbursement from MT-S treasurer after the meet. (Adopted: 10/5/08)

SECTION 9 OFFICIALS

9.1 Officials Committee

- .1 Members: The members of the Officials Committee shall be the Appointed Officials Chairman and the selected committee members. All Committee members must be current non-athlete members of MT-S.
- .2 Duty and Powers: The duty and powers of the Officials Committee shall be in accordance with those listed in Article 607.4.4 of the Bylaws.
- .3 Meetings: The Officials Committee shall meet at the discretion of the officials chair. Additional meetings shall be scheduled and conducted in accordance with Article 607.7-607.16 of the Bylaws.
- .4 The Montana Swimming Official's annual meeting/clinic will be held on the Saturday of the same weekend as the Fall H.O.D. meeting and in the same location/city. If, due to another MTSI event, the meeting can't be held the same weekend then it must be held within the two weekends just prior to the MTSI HOD meeting date.

9.2 Officials Chairman

- .1 The duty and the powers of the Officials Chairman shall generally be those listed in Articles 607.2.2B and 607.5.
- .2 In addition, the Officials Chairman shall;
 - A. Select the Officials Committee Members either on an Annual or bi-Annual basis.
 - B. Be responsible for the application for "National Certification" of officials at Qualifying Meets (OQM) as sanctioned in MT-S and the coordination with those Meets;
 - C. Store, maintain and coordinate the delivery, use and return of the MT-S Officiating resources.
 - D. Assign Key Meet Officials for all MT-S sanctioned Championship Competitions.
 - E. Attend any Annual USA-S Swimming's Officials Chair meetings or Clinics - as funded by MT-S.
 - F. Designate an Officials Committee member to attend any USA-S Swimming's Officials Chair Meeting or Clinic should they find themselves unable to attend;
 - G. The Officials Chairman may be eligible to attend the Annual USA-S Swimming Convention, providing there is sufficient funding available and the Board of Directors determines that there is a benefit to the LSC.

9.3 Certification of Deck Officials (Stroke & Turn, Starters)

- .1 Requirements

A. Qualifications:

Officials must be at least 18 years of age. Upon completion of the requirements for certification, become non-athlete members of USA-S Swimming. Satisfactorily complete Level 2 Criminal Background screening established by USA-S Swimming.

B. Testing:

Officials must complete and pass the appropriate USA-S Swimming Officials On-line tests for Stroke and Turn or Starter, with a minimum score of 80%.

C. On-Deck Training:

Complete the required On-Deck Training with certified Officials at MT-S sanctioned meets as established by the Officials Committee.

(1) Apprentice Official: A trainee must register with MTS and USAS as an apprentice official and take the Athlete Protection Training (APT) prior to beginning deck training. At the end of 60 days as an apprentice official the trainee must join MTSI and USAS as a non-athlete member and subscribe to all requirements thereof. (Adopted 10/5/2014)

.2 Certification shall be granted in accordance with the standards and procedures established and published by the Officials Committee.

9.4 Certification of Referees

.1 Requirements

A. Qualifications: Referee's must be at least 21 years of age. Must have been a certified Starter for at least one (1) year.

B. Testing: Officials must complete and pass the appropriate USA-S Swimming Officials On-Line test for Referees with a minimum score of 90%.

C. Apprenticeship: Referees must apprentice on deck in accordance with the guidelines, standards, and procedures established and by the Officials Committee.

.2 Certification shall be granted in accordance with the standards and procedures established and published by the Officials Committee.

9.5 Recertification shall be determined and administered in accordance with the guidelines, standards, and procedures established and published by the Officials Committee.

9.6 Officials who officiate at 5 or more meets in one year, September through August, shall be reimbursed the non-athlete registration fee and background check fees. Eligible meets include any USA-S meets that are not in the official's home town and any home swim meet that your child or children don't participate in. Exceptions to meet count: dual meets, time trials or intra-squad meets. (Adopted: 10/2/11)

9.7 Montana Swimming LSC will financially support (fund) and award "years of service" pins to all active and current officials on an annual basis. "years of service" pin awards will be presented to Montana Swimming Officials at the Montana LSC annual fall officials meeting in

October each year. If not in attendance at the annual meeting, pins will be distributed throughout the remainder of the short course season by the officials chair or his/her designee. A cumulative total of three years may be ordered at one time to realize a savings on individual pin costs at the officials chair discretion. (Adopted: 10/11/15)

9.8 Officials shall not officiate and coach at the same meet on the same day regardless of session number. (Adopted: 10/11/15)

SECTION 10
MT-S PUBLICATIONS AND COMMUNICATIONS

10.1 Bylaws shall be published on the MT-S Web Site at www.mtswimming.org and distributed to all MT-S Registered Clubs.

10.2 Policy and Procedures Handbook shall be published on the MT-S Web Site at www.mtswimming.org distributed to all Registered Clubs.

10.3 MT-S shall be maintained by the MT-S web master at www.mtswimming.org.

SECTION 11
MT-S SPONSORS

11.1 A Corporate Sponsor is defined as a sponsor that donates to MT-S \$5,000.00 or more cash, services, or in kind donations. (Adopted: 10/2/11)

11.2 MT-S LSC swim clubs are required to provide MT-S Corporate Sponsors ads one full black and white ad in their programs for each swim meet or event program that is conducted. Ad must be submitted by meet entry deadline. (Adopted: 10/2/11).

11.3 Clubs earn 20% of cash donations by corporate sponsors sponsorship. (Adopted: 10/2/11)

SECTION 12
FUNDING OF MT-S REPRESENTATIVES AT USA-S SWIMMING ANNUAL CONVENTION

12.1 The General Chair shall determine the selection of individuals to be funded to attend the USA-S Swimming Annual Meeting in accordance with the MT-S Bylaws and the budget and needs of the LSC.

SECTION 13
COMPLAINT RESOLUTION

- 13.1 At the discretion of the General Chair and/or the Chair of the Board of Review, a panel may be assigned to investigate any matter brought to their attention by the submission of a written complaint.
- 13.2 The Chair of the Board of Review shall determine if there is sufficient merit to justify a hearing by the MT-S Board of Review. The Chair of the Board of Review shall either schedule a hearing in accordance with Article 10 of the Bylaws of Montana Swimming or shall notify the complainant in writing of the decision to dismiss, i.e., not to hear the matter. Any decision of the Chair of the Board of Review to dismiss a matter shall be binding on the whole LSC Board of Review and may be appealed to the National Board of Review in accordance with Article Four of the USA-S Swimming Rules and Regulations.
- 13.3 Where appropriate, an investigative panel may work with the complaining party to broker a solution to a problem. Where a satisfactory solution cannot be affected, the complaint shall continue through the Board of Review process in accordance with Article 10 of the Bylaws.

SECTION 14
PAID COORDINATOR POSITION FOR ATHLETE PROGRAMS & EVENTS
(Adopted 10/2/16)

14.1 MT Swimming Executive Board shall be authorized to advertise and contract and oversee a paid event coordinator. This position will be a 1 year only position from September 1 to August 31st. The position will be voted on for it's inception during the fall HOD meeting in 2016. After that, the position will be voted on at the spring HOD meeting in order for the coordinator to begin planning prior to September 1st.

14.2 Coordinator role:

- .1 Provide events and programs for Montana Swimmers or potential swimmers.
- .2 Stay within the designated budget defined by the HOD.
- .3 Provide programs for all age levels and abilities throughout the year.
- .4 Work with local representative to coordinate location and activities.
- .5 Provide events in different cities across the state.

14.3 Coordinator compensation:

- .1 \$300 for 3 hour or less event (ie an after meet gathering)
- .2 \$600 for a full day event (ie Fitter and Faster clinic, clinic)
- .3 \$1200 for a weekend event (ie mixer meet, AAA camp, etc)
- .4 Hotel costs covered, plus travel at current government mileage rate
- .5 Compensation will be provided after completion of the event.
- .6 This position will be considered an Independent Contractor per IRS definition.

14.4 Some recommendations for events:

- .1 Mixer events after meets at a local hotel conference room
- .2 Mixer Meet (1 per year)
- .3 AAA camp
- .4 Fitter and Faster or other clinic
- .5 Swimming "carnivals"

14.5 Budget:

- .1 Recommended use of the \$12,000 currently budgeted for 2 Mixer Meets. Entry fees for full day or weekend events are acceptable, but must be approved by the executive board during monthly meetings. No entry fees for events under 3 hours. All receipts must be submitted with correct forms to the MT Swimming Treasurer. Coordinator fees would be part of the \$12,000 budget/event fees collected.

APPENDIX A

MT-S MEMBERSHIP FEE SCHEDULE

- Annual Club Registration Fee: \$125.00
- USA-S-S Athlete Registration Fee:
 - 2012 Annual Athlete: \$68.00
 - 2012 Seasonal Athlete: \$40.50
 - 2012 Outreach Athlete: \$7.00
- USA-S-S Non-Athlete Registration Fee:
 - 2012 Individual: \$58.00
 - 2012 Family: \$105.00
 - 2012 Life: \$1010.00
- USA-S-S Criminal Background Check Fee
 - Level 1 Bi-Annual Fee \$20.00
 - Level 2 Bi-Annual Fee \$39.00