

# NORTH TEXAS SWIMMING POLICIES AND PROCEDURES MANUAL

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# NORTH TEXAS SWIMMING POLICIES AND PROCEDURES MANUAL

## SECTION I REGISTRATION

**1.1 CLUBS:** Every club registered with North Texas Swimming, Inc. (hereinafter NTSI) shall have a currently certified coach, bylaws, and at least one USA Swimming registered athlete member. At the time of registration, all clubs should submit a list of their Board of Directors, E-Mail address of record, registration coordinator, and any other coaches that the team will have on deck (at meets or during practices). All coach members must be 18 years of age. Any club entered as a team in a NTSI sanctioned event shall be a member of USA Swimming, Inc. or the international governing body, FINA. Clubs seeking new registrations, renewal of registration, or modifications to current registrations (i.e., change of name) should contact the NTSI Registration Coordinator. All club members are required to comply with USA Swimming pre-employment screening procedures for all new employees who are required to be members under 502.3 or 502.4.3. All clubs are required to report all sexual misconduct by a member to USA Swimming's Athlete Protection Officer.

Every club registered with NTSI shall audit their team registration database, both Team Roster and USA Swimming ID, on a monthly basis against the NTSI registration database using the website resources. All information shall be validated and the corrected roster database shall be electronically submitted to the NTSI Registration Coordinator for verification, by the 15<sup>th</sup> of the following month. A fine, as defined in 11.4, per occurrence shall be imposed for failure to submit the audit.

### **1.2 ATHLETES:**

**1.2.1** All swimmers participating in sanctioned activities, club practices, workouts, etc. shall be registered athlete members of USA Swimming. Additionally, all athlete members of the NTSI House of Delegates and the Board of Directors of all NTSI member clubs shall be registered with USA Swimming. The registration period expires on December 31 of each year. A swimmer may participate in practice once all appropriate registration paperwork and fees are turned in to the member club. It is the club's responsibility to turn all paperwork and fees into NTSI in a timely fashion per USA swimming rules.

**1.2.2** A swimmer is not eligible to be entered in any competitions until all registration paperwork and fees have been received by the LSC registrar

**1.2.3** The NTSI Registration Coordinator shall conduct registration of NTSI swimmers. Registration is effective upon receipt of the completed correct application form with the applicable fee and birth certificate or equivalent and acceptance by the NTSI Registration Coordinator or an authorized deputy.

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**1.2.4** Athletes wishing to transfer into or out of the NTSI Local Swimming Committee (hereinafter LSC) shall contact the NTSI Registration Coordinator for a transfer form, which shall be completed to insure that proper notification is given to USA Swimming. Similarly, athletes transferring between teams in NTSI shall notify the NTSI Registration Coordinator. In both cases, the required 120-day period as an unattached athlete shall be observed. Any violation of the 120-day rule shall subject the team involved to a fine as described in 11.4 for each occurrence.

### **1.3 NON-ATHLETES:**

It is a requirement of USA Swimming and of NTSI that all meet directors, officials, , safety marshals, and coaches shall be registered with USA Swimming, complete the Criminal Background Check and the athlete protection education prior to working in any capacity for any club registered with NTSI or at any event sanctioned or sponsored by NTSI. Additionally, all non-athlete members of the NTSI House of Delegates and the Board of Directors of all NTSI member clubs shall be registered with USA Swimming. North Texas Swimming BOD shall complete Criminal Background Screening and the athlete protection education. Non-athlete members wishing to transfer into or out of the NTSI LSC should contact the NTSI Registration Coordinator to insure that proper notification is given to USA Swimming.

## SECTION II USA SWIMMING COACHES

### **2.1 CERTIFICATION:**

Only persons with a current, valid USA Swimming coach membership and who are at least 18 years of age, shall be allowed to participate in any coaching capacity at any NTSI sanctioned competition or event. Coach membership cards become invalid on the expiration date of any one of the USA Swimming coach requirements. It is the responsibility of each coach to renew his or her required credentials **before** they expire. Failure of coaches to keep their USA Swimming requirements current shall result in their dismissal from the deck or from the facility, whichever is deemed appropriate by the meet referee. If a team does not have a fully certified coach on deck their swimmers shall be assigned to the coach of another club for supervision during the competition or event.

### **2.2 COMPLIANCE:**

Any noncompliance with USA Swimming or NTSI certification requirement shall be referred to the Review Committee. Clubs shall be fined, as defined 11.4, per day for allowing a person without a valid coaching membership to participate in any coaching activity, or to

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represent NTSI as a coach. The NTSI Registration Coordinator will assess fines.

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## SECTION III ELIGIBILITY AND CLASSIFICATION OF SWIMMERS

### **3.1 ELIGIBILITY OF SWIMMERS:**

Any athlete registered with USA Swimming, who is in compliance with the event entry requirements stated in the meet announcement, shall be eligible to compete in any competition sanctioned by NTSI. Athletes may compete in either an attached or unattached status based upon the applicable transfer rules contained in the current USA Swimming Rules and Regulations.

Every athlete entered in a sanctioned competition shall be a registered athlete with USA Swimming. Each entry submitted for a NTSI sanctioned meet by a non-registered athlete shall be removed from the meet and the entry fees forfeited.

Athlete registrations are not allowed at meets.

If a non-registered athlete is allowed to enter a sanctioned meet the LSC - levied fine, as defined in 11.4, shall be equally split between the host team and the athlete's team. If the USA Swimming number is on the entry, but is invalid, the swimmer's team is responsible for the entire fine.

### **3.2 CLASSIFICATION OF SWIMMERS:**

Swimming competition shall be conducted under the following classifications:

- 3.2.1 Senior:** All USA Swimming registered swimmers are eligible for the Senior Class and meet the requirements of the current USA Swimming Rules and Regulations.
- 3.2.2 Junior:** All USA Swimming registered swimmers 19 years of age and under are eligible for the Junior Class, subject to age group restrictions elsewhere in these rules.
- 3.2.3 Age Group:** Age Group Swimming is for swimmers 18 years of age and under, and shall be conducted under the provisions of the current USA Swimming Rules and Regulations.
- 3.2.4 Open Water:** All USA Swimming registered swimmers are eligible for open water swimming.

- 3.3 AGE GROUP CLASSIFICATION:** Age group competition for athletes age 8 and under is conducted with no time standards, but awarded as two groups: age 8, and ages 7 and Under.

Time standards are those adopted by USA Swimming and published in the current edition of the USA Swimming Rules and Regulations. These standards become effective with the first

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meet of the summer season following publication and are effective until such time as the new standards will take effect.

**3.3.1 Level 1 Competition:** 13/14 TAGS Level, and 15& over Sectional level swimmers.

**3.3.2 Level 2 Competitions:** 13&Over “A” times or better, 12&U “BB” times or better

**3.3.2.1 Time Standards:**

**3.3.2.1.1** 13&U must be “A” or better

**3.3.2.1.2** 12&U must be “BB” or better

**3.3.3 Level 3 Competitions:** 13& Over “BB” times or better, 12&U “B” times or less

**3.3.3.1 Time Standards:**

**3.3.3.1.1** 13&O cannot swim anything they have A times or better.

**3.3.3.1.2** 12&U cannot swim anything they have BB time or better

**3.3.3.2 Bonus Swims:** No bonus swims in any level

## SECTION IV MEET SCHEDULING AND AWARDING

### **4.1 MEET BIDS:**

NTSI Member Clubs wishing to submit meet bids for consideration of the House of Delegates shall:

- 4.1.1** Have a representative in attendance at the annual Computer Operations Clinic, or approved computer operator. An approved computer operator is defined as: a person who can set up a meet database and score 85% or better on a written test. Approval will be for 2 years.
- 4.1.2** Have a representative in attendance at the bi-annual Meet Directors Clinic.
- 4.1.3** Submit the current bid form along with a copy of Proposed Meet Information and Officials (See Section 5.2) to the highest member of the Executive Board of NTSI who is a non-coach.
- 4.1.4** Teams without registered officials who do meet the minimum standards for annual Re-certification shall not contest meet bids against teams with officials who meet the minimum standards for annual re-certification.

**4.2 MEET SCHEDULING:** The Technical Planning committee shall prepare a proposed LSC meet schedule after the dates for the national, zone and state meets have been set. The schedule shall be approved and adopted by the House of Delegates at the fall annual meeting.

### **4.2.1 MEET RULES: ALL MEETS**

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**4.2.1.1** All meets that include the 15 - 18 age group shall provide an Age Group to allow athletes over the age of 18 to compete.

**4.2.1.2** All NTSI sanctioned meets shall be scored in conformance with USA Swimming Rules and Regulations.

**4.2.1.3** All “BB” and “B-C” meets will be awarded by age groups.

**4.2.1.4** Exhibition swims will be allowed in the case of administrative error only.

**4.2.1.5** A swimmer’ entry times for USA Swimming recognized events will be:

**4.2.1.5.1** A swimmer’ entry times for USA Swimming recognized events will be printed or online:

**4.2.1.5.2** Times from the following meets entered into SWIMS by the host LSC:

**4.2.1.5.2.1** Sanctioned and approved LSC Meets.

**4.2.1.5.2.2** YM/YWCA National Championships.

**4.2.1.5.2.3** Other swims that have been authorized for observation.

**4.2.1.5.2.4 FOREIGN MEET:**

For times from a foreign meet sanctioned by another FINA member to be included in SWIMS, the meet must comply with the minimum standards for an official time from a USA Swimming meet according to Article 102.16.4 & .5 in the USA Swimming Rules and Regulations.

**4.2.1.5.2.5** Swimmers entering an event without a time will be entered with NT

**4.2.1.5.2.6** Current USA Swimming Rules regarding seeding shall prevail and non-conforming times shall be used.

**4.2.1.6 Divisions:**

**4.2.1.6.1** Division 1 - FAST, MAC, MARS, NTN, MTRO-FW, SWAT, SNAP, TRS, TCU

**4.2.1.6.2** Division 2 - DM, DAC, ESP, FA, IS, LAC, QA, SMU, WEST, WKB

**4.2.1.6.3** Division 3 - ATAC, CAT, COPS, COR, LSSC, MTRO, RACE, SDST

**4.2.1.7 NT Champs Requirements:**

**4.2.1.7.1** The order of events for championship meets must be followed as recommended by Technical Planning

**4.2.1.7.2** A/BB Champs, Senior Champs

**4.2.1.7.2.1** If over 450 swimmers, 2 pools for a 3 session meet, 1 pool must use 5 session meet.

**4.2.1.7.2.2** NT entries are not allowed.

**4.2.1.7.2.3** Teams will be divided into 3 divisions.

**4.2.1.7.3** B/C Champs

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- 4.2.1.7.3.1 If over 450 swimmers, 2 pools for a 3 session meet, 1 pool must use 5 session meet.
- 4.2.1.7.3.2 NT entries are not allowed
- 4.2.1.7.3.3 Teams will be divided into 3 divisions.
- 4.2.1.7.3.4 8 and Under individual events be awarded and scored as 7 and Unders, and 8 year olds.
- 4.2.1.7.3.5 Best Time Ribbons must be given out to swimmers achieving best times for 8 & unders session.

### 4.2.2 Meet Parameters: Fall and Winter (Short Course) September to February/March

- 4.2.2.1 Meets will be conducted short course.
- 4.2.2.2 All meets shall be conducted as specified by the Technical Planning Committee.

### 4.2.3 Meet Parameters: Summer Season March/April to August

- 4.2.3.1 A and BB meets shall be conducted in a long course pool.
- 4.2.3.2 All B/C meets shall be conducted in a short course pool
- 4.2.3.3 All meets shall be conducted as specified by the Technical Planning Committee.

## 4.3 AWARDING OF MEETS:

Meets will be awarded at the bid meeting based upon a vote by the House of Delegates, beginning with the championship meets and proceeding backwards. The Technical Planning Committee shall provide a list of possible meet hosts (from bids submitted), along with proposed facility standards, including number of lanes, pool depth, meet format, and exemptions requested. Should a club be unable to host an awarded meet, the host selection will be made from the other clubs that originally bid the meet. New bids will not be entertained unless no other bids were received or bidding clubs do not wish to host the vacated meet. Sanctions are not transferable.

- 4.3.1 No team may receive a sanction for a meet that was not part of the annual calendar proposed by the Technical Planning Committee and adopted by the House of Delegates and is scheduled to run concurrently or during a portion of a House of Delegates awarded meet with the exception of closed meets with dissimilar meet information and eligibility requirements, inter-squad, dual meets, tri meets. These exceptions must be approved by the Technical Planning Committee and submitted by the meet host to sanctions 45 days prior to the first day of the meet.
- 4.3.2 **The A Championship Meet** is limited to athletes registered with NTSI either attached or unattached . If held prior to the TAGS qualifying deadline, the meet shall include all TAGS events and shall conform to the age groups and events, set forth in the current



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USA Swimming Rules and Regulations.

- 4.3.3 **Other Championship Meets** are limited to athletes registered with NTSI either attached or unattached
- 4.3.4 **Entry Fees**, submitted by entry deadline, are limited to Meet Fees as defined in 11.3.

### SECTION V MEETS - SANCTIONS AND APPROVALS

#### **5.1 USA SWIMMING REQUIREMENTS:**

Swimming events (competitions, clinics, exhibitions, Swim-A-Thons, benefits, or other events where only USA Swimming registered swimmers compete, demonstrate, or exhibit) may be sanctioned. Refer to the current USA Swimming Rules and Regulations for jurisdiction, requirements, and conditions, which are part of the sanction application. Before requesting a sanction, applicants should become familiar with these rules. Sanctions are issued, withheld, or withdrawn in accordance with the current USA Swimming Rules and Regulations.

#### **5.2 NORTH TEXAS SWIMMING REQUIREMENTS:**

Each sanction request for an invitational meet shall be electronically transmitted to the Sanction Coordinator 60 days prior to the first day of the meet. The sanction chair shall acknowledge receipt of all sanction requests within 48 hours. If no changes to meet information are required the sanction will be provided within 7 days and the sanction chair will submit the meet information to the NTSI webmaster for posting.

#### **5.3 SANCTION REQUIREMENTS:**

- 5.3.1 **“Application for Sanction”** to NTSI. All application blanks shall be filled in and application shall be signed.
- 5.3.2 **A \$25.00 sanction fee**, shall be submitted with the Financial Report (see Section 8.2).  
Note: There is no fee for Swim-A-Thons, clinics, exhibitions, and benefits.
- 5.3.3 List of Certified Officials, as follows:
  - 5.3.3.1 Referee
  - 5.3.3.2 Administrative Referee/Administrative Official
  - 5.3.3.3 Starter
  - 5.3.3.4 2 Stroke and Turn Officials

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### 5.3.4 The names of the Meet Director and Head Safety Marshal.

### 5.3.5 A copy of the meet information, which shall contain the following:

#### 5.3.5.1 List of events with the appropriate time standards

#### 5.3.5.2 Date, time and location of meet

#### 5.3.5.3 Awards to be given

#### 5.3.5.4 Warm-up procedure and, if divided, the team warm-up assignments

#### 5.3.5.5 Required statements as follows:

NO ENTRIES WILL BE ACCEPTED UNLESS THE ENTRANT IS AN ATHLETE MEMBER OF USA SWIMMING, INC. EVERY CLUB ENTERED AS A TEAM IN A NORTH TEXAS SWIMMING, INC SANCTIONED MEET SHALL BE A MEMBER OF USA SWIMMING, INC.

NO DECK REGISTRATIONS WILL BE ACCEPTED

HELD UNDER THE SANCTION OF NORTH TEXAS SWIMMING, INC.

IN GRANTING THIS SANCTION AND BY ANY PERSON'S PARTICIPATION IN THE MEET IT IS UNDERSTOOD AND AGREED THAT USA SWIMMING, INC., NORTH TEXAS SWIMMING, INC., ALL MEET OFFICIALS, (OPTIONAL: OTHER ORGANIZATIONS, such as city, university, and host teams) SHALL BE FREE FROM ANY AND ALL LIABILITIES OR ANY CLAIMS FOR ANY DAMAGES, EVEN IF SUCH LIABILITIES OR CLAIMS ARE DUE TO THE NEGLIGENCE OF SUCH ORGANIZATIONS, ARISING BY REASON OF INJURIES TO ANYONE DURING THE CONDUCT OF THE MEET.

NORTH TEXAS SWIMMING, INC. SAFETY GUIDELINES AND WARM-UP PROCEDURES WILL BE IN EFFECT AT THIS MEET.

DAMAGE TO A FACILITY, WHEN PROVED, WILL CAUSE THE OFFENDING SWIMMER, IF UNATTACHED, OR THE OFFENDING SWIMMER'S CLUB, IF ATTACHED, TO BE HELD ACCOUNTABLE FOR REPAIRS.

In accordance with USA Swimming rules sections 202.3.5 and 202.3.6., "The competition course has been certified in accordance with 104.2.2C(4). The copy of such certification is on file with USA Swimming." Or "The competition course has not been certified in accordance with 104.2.2C(4)."

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“The minimum water depth, measured in accordance with Article 103.2.3 is xx feet, xx inches at the start end and xx feet, xx inches at the turn end.” The meet host is responsible for obtaining the appropriate depths at the meet venue and inserting into the above statement.

Any swimmer entered in the meet must be certified by a USA Swimming member coach as being proficient in performing a racing start or must start each race from within the water. When unaccompanied by a member coach, it is the responsibility of the swimmer or the swimmer’s legal guardian to ensure compliance with this requirement.

### **5.4 TIME TRIALS:**

Time trials shall be sanctioned and conducted in accordance with the current USA Swimming Rules and Regulations.

#### **5.4.1 Last Chance Time Trials**

**5.4.1.1** Can be sanctioned after the 60 day sanction submission deadline to fill an unforeseen chance to qualify for a championship level meet.

**5.4.1.2** Last Chance Time Trials will require Sanction Chair approval and the majority approval of the Technical Planning Committee

**5.4.2** Last Chance Time Trials are time trials created to be last championship qualifying opportunities for USA Swimming National, Sectional, and State level meets.

**5.4.2.1** Sanction Request for Last Chance Time trials can be submitted 14 to 28 days out from specified championship meet.

**5.4.2.2** Last Chance Time Trials can only be offered within 13 to 21 days of championship meet.

**5.4.2.3** Last Chance Time Trials may fall on the same calendar day as another LSC approved meet provided there is no conflict with competition level and/or time.

### **5.5 APPROVED MEETS:**

Swimming competitions which are not sanctioned because non-USA Swimming swimmers are participating (YMCA meets) may be approved. A Request for Meet Approval form should be completed as early as possible and electronically transmitted to the Sanctions Coordinator. See the current USA Swimming Rules and Regulations.

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## SECTION VI MEET INFORMATION, ENTRIES, AND DEADLINES

### **6.1 MEET INFORMATION:**

Meet information shall conform to USA Swimming and NTSI rules unless a variance in the NTSI Policies and Procedures is specifically approved by the House of Delegates when the bid is approved and the meet is awarded by the House of Delegates.

- 6.1.1** Meet information for awarded meets shall be posted on the LSC website at least 45 days prior to the first day of the meet.
- 6.1.2** The NTSI website administrator shall receive an electronic copy of the meet information for any sanctioned meet or Time Trials.
- 6.1.3** The media and format for electronic submittal shall be determined by the NTSI website administrator and the NTSI Top 10 tabulator.
- 6.1.4** The media and format shall be communicated to the member clubs during the annual meet operations training class.
- 6.1.5** Failure to have the meet information to those parties as stated shall subject the meet host to a penalty, *as* defined in 11.4. The NTSI Treasurer will impose the penalty.

### **6.2 ENTRIES:**

Entries for all NTSI meets shall be made by:

- 6.2.1** Email, with an attached meet entry file, a meet entries report by name, and a meet entry fee report.
- 6.2.2** All team entries shall be submitted using the team entry software specified by NTSI. Any team submitting more than 5 individual entries, which are not submitted using this standard software, may be charged double the entry fees by the meet host.
- 6.2.3** All entries shall be received, not later than 6:00PM Central Time, on the second Thursday prior to the commencement of the meet.
- 6.2.4** Fees shall be mailed and postmarked by the entry date.
- 6.2.5** The name, phone number and email address of the person preparing team entries shall be provided with the entries.
- 6.2.6** The meet host shall acknowledge receipt of electronic entries within 24 hours.
- 6.2.7** An audited and corrected backup of the meet database shall be electronically submitted to the Registration Coordinator no later than the Saturday after entries are due. Failure to do so by the meet host shall result in a fine as specified in 11.4

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### **6.3 LATE ENTRIES:**

**6.3.1** If the meet host elects to accept late entries it must be stated in the meet information.

**6.3.2** A swimmer's entry times for USA Swimming recognized events will be printed or online:

**6.3.3** Times from the following meets entered into SWIMS by the host LSC:

**6.3.3.1** Sanctioned and approved LSC Meets.

**6.3.3.2** YM/YWCA National Championships.

**6.3.3.3** Other swims that have been authorized for observation.

**6.3.3.4** FOREIGN MEET:

For times from a foreign meet sanctioned by another FINA member to be included in SWIMS, the meet must comply with the minimum standards for an official time from a USA Swimming meet according to Article 102.16.4 & .5 in the USA Swimming Rules and Regulations.

**6.3.4** Swimmers entering an event without a time will be entered with NT

## SECTION VII MEET ADMINISTRATION

### **7.1 GENERAL RULES:**

All meet directors, safety marshals, and coaches shall display their current USA Swimming membership card at all times while working on the deck at any NTSI sanctioned meet or event.

### **7.2 CHECK-IN PROCEDURE:**

**7.2.1** Check-in postings will be separated by age and sex.

**7.2.2** All check-in sheets shall have a blank line next to each swimmer's name for each event.

**7.2.3** Check-in has three options:

      √      Indicates that the athlete is present and will swim the event.

      SCRATCH Indicates the swimmer has scratched from this event.

            Indicates swimmer is not swimming this event for reasons unknown.

**7.2.4** The check-in deadline for each event will be 30 minutes prior to the *scheduled* start of that event,

**7.2.5** 10 and Under Sessions - The host team, when bidding a meet, may designate whether or not they wish to pre-seed the 10 & under novice session or meet.

**7.2.5.1** Late entries can be accepted on a space-available (open-lane) basis

**7.2.5.2** Check-in can be used as a training tool

**7.2.5.3** Relays entered at the meet are allowable

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### **7.3 SCRATCH RULE:**

**7.3.1 Pre - seeded meets:** Any swimmer not reporting for or competing in an individual timed final event or in a preliminary heat when finals are scheduled shall not be penalized.

**7.3.2 Deck Seeded Events:** Any swimmer entered in an individual event that is seeded on the deck, in whole or in part, who has checked in for that event, will be seeded in the event unless he / she notifies the clerk of course before seeding for that event has begun that he / she wishes to scratch. Failure to scratch prior to seeding and not swimming the event shall not be penalized.

**7.3.3 Scratching from Consolation Finals and Finals:** NTSI has adopted that portion of the Scratch Procedure for National Championships indicated in the current USA Swimming Rules and Regulations. Exceptions for Failure to Compete, as its procedure. Additionally, first and second alternates shall be announced along with the qualifiers for the consolation final heat and / or the final heat. These alternates shall not be penalized if unavailable to compete in the finals.

**7.3.3.1** Swimmers who no show for Finals, will pay a fine of \$50.00 to be reinstated into the meet and swimming the next day's events unless excused by the meet referee because of illness or injury. If the no show is on the final day of the swimmer's competition, fine is \$50.00. Fines are payable to North Texas Swimming before swimming in next LSC meet.

**7.3.3.2** All fees collected will go to the Bill Nixon Memorial Scholarship Fund.

**7.4** Allow any swimmer who misses their event at a B/C meet to be worked back in to the event in an open lane.

**7.5 WARM UP PROCEDURE:** These procedures shall be followed at each and every NTSI sanctioned meet.

**7.5.1** Warm up will be divided into two 45 - minute sessions. The host will make an effort to balance the number of swimmers between the two sessions.

**7.5.2** For split-session meets, a minimum of one 45-minute warm up period per session is required.

**7.5.3** For B/C meets in a 25 pool yard sessions, one 30-minute warm up period is required. The first 20 minutes will be general warm up. During the last 10 minutes, racing starts will be permitted using the required procedures and lane assignments.

**7.5.4** The first 30 minutes of meets other than B/ C meets, will be a general warm up, all lanes. No sprinting or pace work will be allowed during the general warm up session. NO DIVING will be allowed from the blocks or the edge of the pool. Swimmers shall enter

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the pool feet first from the start end of the pool in a cautious manner.

- 7.5.5** The meet director in conjunction with the meet referee, may adjust the warm up assignments if the entries for the meet make either warm up session disproportionately large. They shall attempt to even the number of swimmers in each session. All teams involved should be notified not less than 72 hours prior to the beginning of the first warm up session of the meet.
- 7.5.6** The last 15 minutes of each session, warm up per lane will be:

POOL SIZE	PUSH PACE	RACING STARTS	GENERAL WARM UP
6 LANE	1 & 6	2 & 5	3 & 4
8 LANE	1 & 8	2 & 7	3, 4, 5 & 6
10 LANE	1 & 10	2 & 9	3, 4, 5, 6, 7, & 8

- 7.5.7 Push pace lanes:** Push off one or two lengths from starting end. Circle swimming only. NO DIVING
- 7.5.8 Racing starts:** Sprint lanes for racing starts from blocks or for backstroke starts in specified lanes at designated times. Swim one direction only and exit the pool on the oppose end in the same specified lane.
- 7.5.9 General warm up lanes:** NO DIVING. Circle swimming only.
- 7.5.10 The meet referee** may, at his/her discretion, open additional lanes for racing starts, should the situation dictate.

### **7.6 SAFETY GUIDELINES:**

#### **7.6.1 Coaches' Responsibilities:**

- 7.6.1.1** Coaches shall instruct their swimmers regarding safety guidelines and warm up procedures as they apply to conduct at meets and practices.
- 7.6.1.2** Coaches shall supervise their swimmers throughout the warm up session at meets and at all practices.

#### **7.6.2 Host Team Responsibilities:**

- 7.6.2.1** A minimum of one marshal *or monitor* per each two lanes (two total for dual meets) , who report to and receive instructions from the meet referee and / or head marshal, shall be on deck during the entire warm up session to enforce these Safety Guidelines and Warm up Procedures. Marshals shall be current members of United States Swimming. Marshals and monitors shall also be provided to patrol any areas of the venue used by swimmers for the duration of the meet.
- 7.6.2.2** The meet referee may modify the time schedule or recommend lane assignments depending on pool configuration, number of swimmers, or other considerations, so long as safety considerations are not compromised. Any such changes shall be announced and

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/ or posted prominently in the pool area.

**7.6.2.3** An announcer shall be on duty for the entire warm up session to announce lane and / or time changes and to assist with the conduct of the warm up. The announcer shall announce race start lanes and warm up procedures and as periodic reminders of these items.

**7.6.2.4** Hazards in locker rooms, on the deck, or in areas used by coaches, swimmers, spectators, or officials shall be removed or clearly marked.

### **7.6.3 Safety Responsibilities During Competition:**

**7.6.3.1** The Meet Safety Committee shall consist of the meet director; meet head marshal, and the meet referee.

**7.6.3.2** The meet referee shall have responsibility to establish and enforce rules for safe conduct within the competition pool area during the duration of the swimming competition.

**7.6.3.3** The meet head marshal shall have responsibility for safety rules in all other areas during competition and shall assist the meet referee in the competition pool area if necessary.

**7.6.3.4** The meet head marshal shall see that the warm up / warm down area is divided into equal areas to insure the safety of all swimmers.

### **7.6.4 Miscellaneous:**

**7.6.4.1** Backstrokers shall ensure that they are not starting at the same time as a swimmer on the blocks. Swimmers shall not step up on the blocks if there is a backstroker in the water waiting to start.

**7.6.4.2** Swimmers shall not jump or dive into the pool to stop another swimmer on a recalled start.

**7.6.4.3** Swimmers are required to exit the pool upon completion of their warm up to allow other swimmers adequate warm up time.

**7.6.4.4** Warm up procedures shall be enforced for any breaks scheduled during the competition. Swimmers shall enter from the *ends* of the pool only.

**7.6.4.5** There will be no training equipment of any kind used during warm ups.

**7.6.4.6** Swimmers who are unsupervised will not be allowed to warm up, unless placed under the supervision of a coach by the meet referee.

**7.6.4.7** Discretion and common sense shall be used when establishing procedures. The meet referee, according to the needs of the meet, may modify the above procedures.

**7.6.5 Penalties:** Violation of these Warm up Procedures and Safety Guidelines may result in the imposition of the following penalties:

**7.6.5.1** The swimmer may be removed from warm up.



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- 7.6.5.2** The swimmer may be barred from the next event.
- 7.6.5.3** The swimmer may be barred from the meet.
- 7.6.5.4** The coach or team may be barred from the meet.
- 7.6.5.5** The penalty imposed shall be solely at the discretion of the meet referee after consulting with the meet safety director.

### **7.7 AWARDS:**

- 7.7.1** In all NTSI sanctioned meets; a minimum of ribbons shall be awarded for 1<sup>st</sup> – 8<sup>th</sup> place for individual events and 1<sup>st</sup>-3<sup>rd</sup> place for relay events by age group.
- 7.7.2** All athletes swimming in an 8 & Under individual event who swims a time faster than their seed time shall be awarded a Best Time Ribbon. The award shall be provided by the meet host. Swimmers who enter the event with “No Time” are not eligible for this award.
- 7.7.3** Awards shall be available for individuals to pick up during the meet.
- 7.7.4** Awards that are not picked up will be distributed at the next LSC meet, or may be mailed.
- 7.7.5** Team awards are not required.

### **7.8 RESPONSIBILITY FOR FACILITIES:**

- 7.8.1** Coaches will have a team meeting at the beginning of the swim season to identify and discuss appropriate behavior during meets and the consequences for inappropriate behavior. Coaches will also conduct a team meeting prior to the beginning of each meet to review / remind individuals of appropriate behavior.
- 7.8.2** The team hosting a meet will provide an adequate number of monitors, volunteer or paid, to police locker rooms, halls, and the general facilities.
- 7.8.3** If a facility is damaged during a meet and proof cannot be established that a certain individual caused the damage; and,
  - 7.8.3.1** If the host team furnishes monitors, then financial liability is limited to the profits of the meet. If the cost for repairs to a damaged facility exceeds the meet profits, then those teams participating in the meet will share financial liability for the remaining costs on a pro-rata basis.
  - 7.8.3.2** If the host team does not furnish monitors, the host team alone is financially responsible for repairs.
- 7.8.4** Any parent, coach, or referee may identify an individual who is involved in property damage. Such reports are to be made to the meet referee, who will in turn report it to the General Chair.
- 7.8.5** The General Chair will immediately write to all member clubs, stating the following:
  - 7.8.5.1** Identification of the problem in relation to damage and loss of access to facilities.
  - 7.8.5.2** Penalties to be decided by the LSC.

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- 7.8.5.3 Recommendation that a copy of the letter be mailed to all parents / caretakers of LSC swimmers.
- 7.8.6 If it is determined that an individual or individuals created the damage, then that person's club will be responsible for payment / fees. The club will not be able to participate in any LSC events until these fees are paid in full.
- 7.8.7 If a swimmer damages or contributes to the damage of a facility, the swimmer will be suspended from attending workouts with any NTSI member club or participating in an NTSI - sanctioned meet or NTSI - sponsored event for a period of three months.

### SECTION VIII MEET REPORTS AND DEADLINES

- 8.1 **MEET DATABASE BACKUP AND FINAL RESULTS:** All Meet Hosts shall audit meet entries against the NTSI website resources, both Team Roster and USA Swimming ID, and shall correct all erroneous information prior to submittal of meet database backup. Corrections must be submitted within 48 hours of NTSI request after the initial submittal.
  - 8.1.1 **The following shall be included in the Meet database backup:**
    - 8.1.1.1 Name of meet, dates, site and pool length.
    - 8.1.1.2 Sanction number (required for reporting National Age Group Top 16 consideration times).
    - 8.1.1.3 Full names, ages and official times of all swims, time trials, preliminaries, and finals. For B and C meets, indicate all A, BB, and B times achieved respectively.
    - 8.1.1.4 Full names and ages of all relay team participants in order of relay leg swum, and leadoff splits, if available.
  - 8.1.2 A meet database backup shall be electronically submitted to the NTSI Registration Coordinator within 2 days of the final day of the meet.
    - 8.1.2.1 The NTSI Registration Coordinator shall acknowledge receipt of the meet backup within 24 hours. After registration issues are corrected, the meet database backup will be sent to the NTV Chair for verification of times and a corrected meet database backup will be sent to the NTSI Registration Coordinator, the Top 16 Tabulator, the website administrator and the meet host.
    - 8.1.2.2 The website administrator shall post final results.
    - 8.1.2.3 The media and format for electronic submittal shall be determined by the NTSI website administrator and the NTSI NTV Chair.
    - 8.1.2.4 The media and format shall be communicated to the member clubs during the annual

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meet operations training class.

- 8.1.2.5** The website administrator shall submit a copy of the results to the State Records Chair upon completion of posting the final results to the website in a media and format designated by the State Records Coordinator.
  - 8.1.2.6** The electronic signature date of the submittal designated for the NTSI Registration Coordinator shall be used in determining compliance with the 2-day requirement for electronic submittal.
  - 8.1.2.7** Failures to comply with the final results distribution as outlined in paragraph 8.1.2 shall subject the meet host to a fine, as described in 11.4.
  - 8.1.2.8** The NTSI Treasurer shall impose fines.
- 8.1.3** Only Meet Director or person authorized by the meet director may copy and use meet backup information

### **8.2 FINANCIAL REPORT, SANCTION FEES AND SURCHARGES:**

A complete Financial Report accompanied by a printed copy of the Meet Summary Athlete Totals Report and payment of the Sanction Fees and Surcharges shall be postmarked to the Treasurer of NTSI, detailing the income and expenses of the meet, within 30 days of the last day of the meet.

- 8.2.1** Surcharges in NTSI sanctioned meets are defined in 11.4.
- 8.2.2** Failure to have the Financial Report Sanction Fees and Surcharges, Meet Manager Team Entry Fee Report and payment of the surcharges to North Texas Swimming, Inc., postmarked to the Treasurer within 30 days of the last day of the meet, shall subject the meet host to a penalty as defined in 11.4
- 8.2.3** The NTSI Treasurer will impose fines.
- 8.2.4** The Admin Vice Chair will verify the athlete count and surcharge fees as reported to the treasurer and confirm the appropriate deposit has been deposited

## SECTION IX TIMING SYSTEM AND EQUIPMENT

- 9.1 TIMING EQUIPMENT COMMITTEE:** The Equipment Committee of NTSI has the responsibility for providing equipment for the conduct of swim meets by member teams of NTSI. Non-member organizations may rent equipment if rental does not interfere with the use of the equipment by LSC members. The Committee is responsible for maintaining LSC equipment in good order, training and certifying LSC Certified Timing System Operators and

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for the orderly distribution and return of loaned and rented equipment. As equipment requirements arise the Committee will make recommendations and when authorized purchase new equipment.

### **9.2 RENTAL PROCEDURES:**

- 9.2.1** LSC timing equipment will be available for loan or rental at various fees as defined in 11.2.
- 9.2.2** LSC timing equipment will only be available to organizations that have as a member or hire an LSC Certified Timing System Operator. Only LSC Certified Timing System Operators may pick up, set up (or supervise set-up), operate, take down (or supervise takedown) or return equipment.
- 9.2.3** The 10-line portable scoreboard is available for rental as defined in 11.2. Only Certified Timing System Operators specifically designated by the Equipment Committee may deliver, set up, take down and pick up the 10-line portable scoreboard. Expenses as defined in 11.2 will be paid directly to that designated operator.
- 9.2.4** Payment of fees: Rental and deposit checks are due at the time equipment is picked up and will be in the form of an organizational check, certified cashier's check or money order. Personal checks or cash will not be accepted. Checks should be made payable to North Texas Swimming, Inc. Rental/deposit checks should not be sent with the equipment request. Fees are to be as defined in 11.2
- 9.2.5** NTSI member organizations may file with the LSC Equipment Committee a signed "Statement of Understanding" in lieu of deposits to the effect that they acknowledge liability for damage to equipment through negligence or carelessness. Non-member organizations will post a deposit as defined in 11.2. Deposit checks will not be cashed unless a late fee, as defined in 11.2, or damage assessment is imposed due to negligence or carelessness by the non-member organization.
- 9.2.6** A written request for equipment loan or rental shall be submitted to the Equipment Committee at least 60 days prior to the first day of the meet in order to assure that the desired equipment will be available. The request should be submitted on the equipment request form and equipment list available from the Equipment Committee or on the LSC website ([www.ntswwim.org](http://www.ntswwim.org)).
- 9.2.7** Equipment Pick Up and Return
- 9.2.7.1** Equipment will be picked up no earlier than two days before the start of the meet. Pick up time and location arrangements will be made with the Equipment Committee. These arrangements will be made at least one week prior to the equipment pickup.
- 9.2.7.2** An equipment loan/rental agreement will be provided by the Equipment Committee at the

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time of equipment pickup. Signing of this agreement by the hosting organization is required accepting responsibility for the LSC equipment, confirming that the equipment was in good condition when picked up and that the hosting organization agrees to the loan/rental terms. It is the responsibility of the hosting organization to inspect the equipment being picked up to ascertain that it is all present and that it is in good condition. Upon return of the equipment a copy of this agreement will be used as a checklist verifying complete return of undamaged equipment and a signed copy will be given to the hosting organization. If a deposit has been made, the hosting organization will initial this agreement signifying that the deposit has been returned. It is expected that the hosting organization will notify the Equipment Committee at the time of any deficiencies observed in the equipment.

- 9.2.7.3** Equipment will be returned within three days following the end of the swim meet. Equipment return time and location arrangements will be made with the Equipment Committee at the time of equipment pickup.
- 9.2.7.4** If touch pads are to be loaned or rented outside of the LSC storage facility then the equipment trailer must be used for their transport.
  - 9.2.7.4.1** Only vehicles of sufficient weight, power and size (full size SUV's, vans, or pick up trucks) will be permitted to pull the LSC equipment trailer.
  - 9.2.7.4.2** Only vehicles with a Class III trailer hitch, permanently attached to the vehicle frame will be permitted to pull the LSC equipment trailer.
  - 9.2.7.4.3** Only vehicles with compatible, functioning trailer electrical hookups will be permitted to pull the LSC equipment trailer.
  - 9.2.7.4.4** The rental deposit will be returned to non-members when all equipment is returned undamaged and in proper order within these time limits. Proper order is defined as all cables coiled properly; all equipment dry, all cables secured by cable ties (duct tape is not acceptable).
    - 9.2.7.4.4.1** Late Return- A late fee will be assessed as defined in 11.2. The NTSI Treasurer will assess late fees. Equipment will not be accepted and a one day fine will be assessed if in the opinion of the Equipment Committee or its designee(s) the equipment is not returned in proper order.
    - 9.2.7.4.4.2** Damage- If it can be shown that damage was due to negligence on the part of the hosting organization, then that organization will be responsible for the cost of replacement or repair up to the current deductible stated on NTSI's insurance policy. The hosting organization may opt to repair or replace the equipment or pay NTSI for repair or replacement costs incurred up to the previously stated limits.
    - 9.2.7.4.4.3** The hosting organization will be notified in writing within one week of the return of the equipment of any deficiencies (i.e. late return, damage, etc).

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- 9.2.7.4.4.4** An LSC Certified Timing System Operator shall always be present during set up, operation, take down of the system loaned or rented by the LSC.
- 9.2.7.4.4.4.1** Operators will be considered certified by the LSC only after they have successfully completed a course offered by the LSC in all aspects of equipment operation.
- 9.2.7.4.4.4.2** In order to maintain their certification operators are required to attend the LSC course at least once every two years.
- 9.2.7.4.4.4.3** Upon successful completion of the LSC course, operators will receive a certificate of completion and a color coded, dated “North Texas Certified Timing System Operators” badge.
- 9.2.7.4.4.4.4** While not required, it is suggested that LSC Certified Timing System Operators will hone their skills by working as many swim meets as possible each year, even if the hosting organization is not their home team.
- 9.2.7.4.4.5** The hosting organization shall have its own LSC Certified Timing System Operator(s) or shall hire LSC Certified Operator(s) for equipment pickup, set up, operation, take down and return.  
A list of all LSC Operators is available from the Equipment Committee.
- 9.2.7.4.4.6** Equipment rental fees for non-members of NTSI may be waived at the discretion of the Executive Committee.
- 9.2.7.4.4.7** When outdoor meets are conducted, LSC member hosting organizations are required to utilize the lightning detector (s) owned by the LSC.

## SECTION X TRAVEL FUNDS

### **10.1 TRAVEL REIMBURSEMENTS:**

- 10.1.1 Athlete:** The LSC shall subsidize athletes for travel to the National Championship Meets as identified in Article 207 of the USA Swimming Rules and Regulations in amounts to be determined annually by the NTSI House of Delegates. North Texas Swimming hopes to fund 65% to 90% of uniform expenses, that is, expenses based on advanced purchased airline tickets, standard double occupancy hotel rooms and a set per diem for meals, etc.
- 10.1.1.1** The amount of reimbursement for shall be determined using the Per Diem Policy (as stated below).
- 10.1.1.2** The per diem will be based upon the number of nights from one day prior to the swimmer’s first event until the day after the swimmer’s last event.
- 10.1.2 Per Diem Policy:** North Texas swimming will use the United States Government Per Diem Rates published in Publication 1542 for travel reimbursement. Publication 1542 has

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two components: Lodging, and Meals and Incidentals (M & I). These figures, combined with Airfare, will give the total maximum reimbursement amount. This policy is designed to provide a uniform and defensible reimbursement to all.

The per diem rates will be taken straight out of Publication 1542, which gives the maximum per diem rate that can be used without treating part of the per diem allowance as wages for taxable purposes. This Publication gives different lodging and M & I rates, depending on the location, and takes into account the cost of living differences in various parts of the country.

This policy has three parts:

- 10.1.2.1** The Government Publication 1542 per diem rates is used for all North Texas Swimming reimbursable trips.
- 10.1.2.2** The standard advance purchase airfare (minimum 3 week advance purchase) amount is used for all North Texas Swimming reimbursable trips.
- 10.1.2.3** The Meals & Incidentals component is used for all travel, where the lodging is paid by USA Swimming or North Texas, and meals are not provided.
- 10.1.3** The finance committee in conjunction with the athlete committee shall annually submit the funds and distribution of those funds for these meets to the NTSI House of Delegates at the annual meeting for approval. North Texas Swimming hopes to fund 65% to 90% of uniform expenses, that is, expenses based on advanced purchased airline tickets, standard double occupancy hotel rooms and a set per diem for meals, etc.

### **10.2ATHLETE TRAVEL FUND:**

All applications for travel funds shall be submitted to the NTSI Treasurer for meets designated in section 207 of USA Swimming Rules and Regulations. The deadline for applications for reimbursement to require that all receipts be submitted within 30 days of the conclusion of the meet for which the athlete is being reimbursed. Application form is available from the NTSI website. To qualify for NTSI travel funds, a swimmer shall:

- 10.2.1** Compete in a lifetime minimum of ten NTSI sanctioned open invitational meets or Texas Senior Circuit meets or a combination of these meets.  
OR
- 10.2.2** Compete in a minimum of three events at two NTSI sanctioned open invitational meets or two Texas Senior Circuit meets, or a combination, during that short course season for short course funds, or during that long course season for long course funds.  
AND
- 10.2.3** A Compete in an individual event as designated in 10.2.1  
OR

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**10.2.4** Compete in a relay at a National Championships meet, having also met the qualifying criteria for the last Junior Championship meet in an individual event

AND

**10.2.5** Have been a NTSI registered swimmer at the time of the competition specified in Section 10.2.1 and 10.2.2, above.

**10.2.6** The athletes selected to represent NTSI at the USAS and TSA annual conventions shall be reimbursed for their travel expenses in the same manner and amounts as set forth below.

**10.3 Officers and Committee Chairs:** Any individual acting as an LSC delegate, whether at-large or in a named position, to the USAS or TSA annual conventions shall be reimbursed as set forth below. The LSC shall also reimburse the Registration Coordinator in the same manner for attending the USAS Convention. Any officer or committee chair attending a USA Swimming sponsored meeting for that position shall be reimbursed by the LSC for their round - trip airfare and registration fees. LSC travel needs to be booked a minimum of 21 days in advance to obtain the best rates. Exceptions must to be approved by the executive board of NTSI

**10.4 Officials:** Those officials chosen by the Officials Chair to attend the annual Official's Clinic shall be reimbursed for their round - trip airfare and registration fees. Each year, the House of Delegates may approve a budget item for the reimbursement of expenses incurred by officials officiating for a minimum of two full days (not including a day with only timed finals) at a USA Swimming National Meet identified in article 207. of USA Swimming Rules and Regulations. The budgeted item shall be divided into two equal parts, one for the short course and one for the long course season. Officials making application for this reimbursement, if qualified, shall divide the amount budgeted for that season provided that no official shall be reimbursed in an amount greater than a swimmer would have received for attending the same meet. LSC travel needs to be booked a minimum of 21 days in advance to obtain the best rates. Exceptions must to be approved by the executive board of NTSI.

### **10.5 Conventions:**

**10.5.1 TSA Conventions:** The LSC will reimburse the LSC Delegates (General Chair, two (2) at large, and two (2) athletes) to the annual TSA Convention for transportation, room, and a per diem allowance for food while at the convention. The General Chair shall approve the type of transportation and room arrangement in advance of the convention. The amount to be reimbursed as a per diem food allowance shall be thirty five (\$35.00)



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dollars. LSC travel needs to be booked a minimum of 21 days in advance to obtain the best rates. Exceptions must to be approved by the executive board of NTSI.

**10.5.2 USAS Convention:** The LSC will reimburse all LSC delegates and the Registration Coordinator for their travel to the USAS Convention site, ground transportation from the airport to the host hotel and a per diem allowance for food while at the convention. The amount to be reimbursed as a per diem food allowance shall be thirty five (\$35.00) dollars. Under certain circumstances one or more rental cars may be necessary for the comfort and convenience of all the LSC Representatives at the convention. In the event the General Chair shall determine that there is a need for a rental car, then upon submission of an appropriate receipt, such expense shall be reimbursed by the LSC. Other LSC members (at large voting delegates or national committee members) to attend the USAS convention, such as national officers or committee members shall make known to the General Chair at least six (6) weeks prior to the beginning of the convention. Anyone reimbursed by the LSC shall participate in the activities at the convention. LSC travel needs to be booked a minimum of 21 days in advance to obtain the best rates. Exceptions must to be approved by the executive board of NTSI

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## SECTION XI LSC FINANCES AND FEES

**11.1 REGISTRATION FEES:** These fees are in effect as of September 1, 2011

	As Currently Set By <u>USA Swimming</u>	<u>NTS</u>
<b>11.1 Club Registration</b>		\$30.00
<b>11.2 Athlete Registrations</b>		
<b>11.2.1</b> Year Round Athlete		\$15.00
<b>11.2.2</b> Seasonal Athlete		\$15.00
<b>11.2.3</b> In LSC Transfer		\$ 4.00
<b>11.2.4</b> Out of LSC Transfer		\$10.00
<b>11.2.5 Non-athlete Memberships</b>		\$ 0.00

**11.2.6 Outreach athlete** membership is available at a cost of \$5.00 to any athlete who is eligible for the federal reduced or free lunch program with documentation of eligibility.

**11.3 TIMING EQUIPMENT FEES:**

**11.3.1** A deposit in the amount of the LSC's current insurance deductible is required at the time of equipment pick up. NTSI member organizations may file a "Statement of Understanding" in lieu of the deposit.

**11.3.2** Rental Fee Schedule

11.3.2 Rental Fee Schedule

NTSI Member Organizations -	All equipment excluding 10-line portable scoreboard is available at no charge
Non-Member Organizations -	All equipment excluding 10-line portable scoreboard is available at \$750.00 per meet per system or any part thereof.
NTSI Member Organizations -	10-line portable scoreboard is available for rental at \$150.00 per meet.
Non-Member Organizations-	10-line portable scoreboard is available for local rental at \$750.00 per meet and for non-local rental at \$1000.00 per meet.



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Failure to submit pre-meet backup \$25.00/day to maximum \$200.00

**11.5.3.1** Late Sanction Request - \$200 for LSC sponsored Meet information submitted, in its entirety 45 days or less to start date of event.

**11.5.3.2** Host team will be denied request to sanction LSC sponsored meet if information is submitted 40 days or less to the start date of event.

**11.5.3.3** Sanction request denied by the LSC. The denied meet will be put out to re-bid to teams in division. If no teams in the division want the meet then it will be put out to bid to the rest of the LSC.

**11.5.3.4** Second infraction, within a year of 1st infraction, of 3.1, will result in another \$200 fine and all other LSC sponsored meet bids awarded to host team will be pulled.

**11.5.3.5** Any team that is required to have meets pulled per 3.1.3.4 shall be restricted from bidding meets for one year from start date of the last meet pulled.

**11.5.3.6** Non-payment of fines will require that no further (of any type) meets receive sanction until fines are paid.

### **11.6 Replacement Cards**

Athlete replacement card	\$2.00
Non-athlete replacement card	\$5.00

### **11.7 Returned checks.**

Upon receipt of a Non-Sufficient Funds check, the Treasurer shall inform the individual and the team to remit the funds including appropriate fees, within ten days. After thirty days, if appropriate reimbursement is not made, the team will no longer be considered to be in good standing with the LSC. Acceptable payment methods from that point forward shall only be by cashier's check, money order or cash. Reinstatement of check payment privileges must be requested through and approved by the Executive Committee. Appropriate legal action may also be pursued.

\$25.00 fee for non-sufficient fund (NSF)/returned checks will be charged.

### **11.8 EXPENDITURES:**

All NT LSC expenditures be approved through the Treasurer and the General Chair write the checks to cover these expenditures.

### **11.9 BUDGETED EXPENSES:**

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Budgeted expenses must be within budget limits unless approved by the Executive Board.

### **11.10 PURCHASE ORDERS:**

Purchase order requests must be submitted to the Treasurer, who will place the orders, with filled orders shipped to a member of the Executive Board or designated person. All purchases in excess of \$1000.00 must be submitted for Board approval.

## **SECTION XII RECORDS**

### **12.1 RECORDS:**

- 12.1.1** NTSI Records shall be kept to recognize the best performance by a NORTH TEXAS swimmer in short course yard and long course events. The North Texas record is the best time recorded in SWIMS by a swimmer who is at the time of the record a registered NTSI swimmer
- 12.1.2** Records shall be kept in yards for all short course yard events and in meters for long course events for all USA Swimming recognized age group events.  
Short course yard and long course individual event records shall be kept for 10 & Under, 11-12, 13-14, 15-16, 17-18, and Senior.
- 12.1.3** Times achieved in time trials events shall not be accepted for record evaluation.
- 12.1.4** Only individual results achieved in all-star type meets (e.g., USA Swimming Southern Zone Championships) shall be considered for individual records. Relay results shall not be considered for relay records.

## **SECTION XIII AMENDMENTS**

### **13.1 AMENDMENTS:**

These Policies and Procedures may be amended at any meeting of the House of Delegates by a one-half (50%) vote of the members present and voting. At least thirty (30) days electronic notice shall be given to every member of the House of any proposed amendment. Any amendment not submitted or proposed in time to give thirty (30) days electronic notice to the House may be adopted only by three-fourths (75%) vote of the House of Delegates present and voting.

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## APPENDIX

### Appendix A

#### **Whistle Blower Protection Policy**

USA Swimming forbids any form of retaliation against individuals for providing truthful information to a law enforcement official relating to actual or potential unlawful conduct. Such actions can result in immediate termination. The audit committee will establish procedures for handling complaints, including anonymous ones, about accounting and financial matters.

#### **Document Retention Policy**

USA Swimming's legal counsel shall be instructed to inform the Executive Director when document destruction (planned or otherwise) should be halted. The Executive Director will in turn notify the staff and board members. Violation of such orders can result in immediate termination.

#### **Conflict of Interest Statement**

Those who choose to serve North Texas Swimming, whether as volunteers or paid professionals, are held to a high standard of conduct. Those who serve must do so without personal gain in order to avoid any institutional loss or embarrassment and to behave in such a way that the organization's trust and public confidence are enhanced. It is important to avoid any real or perceived conflict of interest.

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

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

The following seven items reflect specific expectations by NTS of people signing this agreement. These items cannot and do not however completely define what is acceptable. They are intended rather as guidelines and not a precise road map to what is acceptable conduct.

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1. A good faith effort must be exercised by those signing this statement to conduct the business of North Texas Swimming in observance of both the spirit and letter of applicable federal and state laws.
2. North Texas Swimming properties, services, opportunities, authority and influence are not to be used for private benefit.
3. All individuals who participate with North Texas Swimming will disclose the nature and extent of an actual or potential conflict of interest when it occurs in the evaluation of an issue and will avoid evaluating or voting on the matter involved. This includes the award of contracts, the purchase of goods and services, the award of contracts for professional services, and the allocation of North Texas Swimming resources for individual use.
4. Gifts, cash, travel, hotel accommodations, entertainment, or favors are neither to be given (except with full approval of the Board of Directors) nor received, except those of nominal value exchanged in the normal course of business. Gifts and favors of more than one hundred dollars (\$100.00) value should not ordinarily be accepted. If circumstances render it awkward to refuse such a gift, the donor should be thanked and told the gift is being accepted on behalf of and will be delivered to North Texas Swimming.
5. Expenses incurred in the furtherance of North Texas Swimming business are to be reasonable, necessary and (if twenty-five dollars or more) substantiated.
6. All are expected to exhibit honesty, loyalty, candor and professional competence in their relationships with North Texas Swimming and with each other.
7. Each individual has the responsibility to maintain the confidentiality of the organization. This includes both proprietary and sensitive information.

### **ACKNOWLEDGEMENT OF RECEIPT AND UNDERSTANDING**

I acknowledge receipt and understanding of North Texas Swimming's Statement of Principles on Ethical Behavior and Conflict of Interest, and I pledge my full support of the spirit and the letter of the requirements contained therein.

**NORTH TEXAS SWIMMING POLICIES AND PROCEDURES MANUAL**

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Print Name

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Signature

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Date

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North Texas Swimming Position



# NORTH TEXAS SWIMMING POLICIES AND PROCEDURES MANUAL

## North Texas Swimming Team Travel Policies Appendix B

### Section 1 - USA Swimming Required Policies.

These items are Code of Conduct stipulations in the USA Swimming Rulebook.

- a) LSC travel policies must be signed and agreed to by all athletes, parents, coaches and other adults traveling with the LSC. (305.5.D)
- b) Team managers and chaperones must be members of USA Swimming and have successfully passed a USA Swimming-administered criminal background check. (305.5.B)
- c) Regardless of gender, a coach shall not share a hotel room or other sleeping arrangement with an athlete (unless the coach is the parent, guardian, sibling, or spouse of that particular athlete). (305.5.A)
- d) When only one athlete and one coach travel to a competition, the athlete must have his/her parents' (or legal guardian's) written permission in advance to travel alone with the coach. (305.5C)

### Section 2 -

- a) During team travel, when doing room checks, attending team meetings and/or other activities, two-deep leadership and open and observable environments should be maintained.
- b) Athletes should not ride in a coach's vehicle without another adult present who is the same gender as the athlete, unless prior parental permission is obtained.
- c) During overnight team travel, if athletes are paired with other athletes they shall be of the same gender and should be a similar age. Where athletes are age 13 & Over, chaperones and/or team managers would ideally stay in nearby rooms. When athletes are age 12 & Under, chaperones and/or team managers may stay with athletes. Where chaperones/team managers are staying in a room with athletes, they should be the same gender as the athlete and written consent should be given by athlete's parents (or legal guardian).
- d) When only one athlete and one coach travel to a competition, at the competition the coach and athlete should attempt to establish a "buddy" LSC to associate with during the competition and when away from the venue.
- e) To ensure the propriety of the athletes and to protect the staff, there will be no male athletes in female athlete's rooms and no female athletes in male athlete's rooms (unless the other athlete is a sibling or spouse of that particular athlete).
- f) A copy of the LSC Code of Conduct must be signed by the athlete and his/her parent or legal guardian, team managers, chaperones, and coaches.
- g) Team or LSC officials will obtain a signed Liability Release and/or Indemnification Form for each athlete.
- h) Team or LSC officials will carry a signed Medical Consent or Authorization to Treat Form for each athlete.
- i) Curfews shall be established by the team or LSC staff each day of the trip.

## **NORTH TEXAS SWIMMING POLICIES AND PROCEDURES MANUAL**

- j) Team members and staff traveling with the team will attend all team functions including meetings, practices, meals, meet sessions, etc. unless otherwise excused or instructed by the head coach or his/her designee.
- k) The directions & decisions of head coaches/coaches/chaperones are final.
- l) Swimmers are expected to remain with the team at all times during the trip. Swimmers are not to leave the competition venue, the hotel, a restaurant, or any other place at which the team has gathered without the permission/knowledge of the coach or chaperone.
- m) When visiting public places such as shopping malls, movie theatres, etc. swimmers will stay in groups of no less than three persons. 12 & Under athletes will be accompanied by a chaperone.
- n) The Head Coach or his/her designee shall make a written report of travel policy or code of conduct violations to the appropriate club (LSC) leadership and the parent or legal guardian of any affected minor.

### **NORTH TEXAS SWIMMING CODE OF CONDUCT**

#### **CODE OF CONDUCT FOR NORTH TEXAS SWIMMERS GOVERNING PARTICIPATION IN THE LSC PROGRAMS**

##### **PURPOSE**

The purpose of this code is to promote individual, team, and program responsibility for the development of first-class citizens.

##### **PART I – GENERAL CODE OF CONDUCT RULES**

- 1. All participants will abide by this code of conduct.
- 2. All participants will wear designated team apparel during all competition.
- 3. All participants at USA Swimming sponsored events shall adhere to any curfews set by the Head Coach.
- 4. Male and Female swimmers may not be in each other's room on any team trip unless supervised by designated LSC official.
- 5. Use of alcoholic beverages is unacceptable.
- 6. Use of drugs other than those prescribed by your physician is unacceptable.
- 7. Use of tobacco Products is unacceptable.
- 8. Disrespectful, indiscreet or destructive behavior will not be tolerated. It is the responsibility of each swimmer to make every effort to avoid guilt by association with such activities.
- 9. All participants and their parents have a responsibility to do their best to ensure that this Code of Conduct is adhered to and to help ensure the safety of these program participants.

# NORTH TEXAS SWIMMING POLICIES AND PROCEDURES MANUAL

## PART II- VIOLATION OF THE CODE OF CONDUCT RULES

At the discretion of the Head Coach any one or all of the following penalties will be applied:

1. Swimmer may be scratched from the meet.
2. Swimmer may be sent home immediately from practice or meet at his own expense and if there is extra expense it will be the swimmer's responsibility.
3. Swimmer may be suspended from the team until the swimmer and parents have had a conference with the Head Coach and appropriate disciplinary actions have been implemented. This is automatic with violations of General Conduct Rules 4, 5, 6 and (or) 7.
4. Violation of General Conduct Rules 3,4,5,6,7,and (or) 8 on team trips will result in the swimmer being suspended from ALL LSC trips for one calendar year from infraction.

I, hereby agree to abide by the rules of conduct as set forth in Part I above and acknowledge that, should I violate any provision in Part I, I will be subject to disciplinary action, as set forth in Part II, including suspension.

\_\_\_\_\_  
Signature of Swimmer

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Parent/Guardian

\_\_\_\_\_  
Date