

**Policies and Procedures of the Ohio High School Swimming Coaches Association –  
Updated September 30, 2017**

**ARTICLE I - PUBLICATIONS**

- I. Newsletter
  - A. The newsletter is the official publication of the Association.
  - B. The newsletter will be sent to all active and honorary members as part of their membership costs.
- II. Website
  - A. The Association shall maintain and pay for a website.

**ARTICLE II - EXPENSES**

- I. NISCA (National Interscholastic Swimming Coaches Association)
  - A. The Ohio High School Swimming Coaches Association will allow \$200.00 total per year to defray NISCA National Convention costs for any member who holds a NISCA letterhead or state delegate position.

- II. MEETING EXPENSES

The President shall secure a location for the annual and spring meetings and instruct the Treasurer to pay for the same.

- III. SCHOLARSHIPS

The Association shall sponsor and award two scholarships to graduating seniors, one female and one male, in the amount of \$500.00 each.

**ARTICLE III - COMMITTEES**

- I. The President shall have the power to appoint any necessary committees.
- II. The following are Standing Committees of the OHSSCA:
  - A. Awards

## ARTICLE IV - AWARDS

### I. Wirthwein Award

- A. Presented to an individual for outstanding contributions to aquatics in Ohio.
- B. Selected by a majority vote of the Board of Directors at the Fall meeting.
  - 1. Nominations from the floor will be accepted prior to the voting.
  - 2. Voting will be on a weighted basis with 5 points being awarded for the first choice, down to one point being awarded for the fifth choice by each voting member.
  - 3. The winner will be the individual with the highest point total.
  - 4. Those individuals in places 2 through 6 will be brought forward on the ballot for the following year.
- C. The award is presented at the State Meet.
- D. The award recipient's name is to be engraved on the permanent plaque at the Ohio High School Athletic Association office. It will also be put on display at the State Meet.

### B. District Coach of the Year

- A. Each District, at the respective district meets, should select representative coaches of the year for both boys and girls in the following manner:
  - 1. Each participating team shall get one vote for District Coach of the Year.
  - 2. To be eligible to be elected District Coach of the Year, a coach must be a Member in good standing of the Association prior to the start of the State Tournament.

### IV. Neil Skinner Award – State Coach of the Year

- A. An award will be given to the elected coach of the year in each division contested at the state meet.
- B. Selection is by majority vote of the membership within the guidelines stated below:
  - 1. All District Coaches of the Year are eligible
  - 2. The Executive Committee shall then choose additional candidates to reach the final ten names on the ballot, from nominations submitted by District Representatives by the Monday prior to the State Meet.
  - 3. The ballot shall be available no later than the start of the State Meet, the Secretary shall determine the voting methods and procedures. Voting shall be completed prior to the start of Finals for each respective Division.
  - 4. Only the Head Coach of each team may vote for the State Coach of the Year in their own respective division.
  - 5. The award shall be presented between the 100 Breaststroke and the 400 Free Relay.
  - 6. The award recipient's name will be engraved on the permanent plaque at the Ohio High School Athletic Association office. It is the duty of the President-Elect to see that this plaque is kept up to date.

III. Larry Lyons Award (Service award to association)

- A. This award will be selected each year.
- B. This is an award to a coach in the Association for service to the Association. It has the following requirements:
  - 1. Member of Association – 10 year minimum
  - 2. Served on the Board of Directors
  - 3. Significant contribution and dedication to OHSSCA
  - 4. Coach or prior coach
- C. Nominations will be held by each District during Annual Membership meeting each fall. Each district will nominate one candidate. A nominee can remain on the ballot for 4 years before they are removed but are eligible for reinstatement immediately. Voting will occur online along with the Coach of the Year voting following the State Meet. The District Reps. may make a “bio” sketch for the candidate in their district to put on the web site.
- D. The results of the vote will be announced on the website and through other methods chosen by the association executive committee. Larry Lyons Award winners will be contacted by the awards chairman upon their selection.

IV. Officers Award

- A. A plaque (certificate of appreciation) is to be presented to the retiring officers at the annual meeting. This is to be done at the close of their term of office.

VI. Swimmer Awards

A. All-Ohio Certificates

1. These awards are given to the top 16 swimmers in each individual event and all swimmers in the top 16 relays at the State Meet.
2. These awards shall be made available to membership as a downloadable file on the association website.
3. Given to swimmers of a member coached team. If a coach is not a member, they are able to purchase a certificate at a cost equal to association dues for each certificate obtained.

B. State "Performance of the Meet"

1. This award is given to both the girl swimmer/diver and the boy swimmer/diver who have the highest, single power point performance at the State Meet in either prelims or finals.

C. Academic All-Ohio Awards

1. To be eligible, an application is required. These applications can be obtained from the association website.
2. The list of criteria for this award includes the following:
  - a. 3.5 grade average, regardless of academic track
  - b. Based on seven semesters
  - c. Letter two years, one of which must be the senior year.

D. Ohio High School Swimming Coaches Association Scholarship Application

1. Scholarships at \$500.00 each shall be awarded annually by the OHSSCA to one male and one female swimmer in the State of Ohio
2. The scholarship committee shall recommend to the OHSSCA Board of Directors three boys and three girls for the final vote.
3. No award shall be made if a candidate does not meet scholarship requirements, or if the minimum number of applicants is not met..
4. Scholarship awards are limited to seniors graduating from high school. The applicant must be enrolling in college and must be considered a full time student carrying 12 hours minimum.
5. Awards shall be determined by the following criteria, in the following order:
  - a. College bound.
  - b. High academic achievement (3.0 or better).
  - c. Community service.
  - d. Financial need.
  - e. State swim meet qualifier.
6. Applications and self-addressed, stamped postcards are to mailed to, and in the hands of, the Scholarship Committee Chairman by April 1.  
Scholarship Committee Chairman  
Final selections will be made and all applicants notified by April 30.

## VII. Hall of Fame Requirements

- A. Established to recognize outstanding coaches, officials, and contributors to Ohio High School Swimming and Diving from recognition as a sport in 1928 till the present date.
- B. The following criteria for selection to the Hall of Fame:
  - 1. Ohio Coaches and officials who are members of the Association can recommend candidates.
  - 2. Three Categories are to be approved:
    - a. Coach
    - b. Official
    - c. Contributor
  - 3. Requirements for the Coach
    - a. Coach must be removed from a Head Coaching position for a minimum of two years to be nominated or inducted into the OHSSCA Hall of Fame
  - 4. Recommendations for the Coach
    - a. Coach of state championship team
    - b. Coach a number of state champions
    - c. A member of the OHSSCA Board of Directors
    - d. 100 wins in dual meets
    - e. Minimum tenure of coaching of ten years
  - 5. Recommendations for the Official
    - a. Officiated at the State Tournament
    - b. A member of the Official Association
    - c. Minimum tenure of officiating of ten years
  - 6. Recommendations for the Contributor
    - a. The person recognized as having made outstanding contributions to Ohio Swimming
- C. Selection Process
  - 1. Recommendations shall be made online at the association website at any time.
  - 2. Any member may make recommendations for candidates.
  - 3. The chairperson shall, before the Board of Directors Meeting, provide each member of the Executive Board a copy of each nomination and recommendation received, with the name of their respective nominator.
  - 4. The deadline for Hall of Fame nominations to the Board of Directors will be the Spring Meeting in odd years.
- D. Determination of Inductees
  - 1. The election of the Hall of Fame inductees shall take place at the Fall Board of Directors Meeting of odd numbered years.
  - 2. All Board of Directors members are entitled to vote provided they are in attendance for the entire Hall of Fame selection procedure.
  - 3. A maximum of six Hall of Fame candidates shall be elected.
  - 4. A quorum of the Board of Directors shall be present in order to conduct the Hall of Fame election. A majority of the Board must be present to constitute a quorum.
  - 5. Nominees will be elected by a majority vote of the Board of Directors.
  - 6. Nominees not elected will be carried over to future ballots.
- E. Awarding
  - 1. Each newly elected Member shall be notified of this Award and be presented with an appropriate recognition award at the Annual Awards Ceremony, the following year.

## **ARTICLE V – MEETINGS**

- I. The Association shall have two meetings – An Annual Meeting in the Fall (September or October) and a Spring business meeting.

## **ARTICLE VI - OHSSCA EXECUTIVE BOARD MEMBER GUIDELINES**

- I. Current member of the Association by or at the fall meeting each year.
- II. Attendance is expected at every Association meeting. Excessive absence may be cause for removal from the Board as seen appropriate by the Executive Committee.
- III. Annual meeting - District Representatives run breakout sessions to nominate SEI and Larry Lyons recipients.
- IV. District Representative communication guidelines with district coaches:
  - A. Fall clinic info to be disseminated to all district coaches immediately, as well as once a month prior to, and again within two weeks of yearly fall meeting date. Association President is to be copied on all such communications.
  - B. Maintain contact with all district coaches once per month, while in season, to drive membership and inform about upcoming events, district information, OHSAA paperwork, Association membership, and Coach of the Year deadlines.
- V. District Representative Sectional Meet duties:
  - A. Disseminate sectional meet info/psych sheets to respective coaches as it is made available
- VI. District Representative District Meet duties-
  - A. Create a ballot for district coach of the year and cross-reference with membership list, (membership list will be distributed one week prior to district competition.)
  - B. Prior to district meet starting, find coaches to present athlete awards, team championship awards and coach of the year awards, (again, cross reference with membership list).
  - C. Short comment at coaches meeting regarding voting for coach of the year.