



## **Policy and Procedures Handbook**

UPDATED THROUGH April 2019

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## **STATEMENT OF INTENT**

This Policy and Procedure Handbook is intended to supplement the Rules and Regulations of USA Swimming by providing guidelines in local matters within Kentucky Swimming, Inc. It does not amend or supersede any applicable USA Swimming rules, but only supplements them. In the event of any conflict, USA Swimming rules shall prevail to the extent that they are mandatory.

## **1000 PURPOSE AND JURISDICTION OF KENTUCKY SWIMMING, INC**

### **1010 – Purpose / Mission**

The objectives and primary purpose of the Kentucky swimming shall be the education, instruction and training of individuals to develop and improve their capabilities in the sport of swimming. Kentucky swimming shall promote swimming for the benefit of swimmers of all ages and abilities, in accordance with the standards, rules, regulations, policies and procedures of FINA, USA Swimming, and Kentucky Swimming and its articles/certificate of incorporation.

**Vision** - To provide a safe and healthy environment, encompassing all backgrounds and abilities that create a tradition of excellence in the sport of swimming.

### **1020 - Jurisdiction**

Kentucky Swimming shall have jurisdiction over the sport of swimming as delegated to it as a Local Swimming Committee by USA Swimming to conduct swimming programs consistent with the objectives of Kentucky Swimming and those of USA Swimming and to sanction, approve, observe and oversee competitive swimming events within the Territory and to conduct competitive swimming events within the Territory, its Region and its Zone (as those terms are defined in Sections 703.3 and 704.2 of Part Seven.) Kentucky Swimming shall discharge faithfully its duties and obligations as a Local Swimming Committee of USA Swimming in accordance with the Bylaws of Kentucky Swimming, the USA Swimming Code and all applicable policies and procedures.

### **1030 - Location**

The geographic territory of Kentucky Swimming is the State of Kentucky, except Campbell, Kenton, and Boone Counties; and Floyd and Clark Counties in the State of Indiana

## 1100 - BOARD OF DIRECTORS AND COMMITTEE CHAIRS

### 1110 - Kentucky Swimming Board of Directors

#### Board Members

General Chair  
Administrative Vice-Chair/Secretary  
Senior Vice-Chair  
Age Group Vice-Chair  
Program Development and Operations Vice-Chair  
Finance Vice-Chair  
Diversity, Equity and Inclusion – Adaptive and Disability Swimming Vice Chair  
Coach Representative  
Senior Athlete Representative  
Safety/Safe Sport Coordinator  
Technical Planning Committee Chair  
Official's Committee Chair  
Records Committee Chair  
Rules Committee Chair

#### At-Large Board Members

The Board of Directors shall have five up to (2) At-Large Board Members:  
Member At-Large

Ex-Officio Members The following persons shall be ex-officio members of the Board of Directors during the time period in which they meet the defined status:

1. The immediate past General Chair of Kentucky Swimming, if the individual is in good standing.
2. Kentucky Swimming Executive Secretary
3. Junior Athlete Representative
4. USA Swimming Committee Chairs who are an Individual Members in good standing. .
5. Members of the USA Swimming Board of Directors who are Individual Members in good standing.

**Ex-officio members** shall have voice but **no vote** in meetings of the Board of Directors and its committees.

## **1120 - Elections**

In even numbered years:

The House of Delegates, at its annual meeting shall elect:

- Administrative Vice-Chair
- Finance Vice-Chair
- Senior Vice-Chair
- Program Development and Operations Vice-Chair
- Rules Committee Chair
- Coach Representative (Elected by Coaches only)

In odd numbered years:

The House of Delegates, at its annual meeting shall elect:

- General Chair
- Age Group Vice-Chair
- Diversity, Equity and Inclusion
- Safety/Safe Sport Coordinator
- Officials Committee Chair
- Records Committee Chair
- Technical Planning Chair
- Member At-Large

## **1121 - Terms of Office**

The terms of office of all elected members of the Board of Directors shall be two years. Each person elected must be in good standing and must maintain their eligibility throughout their term of office. Each person elected to a position shall assume office upon election and shall serve until a successor is chosen. Except for the Technical Planning Committee Chairperson, no individual who has been elected by the House of Delegates and served four successive years shall be eligible for re-election to the same position until a lapse of two years. A portion of any term served to fill a vacancy in the position shall not be considered in the computation of this successive terms limitation. In the event of a mid-term vacancy, the vacancy shall be filled by an appointee selected by the General Chair with the advice and consent of the Board of Directors.

Out-going Board of Director Chairpersons of Kentucky Swimming must turn over any association materials to their successor or the designee of the LSC.



### **1131 - General Chair**

The General Chair shall oversee and have general charge of the management, business, operations, affairs and property of Kentucky Swimming, and general supervision over its officers and agents; shall call meetings when and where deemed necessary; shall preside at all meetings; and, except as otherwise provided in the Bylaws and with the advice and consent of the Board of Directors, shall appoint committee chair and members for standing and special committees or coordinators as may be necessary to permit Kentucky Swimming to effectively, efficiently and economically conduct its affairs. The General Chair shall report to the Board of Directors all matters within the General Chair's knowledge that the Board of Directors should consider in the best interests of Kentucky Swimming.

### **1132 - Administrative Vice-Chair/Secretary**

The Administrative Vice-Chair shall conduct meetings in the absence of the General Chair and, at the request of the General Chair or in the event of the disability of the General Chair, shall perform all of the duties of the General Chair, and when so acting shall have all of the powers of the General Chair. The Administrative Vice-Chair shall have general charge of the business, affairs and property of the division that administers Kentucky Swimming business and affairs. The Administrative Vice-Chair shall aid in the development of policy and the coordination of the activities of the officers and committees within the division internally and with other divisions, and committees and coordinators. The Administrative Vice-Chair shall serve as the official Board Secretary to include taking minutes of all meetings and submitting to the Kentucky Swimming Executive Secretary for typing and distribution.

### **1133 - Senior Vice-Chair**

The Senior Vice-Chair shall chair and have general charge of the affairs and property of the Division that develops and conducts the Senior swimming program of Kentucky Swimming. The Senior Vice-Chairperson is liaison to the Athletes Committee and shall be responsible to see that the Athlete Representatives elections are held in accordance with these established guidelines. Senior Vice-Chair is responsible for: Awards, Awards Presentations, Camps/Clinics, Officials, Open Water, Safety, Senior program and Travel Fund.

### **1134 - Age Group Vice-Chair**

The Age Group Vice-Chair shall chair and have general charge of the affairs and property of the Division that develops and conducts the age group swimming program of Kentucky Swimming. The Age-Group Chair is responsible for age group development, Camps/Clinics, Zone Team, All-Star Team.

### **1135 – Diversity, Equity and Inclusion Vice Chair (Adaptive and Disability Swimming)**

The Diversity and Inclusion – Adaptive and Disability Swimming Vice-Chair shall have general charge of the affairs and property of the Division that develops and conducts diversity and inclusion, disability and adapted swimming programs and help develop and implement strategies, policies and programs that will create a diverse and inclusive environment for swimmers in the LSC, and build on the population of underrepresented coaches, athletes, administrators and sports officials within the LSC/USA Swimming membership and within

Kentucky Swimming in accordance with USA Swimming Rules and guidelines. The Diversity and Inclusion – Adaptive and Disability Swimming Vice Chair will serve as a voice for the LSC’s under-represented populations and promote inclusion and increase diversity and inclusion in the sport of swimming specifically to the LSC through the following responsibilities:

### **1136 - Program Development and Operations Vice-Chair**

The Program Development and Operations Vice-Chair shall chair and have general charge of the affairs and property of the division that develops coordinates and conduct a swimming program for all levels of swimming in the Territory, including the development of long-range plans for swimming programs. Program Development and Operations Vice-Chair is responsible for: executive committee

### **1137 - Finance Vice-Chair**

The Finance Vice-Chair is the chief financial officer of Kentucky swimming. The Finance Vice-Chair shall chair and have general charge of the affairs and property of the division that includes the Treasury function, the development and implementation of an investment program for Kentucky Swimming’s working capital, funded reserves and endowment funds and the development and implementation of a marketing and fund-raising plan for Kentucky Swimming. The Finance Vice-Chair, with the assistance of the Finance Committee, shall prepare an annual budget for Kentucky Swimming operations and present the budget for approval by the Board of Directors and the House of Delegates. In addition, The Finance Vice-Chairperson shall cause to be conducted the audit required pursuant to Section 608.5 and shall review, or shall cause the Audit Committee to review, the annual audit report and recommend acceptance and appropriate action, if any with regard thereto by the Board of Directors and the House of Delegates. The Finance Vice-Chair is responsible for the adequacy of Kentucky Swimming’s system of internal financial and accounting controls. The Finance Vice-Chair is the Chair of the Finance and Budget Committees and a member of the Personnel Committee. The Finance Vice-Chair is ultimately responsible for Kentucky Swimming’s compliance with Section 608.4.

### **1138 - Coach Representative**

The Coach Representative shall serve as a liaison between the coaches who are members of Kentucky Swimming, the Board of Directors and House of Delegates. The Coaches Committee shall elect the Kentucky Swimming Coach Representative during their annual meeting, in the even calendar year, to serve a two-year term. The Coaches Representative will:

1. Develop the meeting agenda and chair the Coaches Committee meetings at the annual House of Delegates meeting;
2. Represent the LSC Coaches at Kentucky Swimming Board Meetings;
3. Attend the USAS Convention;
4. Attend any USAS Coaches Rep Workshop
5. Send reports to all LSC Coaches about coaches’ meetings, USAS convention, and workshops;
6. Conduct the election of the ASCA Age Group Coach-of-the-Year at the annual House of Delegates meeting;

7. Conduct the election of the Kentucky Swimming Coach-of-the Year at the annual House of Delegates meeting;
8. Serve on any committees requiring coach representation.

\* Election of the ASCA Age Group Coach-of-the-Year and the Kentucky Swimming Coach-of-the-Year should be done by taking nominations and holding an open forum discussion about the nominee's qualifications, followed by a closed vote by all registered coaches present.

The Coach Representative shall be nominated and elected, by the coaches present, at the coaches' committee meeting during the even year annual House of Delegates meeting. The Coach Representative shall serve a two-year term and shall assume office upon election and serve until a successor is elected.

### **1139 - Athlete Representatives – Senior and Junior**

The Athlete Representatives shall serve as the liaison between the athletes who are members of Kentucky Swimming and the Board of Directors and House of Delegates. The representatives are to attend meetings of the Board of Directors and the USAS Convention. The Senior Athlete Representative shall chair the Athletes' Committee. A sufficient number of Athlete Representatives shall be selected to constitute at least 20% of the voting membership of the Board of Directors, with approximately one-half of that number elected each year. Two Representatives shall be elected by the Athlete's Committee for a two-year term, or until their respective successors are elected. Each club in Kentucky Swimming shall have 2 voting members on the Athletes Committee. Each club will elect or appoint their representative. At the time of election, the Junior Athlete Representative who will be the respective successor of the Senior Representative, must (a) be an Athlete Member in good standing; (b) must have completed at least 3 years of competitive swimming (c) can be no younger than 8<sup>th</sup> grade nor older than 10<sup>th</sup> grade. The balloting shall take place at a meeting called for that purpose by the Senior Athlete Representative or the Athletes Committee, or at a time and in a manner designated by the Board of Directors. The Athlete Representatives elected shall be determined by a majority of the athlete members in good standing who are present.

### **1140 – Safety Chair/Safe Sport Coordinator**

The Safety Chair/Safe Sport Coordinator shall be responsible for coordinating water safety training opportunities as needed in the LSC. They shall be responsible for the dissemination of USA SWIMMING safety education information to all member clubs, coaches and officials. They shall chair a committee which develops safety education programs for Kentucky Swimming and makes recommendations for the implementation of these programs to the Board of Directors. The Chair shall maintain a first aid kit for Kentucky Swimming.

The Safe Sport Coordinator shall be responsible for the implementation and coordination of, and serve as the Kentucky Swimming liaison for, the Safe Sport Program established by USA Swimming. The Safe Sport Coordinator shall be a non-athlete member in good standing and shall work with the USA Swimming Safe Sport staff, the USA Swimming Safe Sport Committee and the Kentucky Swimming Safe Sport Committee to implement pertinent aspects of the national Safe Sport Program within Kentucky Swimming. The Safe Sport Coordinator will:

Serve as the primary contact for Kentucky Swimming to coordinate and oversee the implementation of effective safe sport educational programs for all athlete members, their parents, coaches, volunteers and

clubs, as provided by USA Swimming;

1. Be trained regarding the complaint reporting structure and refer all reports of a violation of the Athlete Protection policies directly to the local club, the General Chair, the USA Swimming Safe Sport staff, and/or other appropriate authority;
2. Participate in workshops as provided by USA Swimming, collect and share information about what USA Swimming and other LSCs are doing to promote safe sport policies, and disseminate information on LSC best practices;
3. Serve as an information resource for Kentucky Swimming clubs and membership, and will help to identify and connect them with local educational partners and resources;
4. Receive feedback and suggestions on the Safe Sport policies and programs from the Kentucky Swimming clubs and membership, and provide feedback to the USA Swimming Safe Sport Committee and Safe Sport staff; and
5. Perform other functions as necessary in the fulfillment of USA Swimming's continuing efforts to foster safe, healthy and positive environments for all its members.

#### **1141 - Officials Chair**

The Chair shall serve as an at-large, voting delegate of the Kentucky Swimming Board and Chair the Officials Committee. The purpose of the committee is to further the sport of competitive swimming by providing the highest quality of officiating needed for fair competition. The Chair is responsible for all training clinics, certification and tracking of Kentucky Swimming Officials.

#### **1142 – Records Chair**

The Records Chair shall be responsible for recording records achieved by Kentucky Swimming member swimmers in USA Swimming or FINA sanctioned competition. These meets include but are not limited to Zones, Sectionals, US Open, Nationals and International competition. Records are recorded from official meet results submitted by group or individual members in good standing. Records are recognized for Short Course Yards, Short Course Meters, and Long Course Meters. Age groups are: 8 & Under, 9-10, 11-12, 13-14, 15-18 and Senior. The minimal events (distance and stroke) recorded are those swum in the championship. Individual names for relays must be noted. Records are updated continuously on the Kentucky Swimming Web Site and through the USA Swimming SWIMS program.

#### **1143 - Rules Chair**

The Rules Chair shall be responsible for keeping the Policy-Rule Book updated and annually submitting changes or updates to the Kentucky Swimming Executive Secretary for typing and distribution. The Rules Chair shall receive proposals for changes to the Kentucky Swimming Policy and Procedures Handbook from the Kentucky Swimming House of Delegates, Kentucky Swimming Board of Directors, Standing Committees of Kentucky Swimming, or any member Club of Kentucky Swimming and after reviewing the proposal for technical errors, present it to the Kentucky Swimming House of Delegates. All proposals shall be in such form as to show the entire section as it will read if adopted with any changes in language underlined, if new, and lined out, if deleted. Following passage by the House of Delegates the Rules Chair shall incorporate the change

into the rule book and adjust other sections of the rule book to prevent discrepancies and conflicts within the rules.

**1144 - Technical Planning Chair**

Technical Planning Chair shall chair, and have general charge of the business, affairs and property of the Technical Planning Committee, which is responsible for long-range planning regarding the swimming programs conducted by Kentucky Swimming, the continuing review and development of the Kentucky Swimming philosophy and for advising other committees and divisions regarding the implementation of that philosophy in the context of the programs of Kentucky Swimming. The Technical Planning Committee shall establish the Kentucky Swimming Short Course and Long Course Meet Schedule, Championship Time Standards and Championship Meet Information.

**1145 - Member At-Large**

The Member At-Large to the Board of Directors is any Kentucky Swimming member in good standing elected by the House of Delegates to represent the body.

**1146 – Kentucky Swimming Executive Secretary**

Kentucky Swimming Executive Secretary shall serve as an Ex-Officio Member of the Kentucky Swimming Board of Directors. This is a paid position with a negotiated contract between the Board of Directors and the Executive Secretary. The Executive Secretary shall serve as the Board Treasurer, Membership and Registration Chair. The Executive Secretary shall also issue meet sanctions, collect meet surcharges and meet results. The Executive Secretary will maintain an office and be the primary contact for all business conducted with Kentucky Swimming and will be responsible for all Kentucky Swimming office equipment and records.

**1200 - USA SWIMMING CONVENTION**

## **1200 - USA SWIMMING CONVENTION**

### **1210 - List of Delegates that Represent Kentucky Swimming**

The Kentucky Swimming slate of six (6) voting delegates to the convention consists of: General Chair, Administrative Vice-Chair/Secretary, Senior Vice-Chair, Coaches Representative, Age Group Vice-Chair and the Senior Athlete Representative. The Junior Athlete Representative and Executive Secretary shall attend as a non-voting delegate. If a designated delegate is unable to attend, the vacancy will be filled by the Board of Directors.

- A. Officer Delegate Alternates - If any of the officer delegates is unable to attend, their elected alternates, if any, as prescribed by Kentucky Swimming's Policies and Procedures Manual, shall attend in their places. In the event that there are no elected alternates, or the elected alternates are unable to attend, then the General Chair, with the advice and consent of the Board of Directors, shall appoint alternates who shall attend the USA Swimming annual meeting as delegates representing Kentucky Swimming.
- B. Athlete Representative Alternates - If the Senior Athlete Representative is unable to attend, the Junior Athlete Representative shall attend. If neither the Senior nor Junior Athlete Representative are able to attend, the Athlete At-Large Board Member with the most seniority shall attend. If seniority cannot be established or there remain no additional Athlete At-Large Board Members able to attend, then the General Chair, with the advice and consent of the Board of Directors and the Athlete Representatives, shall designate one or more Athlete Members to attend as a representative of Kentucky Swimming.
- C. Coach Representative Alternates - If the Coach Representative is unable to attend the USA Swimming annual meeting, then the General Chair, with the advice and consent of the Board of Directors and the Coach Representative, shall designate a Coach Member to attend as a representative of Kentucky Swimming.

Any member of the Board of Directors of Kentucky Swimming that serves on a national committee, who does not have the automatic right to attend the National Convention as a voting member of the Kentucky Swimming delegation, shall have their name placed before the President of USA Swimming for "at-large voting credentials". If credentialed, the person shall be included in the delegation representing Kentucky Swimming at convention.

### **1220 - Reimbursement of Expenditures**

Kentucky Swimming will pay the registration fee for each of the six (6) voting delegates going to the convention. In addition, the registration fee for the Junior Athlete Representative, Executive Secretary, and any At-Large credentialed delegate(s) shall be paid. The delegates, the Junior Athlete Representative, and the Executive Secretary shall receive reimbursement for their expenses equally provided the amount they receive shall not cause the budgeted amount for convention expenses to be exceeded or exceed their actual expenses. All reimbursements shall be in accordance with the FOG.

### **1230 - Duties of Representative at the Convention**

The representatives that attend the USA Swimming Convention on behalf of Kentucky Swimming are to confer and to gather information pertaining to the local, regional or national rules or policies that may affect USA Swimming and Kentucky Swimming. Each representative will attend scheduled committee and other meetings that pertain to his or her specific areas of representation. The General Chair may assign delegates to attend specific meetings to assure coverage in the event of conflicting priorities. Complete information on USA Swimming policies, rules, time standards, schedules, meet sites and other matters will be collected by the Kentucky Swimming delegates to the convention. Each representative shall report, in writing, pertinent information to the Kentucky Swimming House of Delegates Meeting following the convention.

### **1231 - General Chair's Report**

Major policy or rule changes.

### **1232 - Administrative Vice-Chair's Report**

Officiating, facilities and financial matters.

### **1233 - Senior Vice-Chair's Report**

National championship matters, including meet scheduling and time standards.

### **1234 - Age Group Vice-Chair's Report**

Age group matters, including zone championships and time standards.

### **1235 - Coaches Representative's Report**

Coaching and safety matters.

### **1236 - Athletes Representative's Report**

Athlete initiatives.

### **1237 - Executive Secretary's Report**

Membership issues.



**1300 - KENTUCKY SWIMMING HOUSE OF DELEGATES MEETING**

### **1300 - KENTUCKY SWIMMING HOUSE OF DELEGATES MEETING**

The House of Delegates of Kentucky Swimming membership shall be in accordance with Article 604.1 of the Kentucky Swimming Bylaws.

#### **1310 – Meetings**

Kentucky Swimming shall hold an annual House of Delegates meeting each calendar year. The meeting shall be held in the fall at a time near the USA Swimming Convention or at any time practicable. Each registered club in good standing will receive a notice listing the proposed agenda for the meeting and the site at which the meeting will be held. Special meetings of the House of Delegates may be called by the General Chair or the Board of Directors with not less than fifteen (15) days' notice.

The host club for the meeting will provide information pertaining to housing and eating arrangements. The meeting site will, at a minimum, provide rooms available for each of the committees listed within the agenda. Refreshments (coffee and/or soft drinks) should be provided. Appropriate eating facilities should be available, either at the meeting site or nearby. The host club is to be designated by the House of Delegates at its previous meeting,

#### **1320 - Club Representatives and Voting Powers**

Each registered Kentucky Swimming club in good standing may have three voting representatives at any House of Delegates Meeting: one club representative, one coach representative, and one athlete representative. Voting representatives attending Kentucky Swimming meeting must be USA Swimming registered members. Each voting member will receive a colored card; by which they will be identified for voting on specific issues. Proxy voting is not allowed. Each registered Kentucky Swimming club must be represented at the House of Delegates meeting by a minimum of one representative. **See 2220 – Failure of Clubs to be represented at House of Delegates.**

#### **1330 - Suggested Format for Agenda**

- Roll Call
- Reading, correction and adoption of minutes
- Report of Officers
- Committee Reports
- Old Business
- Elections where appropriate
  - a. Board members in accordance with 1120 - Elections
  - b. Kentucky Swimming Volunteer of the year
  - c. Kentucky Swimming Outstanding Service Award
- New Business
- Resolutions and Orders
- Setting date and place of next meeting, including designation of host club
- Adjourn

### **1340 – Rules Changes**

To receive a 50% majority vote on a proposed rules change, at the annual House of Delegates meeting, the proposed changes must be presented in written form to the Kentucky Swimming Executive Secretary 60 days in advance of the scheduled House of Delegates Meeting, and posted on the Kentucky Swimming web site at least 30 days prior to the meeting of the House of Delegates.

All proposed rule changes for the annual House of Delegates meeting not submitted 60 days in advance or not posted on the Kentucky Swimming web site at least 30 days prior to the House of Delegates meeting, must receive a two-thirds majority to pass.

## **1400 - CLUB MEMBERSHIPS**

### **1410 – New Club Registration**

Contact the LSC Administrative Office for current USA Swimming procedures.

### **1420 – Club Registration Renewals**

Club registration renewal forms shall be mailed to all Clubs, in good standing, by August 1 of each year and are available on the Kentucky Swimming website. Memberships are good for a calendar year. Renewals must be submitted between September 1 and December 1 of each year. Failure to renew shall result in swimmers competing as “unattached”. **See 2225 – Late Renewal for Clubs and Athletes.**

All registered clubs shall be required to send a minimum of one representative to the annual House of Delegates meeting. **See 1320 – Club Representatives and Voting Powers and 2220 – Failure of Clubs to be Represented at the House of Delegates.**

## **1500 - USA SWIMMING MEMBERSHIP AND REGISTRATION PROCEDURES**

### **1510 - Membership**

All participating swimmers in any Kentucky Swimming sanctioned meet must be current USA Swimming registered athletes. Memberships are good for a calendar year. Renewal procedures will be mailed to each Club by August 1 of each year. Renewals are to be submitted between September 1 and December 1. New swimmers may be registered at any time. Transfers of athletes between clubs within Kentucky Swimming or from USA SWIMMING clubs outside of Kentucky Swimming must be filed with the Kentucky Swimming Administrative Office. **See 2225 – Late Renewal for Clubs and Athletes. See 2260 - False Registration.**

### **1520 - Athlete registration procedures**

Athlete registration procedures shall conform to the current requirements of USA SWIMMING. Registrations shall be submitted to the Kentucky Swimming Administrative Office by e-mail, using Hy-Tek Team Manager of Team Unify. The Registration Report and fees shall be mailed to the Kentucky Swimming office. Registrations shall not be processed until the fees are received.

### **1530 - Membership verification for all USA Swimming Meets**

All USA Swimming meet entries shall have registrations verified through the USA Swimming SWIMS database. All Kentucky Swimming clubs hosting meets are required to submit a Meet Manager backup to the Kentucky Swimming office for membership verification on Wednesday prior to the first day of the meet. **See 2260 – False Registration, See 2290 – Membership Verification**

### **1540 - Non-Athlete registration procedure**

All persons shall submit the USA Swimming Registration form and applicable fees to the Kentucky Swimming Administrative Office. Memberships are good for a calendar year. Registration forms and procedures shall be mailed to all clubs by August 1 of each year and are available on the website. Renewals are submitted to the Kentucky Swimming office September 1 through December 1 of each year. New non-athletes may register at any time. Non-athlete membership is a pre-requisite to becoming and remaining a USA Swimming coach, official or voting member of the House of Delegates. **See 1600 - Meet Requirements**

## **1600 - Meet Requirements**

### **1610 - Meet Sanction**

In accordance with Article 202 of USA Swimming Rules and Regulations, all clubs shall obtain approval from the Kentucky Swimming Administrative Office to host a swim meet.

### **1620 - Sanction Application**

The Kentucky Swimming Sanction Application (available at on the Kentucky Swimming website) and fees shall be mailed (postmarked) no later than 45 days prior to the first day of the meet, to the Kentucky Swimming Administrative Office. The Sanction number shall be e-mailed to the Club Contact and Head Coach within 48 hours. Any late or incomplete filings shall be handled at the discretion of the Kentucky Swimming Administrative Office. The 45-day time period for sanction shall be waived for intrasquad, dual meets and time trials. **See 2255 – Late Sanction Application.**

### **1625 – Requirements**

### **1630 - Facility Certifications**

All Kentucky Swimming pools, prior to hosting swim meets, shall be certified by the Kentucky Swimming Safety Chair. The pool area and pool site must meet the current USA SWIMMING and Kentucky Swimming regulations. No sanction will be issued for a facility not approved by the Kentucky Swimming Safety Chair or their designee.

### **1635 - Pre-meet warm-up procedures**

The following procedures have been established to ensure safety. The purpose of these procedures is to help prevent accidents. Anyone seeing an unsafe condition or activity around the meet area should stop the activity immediately before someone gets hurt and report it to the Meet Safety Director, Referee or Meet Director for a more permanent solution. The procedures below must be followed for all meets sanctioned by Kentucky Swimming.

Warm-ups are to start soon enough to insure adequate time to clear the pool 15 minutes prior to the start of the meet. This is essential for coaches meeting, installing and checking of equipment and starting the meet on time.

There shall be a Meet Safety Committee consisting of the following: Meet Director, Meet Safety Director, and Meet Referee.

The Meet Safety Director is responsible to the Meet Director to assure that all aspects of the meet are conducted in a safe manner. These include:

1. Warm-up schedule distributed to all teams along with meet entry forms.

2. Establish specific times for each lane for general warm-up and sprints. In general warm-up lanes, swimmers will use feet first entry beginning at starting end of the pool only. In sprint lanes, dive start from starting end and swim one length only, with turn if desired, and exit from opposite end. No one should be allowed on the starting block until after a backstroker has started.
3. Schedule and assign duties to an adequate number of marshals (a minimum of two (2) appointed for meet) to actively supervise and control warm-ups. Additional marshals may be appointed by the Meet Referee. Specific lanes and/or deck responsibilities will be assigned to each marshal.
4. Warm-up schedule and procedures must be posted at the meet site.
5. List any special safety rules and building areas to be used for each meet.

### **Guidelines for All Warm-Ups**

1. A light-weight object should be placed on top of starting blocks for general purpose warm up lanes to remind swimmers there is no diving in these lanes.
2. All swimmers in all lanes must start from starting end of the pool. Long course meets may allow dive sprints from the 50M free starting end providing a marshal supervises. Diving starts must be accompanied by one-way swims to eliminate the possibility of diving onto a returning swimmer.
3. Coaches should maintain as much contact with their swimmers as possible - visual and verbal - throughout the warm-up period. Coaches are responsible for primary supervision of their swimmers at the meet. Swimmers attending meets without their coaches must be assigned to a certified coach for warm-up.
4. 4. The announcer shall announce lane use changes during warm-ups. The announcer should remind participants of procedures in effect at the meet.
5. Anyone deliberately violating safety rules after they have been warned should be brought to the attention of the Referee who may remove them from the meet facility or take such other action as necessary under the circumstances.
6. When the number of participants for a meet session cannot be safely accommodated during the same warm-up period, warm-up sessions should be split to provide a safe an adequate warm up period.

### **Safety Responsibilities During Competition**

1. The Meet Referee shall have responsibility to establish and enforce rules for safe conduct within the competition pool during the duration of the swimming competition.
2. The Meet Safety Director shall have responsibility for safety rules in all other areas during the competition and shall assist the Meet Referee in the competition pool area if necessary.
3. The Meet Safety Committee shall have any person deliberately violating safety rules removed from the meet facility.

## WARM-UP PROCEDURE FOR 8 LANE POOL

Lane	First 20 Minutes	
1	Pace	No Diving
2	General Warm-up	No Dive
3	General Warm-up	No Dive
4	General Warm-up	No Dive
5	General Warm-up	No Dive
6	General Warm-up	No Dive
7	General Warm-up	No Dive
8	Pace	No Dive

  

Lane	Next 20 Minutes	
1	Pace	No Diving
2	Sprint One Way Only	Racing Start
3	General Warm-up	No Dive
4	General Warm-up	No Dive
5	General Warm-up	No Dive
6	General Warm-up	No Dive
7	Sprint One Way Only	Racing Start
8	Pace	No Dive

  

Lane	Last 20 Minutes	
1	Pace	No Dive
2	Pace	No Dive
3	Sprint One Way Only	Racing Start
4	Sprint One Way Only	Racing Start
5	General Warm-up	No Dive
6	General Warm-up	No Dive
7	Sprint One Way Only	Racing Start
8	Sprint One Way Only	Racing Start



## SUGGESTED WARM-UP PROCEDURE FOR 6 LANE POOL

Lane	First 20 Minutes	
1	Pace	No Dive
2	General Warm-up	No Dive
3	General Warm-up	No Dive
4	General Warm-up	No Dive
5	General Warm-up	No Dive
6	Pace	No Dive
Lane	Next 20 Minutes	
1	Pace	No Dive
2	Sprint One Way Only	Racing Start
3	General Warm-up	No Dive
4	General Warm-up	No Dive
5	Sprint One Way Only	Racing Start
6	Pace	No Dive
Lane	Last 20 Minutes	
1	Pace	No Dive
2	Sprint One Way Only	Racing Start
3	General Warm-up	No Dive
4	General Warm-up	No Dive
5	Sprint One Way Only	Racing Start
6	Pace	No Dive

### 1640 - Meets Not Sanctioned by USA SWIMMING

For information concerning meets not sanctioned by Kentucky Swimming, please contact the Kentucky Swimming Administrative Office. Any fees required for non-Kentucky Swimming sanctioned meets shall be waived for all High School Regional and State Championship Meets.

### 1660 - LSC Scratch Rules

### 1661 - Invitational meets

Scratch rules for invitational meets hosted by Kentucky Swimming teams shall be as stated in the meet information. Where meet information references LSC Scratch rules, the following paragraphs shall apply.

### **1662 - Events Seeded on the Deck**

Swimmers entered in an individual event that is seeded on the deck, in whole or in part, who have checked in for that event, must swim in the event unless they notify the clerk of course before the seeding for that event has begun, that they wish to scratch. Failure to scratch prior to seeding and not swimming the event will result in the swimmers being barred from the next individual event in which they are entered on that day or the next meet day, whichever is first. Events seeded on the deck shall be closed for seeding no earlier than thirty (30) minutes prior to the start of the event.

### **1663 - Scratching from Consolation Finals and Championship Finals**

1. Any swimmer qualifying for a consolation final or final race in an individual event who fails to compete in said consolation final or final race shall be barred from further competition for the remainder of the meet, except as noted in Section 1664. (Exception for 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. Where 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 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 companion final shall be swum without reseeding for the empty lane(s).

### **1664 - 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. Swimmers qualifying for a consolation final or final race following preliminaries notifies the Referee within thirty (30) minutes after announcement of the qualifiers for that final race, that they may not intend to compete and further declares his final intentions within 30 minutes following his last individual preliminary event.
3. It is determined by the Referee that failure to compete is caused by circumstances beyond the control of the swimmer.

### **1665 - Relay Scratch Rule**

1. Pre-seeded Meets  
No penalty for failure to report for pre-seeded relay events at pre-seeded meets.
2. Relays Seeded at the Meet
  - A. Any relay entered in a relay event that is seeded at the meet in whole or in part, that has been checked in and the swimmers' names declared for that event, must swim the event unless the

- clerk of course is notified before the seeding for that event is begun, that the relay team wishes to scratch.
- B. A relay member failing to appear ready to swim for the relay event shall be barred from the next individual event in which he is entered either that day or the next meet day. The relay team members who do appear ready to swim shall not be penalized for failure of other relay team members to appear.
  - C. Exceptions-Relays or club members who give acceptable notification to the Referee of illness, injury or their failure to compete caused by circumstances beyond the control of the swimmer(s), shall not be penalized.

### **1666 - Pre-Seeded Meets**

Swimmers shall report promptly to the clerk of course prior to the start of each race (depending on local conditions, swimmers may be asked to report directly to their assigned lane) in which they are entered.

- 1. Any swimmer not reporting for or competing in an individual timed final event shall not be penalized.
- 2. Any swimmer not reporting for or competing in a preliminary heat when finals are scheduled shall not be penalized.

### **1667 – Meet Entry Eligibility**

In conjunction with USA SWIMMING article 302, Athlete Registration, 302.4, False Registration: Any club entering an athlete in a Kentucky Swimming or USA SWIMMING sanctioned meet that is not a registered member of USA Swimming, on the date of meet entry, will be fined. If deemed necessary the club, head coach and and/or person responsible for swimmer entry could be sanctioned under USA SWIMMING 304, Code of Conduct, 304.3.11. **See 2260 – False Registration**

USA Swimming membership numbers for all swimmers shall be printed on the entry sheets or accompany the entries on a list with the swimmers' names and numbers. It is the responsibility of the athletes' club to make sure the USA Swimming registration number is in agreement with the actual number on file with USA Swimming.

### **1668 - Session Length**

The host club for meets other than Kentucky Swimming Championship Meets shall be fined for any heat begun later than five hours from the start of any session. Time lost due to equipment malfunctions or weather delays shall not count in the calculation of the time period. The meet director is responsible for reporting violations, and the session referee shall be responsible for determining the extent of the violation. **See 2285 – Session Violation.**

## Meet Bid Process

### 1710 - Bid Procedure

Meets other than dual meets, time trials and Kentucky Swimming Championship Meets are scheduled within Kentucky Swimming on a bid basis to avoid conflicts in scheduling and to provide a progression of competitive events at all levels of ability during each season. Only clubs that are current USA Swimming and Kentucky Swimming members in good standing may qualify for bidding toward the proposed meet schedule.

#### Step 1

Meet bids to be considered shall be registered with the Kentucky Swimming Office via email or hard copy no later than April 1<sup>st</sup> for the next short course season and October 1<sup>st</sup> for the next long course season. Bid proposals shall include all information specified on the meet bid form. Meet Bids received after the cutoff date shall be subject to a \$50.00 fine. **See 2230 Late submission for meet bid.**

The host club may request the fines be waived for bids which were not submitted and or received within the allotted time period to submit such bids. It is up to the host club to present evidence regarding the extenuating circumstances for the late meet bid. The BOD (majority vote) shall determine if the fine(s) shall be enforced or waived based upon the host club explanation of their request to waiver fine(s).

Following are a few examples of extenuating circumstances in which fine(s) would generally be granted a waiver: new site/pool/team, a team adding a meet due to being dropped from another. This list is not inclusive and host clubs have the right to request fines be waived as their situation dictates. Closed Invitational Meets shall include a list of the proposed clubs being invited (invitees) upon the met bid request.

#### Step 2

The Kentucky Swimming office shall identify all potential conflicts & alert the clubs in conflict promptly. Clubs can

1. choose to come to an agreement amongst themselves.
2. allow conflict to go to the "continuing conflict" stage.

Clubs in "continuing conflict" shall be referred to the program development committee.

- Clubs shall be considered in "continuing conflict" two weeks post the meet bid date unless the Office of Kentucky Swimming is advised otherwise.
- If there is no "continuing conflict" proceed to step 6.
- Meet date changes from a host club that progress into a "continuing conflict" stage shall also progress onto the next step. Preferential treatment shall be given towards the host club that turned their bid in on time.
- Continuing conflict - *a conflict between two clubs over a potential meet date that cannot be resolved between the clubs.*

#### Step 3

Program Development Committee shall identify "continuing conflicts" and evaluate meets based on number of years the meet has run, type of meet, the number of meets the host clubs will host in a season, geographical relevance, past clubs attending said meet and all other information in meet bid request. The

Committee shall also take into account new sites within clubs, i.e. teams expanding into new pools, and new teams starting up.

It is the purpose of this evaluation process to encourage competitive competition throughout the LSC and all decisions from this body shall be evaluated through this thought process. After the evaluation process, the committee shall make a recommendation to the KYLSC Board of Directors.

- Closed Invitationals with no past club conflict (inviting teams from meets on that weekend) are exempt from “continuing conflict” status.

#### **Step 4**

KYLSC Board of Directors will decide how to resolve the conflict.

#### **Step 5**

BOD decision can be appealed to Southern Zone Board of Review.

#### **Step 6**

If no “continuing conflicts” this step begins after step 2. Technical Planning and the KY Swimming office shall create meet schedule. Technical Planning may “suggest” to different clubs to add events or change certain formatting within said meet schedule, in line with Program Development Committee Proposal (TBA).

#### **1730 - Time Trials**

Time trials may be held at any meet, when deemed appropriate and sanctioned properly. Time trials may also be held at a Time Trial Meet under a separate sanction.

All Time Trials shall follow appropriate USA Swimming Rules.

## **1800 – ENTRY FEES**

### **1810 - Kentucky Swimming Surcharge and Splash Fees**

In addition to any other entry fees, the meet host for all Kentucky Swimming sanctioned meets shall collect and forward to Kentucky Swimming Inc., a surcharge fee of two-dollar and fifty cents (\$2.50) per entered swimmer and a .25¢ splash fee per event entered.

### **1820 - Entry Fees for Kentucky Swimming club invitation meets**

Entry fees for any invitation swim meet, dual meet or time trial other than Kentucky Swimming meets or Kentucky Swimming time trials hosted by a Kentucky Swimming club may be set in amounts determined by the host club. **Section 1810 surcharges still apply.**

### **1825 - Kentucky Swimming Time Trial entry fees**

Entry fees for time trials shall be determined by and payable to the meet host.

## **1900 – GUIDELINES FOR HOSTING SWIM MEETS**

### **1910 - Meet information deadlines**

Kentucky Swimming clubs hosting meets must have mailed and/or have posted to the Kentucky Swimming website the meet information to the invited clubs at least 30 days prior to the first day of the meet.

### **1920 - Individual club entry deadlines**

Entry deadlines for Kentucky Swimming invitation meets hosted by member clubs are established by the host club.

### **1930 - Invitational time standards**

Time standards for invitational meets are the responsibility of the host club. The use of the Kentucky Swimming "A" Championship Time Standard for invitational swim meets is inappropriate.

## **2000 - MEET RESULTS AND CHARGES**

### **2010 - Deadline for mailing meet results and charges**

Meet hosts shall submit final results and surcharges (Rule 1810 and 1840) to the Kentucky Swimming Administrative office and results to Records Chair within 15 days of the final day of competition. In addition, clubs are required to submit all meet results electronically (using Meet Manager backup or Team Manager results) to Technical Planning within 15 days of the final day of competition or by the entry deadline for the State A Championship, whichever is sooner. Results not submitted on time may not be used for State A qualification. **See 2250 – Failure to provide final results and charges.**

### **2020 - Final results and charges mailed to whom**

1. Kentucky Swimming Administrative Office
  - a. email of Meet Manager Zip Backup file
  - b. Meet Results file
  - c. 1 hard copy in published format
  - d. Meet Manager Entry Fee Summary Report mailed with surcharges and splashes payment
2. Records Coordinator – 1 Meet Manager Zip Backup
3. Web Master – 1 Meet Manager Zip Backup

### **2025 - Final Results Format**

Those using Hy-Tek Meet Manager should send the results using the publication order report format, double or triple columns with subtracted or legal only splits showing four relay names. If the team is not using Hy-Tek, use the following format:

All women's events followed by all men's events.

1. Age groups will be listed in ascending order.
2. Within each age group the strokes shall appear freestyle first, backstroke second, breaststroke third, butterfly fourth, and individual medleys last.
3. Within each stroke the distances shall appear in ascending order.
4. USA Swimming numbers for all athletes shall be provided with official meet results.

### **2040 - Prelim/Final meet results**

Results of Kentucky Swimming meets that follow a prelim/final format must show both the prelim and final times achieved within the meet.



## **2060 – Kentucky Swimming Records**

1. All record times must be achieved in sanctioned, approved or observed meets and must meet all USA Swimming rules. The swimmer must have legally completed the full distance of the event.
2. Records must be achieved in the relevant stroke/event. Records set in freestyle events only apply to freestyle.
3. Record attempts against time and time trials are not acceptable for Kentucky Swimming records.
4. Record times may be achieved in individual events, initial distance splits and relay lead-off times. The referee, if requested, may assign three additional timers to the lane for the purpose of timing the record attempt, or the referee may use the fully automated split time.
5. Times achieved outside the jurisdictional boundaries of Kentucky Swimming shall be submitted on the form on the Kentucky Swimming website if accompanied by the official meet results.
6. Records can be achieved only by registered swimmers of Kentucky Swimming in good standing.

## **2200 - FINES AND PENALTIES**

### **2210 - Payment of penalties**

All fines and penalties resulting from violation of Kentucky Swimming policies should be made payable to KENTUCKY SWIMMING, INC. and then sent to the Kentucky Swimming permanent office. Failure to pay fines and adhere to penalties may result in the revocation of the Group Member's or Individual Member's "good standing" within the LSC, and this may result in other penalties which may or may not be specified herein.

### **2220- Failure of Club to be represented at House of Delegates**

Clubs who fail to be represented at scheduled House of Delegates meeting shall be subject to a \$300 fine. **See 1320 – Club Representatives and Voting Powers**

### **2225 - Late Renewal for Clubs and Athletes**

Any team that submits a registration renewal for a team or individual athlete after December 1<sup>st</sup>, in any year, is subject to a \$10.00 per day fine, starting December 2<sup>nd</sup>. **See 1420 - Club Registration Renewals and 1510 - Membership.**

### **2230 - Late submission for meet bid**

Meet Bids received after the cutoff date shall be subject to a \$50.00 fine **See 1710 – Bid Procedure.**

### **2250 - Failure to provide final results and charges**

Failure to provide final results and charges in conformance with Section 2100 will result in a \$100 per month fine. No further sanctions will be issued to the delinquent team until complete results, fines, and surcharge are paid to KENTUCKY SWIMMING. **See 2010 – Deadline for mailing meet results and charges.**

### **2255 - Late Sanction Application**

If the required Kentucky Swimming sanction information is not received or postmarked 45 days prior to the first day of the meet, then a \$25.00 per day fine will be imposed until such information is received. The maximum fine will be \$250.00. Any requests for sanction that is not received at least 10 days prior to the first day of the meet, will not be approved. **See 1620 – Sanction Request.**

### **2260 – False registration**

In conjunction with USA Swimming Article 302, Athlete Registration, 302.4 False Registration. Any team entering an athlete in a USA Swimming sanctioned meet, that is not a registered member of USA SWIMMING, on the date of meet entry, will be fined \$100 per swimmer per event entered. If deemed necessary, the club, head coach, and/or entry person could be sanctioned under USA Swimming Article 304, Code of Conduct, 304.3.11.

### **2285 - Session Violation**

The meet host, except for closed association meets hosted by a club, shall be fined \$10 per heat for any session violation. The meet director is responsible for reporting violations, and the session referee shall be responsible for determining the extent of the violation. **See 1668 – Session Length.**

### **2290 – Membership Verification**

Kentucky Swimming clubs not submitting meet entries for membership verification will be fined. **See 1530 – Membership verification for all USA Swimming Meets.**

## **2300 - KENTUCKY CHAMPIONSHIP SWIM MEETS**

Kentucky Swimming shall host the following Championship Meets every calendar year:

1. Kentucky Swimming Short Course Championship
2. Kentucky Swimming Long Course Championship

Kentucky Swimming Championship Meets shall be conducted and administered according to the Kentucky Swimming Championship Meet Rules. The Kentucky Swimming Championship Meet Rules may be modified and amended by the Board of Directors from time to time in the interest of Kentucky Swimming. The Board of Directors will negotiate for the mutual benefit of both the agreement with a team to be home team of a championship meet.

## **3000 - KENTUCKY SWIMMING AWARDS**

### **3010 - Kentucky Swimming Coach of the Year Award**

Coaches are nominated and voted upon at the annual HOD Coaches Meeting. Eligible coaches are those who have worked during the previous short course and long course season. Coaches must be members of USA SWIMMING and have passed their safety certification requirements. Coaches also must meet the requirements listed under the ASCA Level 2 or above ranking systems for coaches.

Each Kentucky Swimming coach (in good standing) present at the meeting submits three names on paper for their choice as Coach of the Year. The top three nominated people are then voted on. The person receiving the most votes is then the Coach of the Year.

This award is presented at the Short Course Championship.

### **3020 - Kentucky Swimming Volunteer of the Year Award**

Any non-athlete and non-coach person may be nominated by any member of the Kentucky Swimming House of Delegates to the Secretary of Kentucky Swimming. The persons nominated must have served Kentucky Swimming within the previous year. The persons may have aided in improving or helping upgrade Kentucky Swimming in any manner.

The nominated slate of candidates, including nominees from the floor, is voted on by the eligible voters during the annual House of Delegates meeting. The person receiving the most votes is the winner.

### **3030 - Outstanding Performance Award** *(HOD approved 4/20/2013)*

The season ending age-group award will be based on USAS highest power points for any event using age at the time of swim for a single swim.

An athlete is eligible to receive awards in two different age groups during one season if the athlete had the highest power point swim for both age groups.

Male and female age categories are: 10 & Under; 11-12; 13-14; 15-16 and 17-18

The Outstanding Performance Awards will be presented at the annual House of Delegates meetings.

## **3100 – KENTUCKY SWIMMING OFFICIALS**

### **3110 - Committee Structure**

The members of the Officials Committee shall be the Officials Chairperson, who shall chair the committee, and at least two other members all of whom shall be certified officials of Kentucky Swimming.

### **3120 - Duties of the Committee**

The Officials Committee is authorized and obligated to recruit, train, test, certify, evaluate, re-test, re-certify and supervise officials for Kentucky Swimming and such other activities as may be necessary or helpful in maintaining a roster of qualified, well-trained and experienced officials of the highest caliber.

### **3130 - Certified Officials**

Must be eighteen years of age or over and must be a member of USA Swimming. In order to obtain officials certification and then maintain certification, an individual must fulfill the requirements outlined by USA Swimming, modified by Kentucky Swimming, and approved by the House of Delegates. Specific requirements for the various positions are contained in APPENDIX D – Officials Certification & Training Guidelines. Individuals seeking officials certification for a position must complete the number of apprenticeships prescribed in APPENDIX D – Officials Certification & Training Guidelines.

### **3140 - Certification Process**

Officials and official applicants must forward USA Swimming Membership Registration, accompanied by a check to Kentucky Swimming permanent office.

1. Officials must satisfactorily complete a criminal background check.
2. Individuals seeking a new initial position certification must attend an appropriate clinic presented by an Approved Kentucky Swimming Trainer.
3. Individuals seeking initial certification must satisfactorily complete the appropriate examination, as issued by USA Swimming, with 80% correct.
4. Certified officials must attend one update clinic per year to maintain certification.
5. Certified officials must work the required number of sessions each year, outlined in Appendix D, in order to maintain a valid credential.
6. If an official transfers from another LSC and brings a letter stating he/she is certified, the individual will be admitted to Kentucky Swimming as certified.

### **3150 - Re-certification**

The cut-off date to meet re-certification requirements will be December 31. USA Swimming membership is an annual membership and must be kept current. Any re-certification request received after December 31 will be considered void and the individual will be required to seek re-certification as a new official. If the

official needing re-certification submits clear and objective evidence that the need for late certification developed as a result of factors beyond his/her control, then the Official's Committee may reinstate the certification following completion of all other requirements for certification.

### **3160 – Uniforms**

The uniform for officials is: navy blue shorts, pants or skirts (not jeans or sweats) and a solid white top with Kentucky Swimming logo, USA Swimming logo/or Certification patch (no team logo is allowed). The Kentucky Swimming officials' patch may be worn but all Kentucky officials working on the pool deck must display both current USA Swimming & Kentucky Swimming Officials membership cards.

### **3170 - Trainers**

To be an approved Kentucky Official's Trainer an individual must: hold referee's certification; have at least two years' experience as a referee; be recommended by an affiliated Kentucky Swimming team; be approved by the Kentucky Swimming Official's Committee; and, attend & perform satisfactorily at a Kentucky Swimming or USA Swimming sponsored Trainer's Clinic. Each affiliated team is encouraged to have one approved trainer. As a general rule, teams with less than 100 swimmers will be sanctioned for one approved trainer and teams with more than 100 swimmers will be sanctioned for two approved trainers.

### **3180 - Championship Meet Officials**

The Officials Committee will furnish qualified deck officials in accordance with the Championship Meet Rules.

### **3190 – Required Minimum Number of Officials**

In order to provide for a sufficient number of certified officials for championship meets, each member club shall have a minimum number of certified officials equal to 10% of the number of athletes on the club roster at the time of the first championship meet of the season. Any club failing to have the required minimum number of certified officials shall be fined \$100 for each season the failure occurs, unless hardship is shown and approved by the Officials Chair. Clubs may be required to submit a club roster at the request of the Officials Chair.

## **3200 - ATHLETE-COACHES CODE OF CONDUCT**

### **3210 - Applicability**

The USA Swimming Travel Policy and Code of Conduct applies to all Kentucky Swimming athletes, coaches, managers, chaperones and officials that participate and represent the Kentucky Swimming in the Southern Zone Championships, any other All Star meets in which Kentucky Swimming enters teams, and Kentucky Swimming sponsored camps or workshops. All persons participating in such activities as members or staff of Kentucky Swimming teams are required to sign the Code of Conduct as a prerequisite for participation.

All cases concerning alleged violations of established Kentucky Swimming and USA Swimming rules and regulations will be referred to the Kentucky Swimming Board of Review. The chair of the Board of Review will follow the procedures set forth in the Kentucky Swimming Bylaws and the USA Swimming Rules and Regulations.

### **3220 - Board of Review**

The Board of Review will hear matters relating to any alleged Kentucky Swimming or USA Swimming rule violations or policy infractions as well as deviations from established Code of Conduct rules for athletes, non-athletes and coaches. The Board of Review will do so according to the procedures stated in the Kentucky Swimming Bylaws and the USA Swimming Rules and Regulations.



**APPENDIX A – ALL STAR MEETS** *(Board of Directors established - updated 4.28.2019)*

**MidState All-Star Championship**

Any registered KYLSC coach in good standing may apply to be head coach or assistant coach of the MidStates All-Star Championship Team. Applications shall be submitted to the KYLSC office no later than November 1 to be considered. The Coaches' Representative, with the advice of the Coaches Committee, shall recommend head and assistant coaches to the Board of Directors at the next regularly scheduled meeting. The Board of Directors shall approve all coaches of the MidStates All-Star Championship Team.

**Southern Zone Championship**

**Team selection**

The selection method of the members of the Southern Zone Championship Team shall be determined by the Kentucky Swimming Coaches Committee by the end of the annual House of Delegates meeting, each year. If the selection method is not available at the annual House of Delegates meeting, then the full House of Delegates shall determine the selection method before adjournment.

**Staff selection**

Any registered KYLSC coach in good standing may apply to be head coach or assistant coach of the Southern Zone Championship Team. Applications shall be submitted to the KYLSC office no later than June 1 to be considered. The Coaches' Representative, with the advice of the Coaches Committee, shall recommend head and assistant coaches to the Board of Directors at the next regularly scheduled meeting. The Board of Directors shall approve all coaches of the Southern Zone Championship Team.

The zone staff will consist of the following:

- |                |                                 |
|----------------|---------------------------------|
| 1 Head Coach   | 3 Assistant Coaches             |
| 1 Team Manager | 8 Chaperones - 4 female, 4 male |

**Head Coach**

**Responsibilities:** The Head Coach must contact the Kentucky Swimming General Chair to advise him of any difficulties encountered through serious injury to any athlete or staff member, or of any persons leaving the team during the course of travel to and during the swim meet competition for emergency or disciplinary reasons.

**Staff responsibilities:** The Head coach, with the input from the Assistant Coaches, Team Manager, Chaperones and Team Captains, will establish specific warm-up times for each age group, set policies for social activities and curfew hours and determine responses to violations occurring during and after the swimming competition. The Head Coach, with the advice of the Assistant Coaches and Chaperones, will select at the end of the swimming competition the BEST MALE and BEST FEMALE SWIMMER based up their conduct, spirit, leadership and performances during the course of the trip. The awards are to be presented at the conclusion of the swim meet.

All coaches must be USA Swimming certified and registered.

**Team Manager**

Responsibilities: Under the supervision of the Head Coach, the Team Manager will make Motel/Hotel accommodations, rooming assignments, arrange transportation to and from the meet site (including local transportation between the pool and lodging site) arrange for team awards and pictures for the swimmers. It is the responsibility of the Team Manager to keep the costs of the team trip within the budget guidelines set by the Kentucky Swimming. The Team Manager shall consult with the Kentucky Swimming Treasurer prior to making any arrangements which would result in exceeding the budget for the team. All costs and expenditures will be accounted for by the Team Manager and reported to the Kentucky Swimming Treasurer with a final accounting presented within two weeks from the conclusion of the competition. The Team Manager must be a USA Swimming non-athlete member and should have general Red Cross First Aid and CPR Certification. The Team Manager may be a coach, but the position may also be filled by other qualified persons. The zone team uniforms for the swimmers, chaperons and coaches are as follows:

**Assistant Coaches**

Responsibilities: The Assistant coaches will be assigned to and responsible for coaching one specific age group (11-12,13-14,15-16,17-18) boys and girls, during the course of the trip. The Assistant coaches will be asked to help supervise the team members and help the Head Coach, Team Manager and Chaperones during the course of the team trip.

Staff requirements: The Assistant Coaches, under the supervision of the Head Coach, must help set goals and direct their age groups for the swim meet. Examples are setting race strategies, goals, spirit or mental preparation for events within the meet. Each Assistant Coach must be a USA Swimming member and meet the basis safety certification requirements stated within the USA Swimming guidelines.

**Chaperones:**

Responsibilities: Non-athlete USA Swimming adult members from Kentucky Swimming will be eligible to serve as Chaperones. The Chaperones will be assigned to oversee the age group to which they are assigned; to help maintain control within the lodging areas and meet site during the swimming competition. The Chaperones will stay with their assigned age groupers and have the remaining swimmers in an adjoining room for each of the following 11-12, 13-14, 15-16, 17-18-year-old throughout the entire meet. During the Zone Meet, the Chaperones may be asked to help time during the sessions at the pool. Chaperones must make the welfare of the team their first concern, even if it means they may not be able to see or stay with swimmers who are members of their family. It is recommended that Chaperones have their Basic Red Cross First Aid and CPR Certification. If the Team Manager is unable to fill the Chaperone positions from the eligibility list, coaches not otherwise assigned to the team may serve as Chaperones providing their first responsibility pertains to chaperone duties and they meet the qualifications.

The Chaperones are on duty from the time they accept swimmers at any designated point of departure until the swimmers are released from their supervision.

In light of the responsibility and potential liability, the Chaperones must be with swimmers (on the premises) any time that there is no designated supervised activity.

Smoking is not permitted in any area occupied by the swimmers.

Selection criteria: A list of eligible persons, who express a willingness to serve as Chaperones, will be prepared by the Team Manager. Each Kentucky Swimming team, that will have swimmers qualifying for the zone meet, must nominate Chaperones according to the following chart:

Zone Swimmers	Chaperones
1-5	1
6-10	2
11-15	3
16-20	4
21-25	5
26+	6

### **Team Captains**

One male and one female team captain will be selected by the Head Coach and with the advice of the Assistant Coaches. This will be done prior to the departure to the swimming meet.

Responsibilities: It is the responsibility of the Team Captains to serve on the Emergency Review Committee during the course of the trip and to encourage the swim team members toward positive and successful results. The Captains also help the Head Coach establish standards and policies for the team and generally represent the swimmers with the staff. The Captains will advise the Head Coach of their views on best male and female swimmers for the meet. This does not exclude the Captains from eligibility for selection as best swimmers.

### **Zone uniforms**

Will be decided on an annual basis by the Board of Directors. *(policy changed 10.2014)*

### **Southern Zone Open Water Championship**

## **APPENDIX B - Travel Fund Reimbursement Policy and Committee** *(Board of Directors established)*

1. The purpose of Kentucky Swimming Travel Fund Reimbursement is to support Kentucky Swimming registered athletes participating in the following meets: Sectionals, Senior Nationals, Junior Nationals, US Open Championships, Olympic Trials and selected trials meets.
2. The Kentucky Swimming Board of Directors shall budget an amount annually for Travel Fund Reimbursement and shall determine the amount to be allocated for each meet and the maximum amount each athlete is eligible to receive annually.
3. The Travel Fund Reimbursement Committee will be chaired by the Senior Vice-Chair and will consist of the Finance Chair, Athletes Representative and Coaches Representative.
4. The Travel Fund Reimbursement Committee is responsible for receiving application for travel fund reimbursement, determining eligibility and recommending disbursement of travel funds subject to approval of the Kentucky Swimming Board of Directors.
5. All disbursements will be paid to the swimmers' home Kentucky Swimming club.

### **Application Eligibility**

1. Only clubs that apply for Travel Fund Reimbursement and have swimmers that participate in the designated meet(s) are eligible for Travel Fund Reimbursement.
2. In order to be eligible for Travel Fund Reimbursement, a swimmer MUST:
  - a. Be a registered athlete of USA Swimming and Kentucky Swimming at the time of participation.
  - b. Have competed in at least one Kentucky Swimming sanctioned meet in the calendar year for which they are applying for travel fund reimbursement unless they are prohibited from competing in a Kentucky Swimming sanctioned meet by the rules of another swimming governing body. (i.e. NCAA, high school, etc.)
3. College athletes training with their school and registered with Kentucky Swimming are eligible for travel fund reimbursement if they were a Kentucky Swimming registered athlete for at least 4 seasons prior to their collegiate affiliation.
4. For Travel Fund Reimbursement, college athletes shall only be funded for US Nationals or Olympic Trials starting their first day upon enrollment through their eligibility. *(approved 10/2015)*
5. Athletes shall be reimbursed one meet per long course and short course seasons and for the highest-level meet competed having no bearing on reimbursement value for that meet. *(approved 10/2015)*
6. College athletes that are registered athletes with Kentucky Swimming but were not registered athletes with Kentucky Swimming for 4 seasons prior to their collegiate affiliation, are eligible for travel fund reimbursement as follows: 1<sup>st</sup> season – 25% of maximum funding available; 2<sup>nd</sup> season – 50% of maximum funding available; 3<sup>rd</sup> season – 75% of maximum funding available; 4<sup>th</sup> season – 100% of maximum funding available. Season shall be defined as either the short course or long course seasons.
7. Athletes are not eligible for Travel Fund Reimbursement if they are eligible to receive funding from USA Swimming, another LSC and/or college/university.

Applications must be received by the Kentucky Swimming office within 30 days after the last day of participation in the meet for which the swimmer applies for reimbursement. Applications must include verification that the expenses were actually incurred. Reimbursement shall not exceed actual expense incurred.



## **APPENDIX C – FINANCIAL OPERATING GUIDELINES** *(Board of Directors established)*

### Purpose

The purpose of the Kentucky Swimming Financial Operating Guidelines -FOG is to list and maintain all of the operating financial policies and procedures currently in existence in Kentucky Swimming. The FOG may be updated by the Finance Committee with the approval of the annual House of Delegates.

### **I. GENERAL RECOMMENDATIONS AND POLICIES**

1. The General Chair, Finance Chair, Executive Secretary and any person who represents the Kentucky Swimming and handles more than \$1000.00 in income, shall be bonded in the amount of \$20,000.00.
2. The giving of memorial gifts and awards is appropriate and consistent with the purpose of Kentucky Swimming and shall be encouraged.
3. The prices of items sold to individuals. not for resale, shall be established at no less than the cost to items plus mailing cost, rounded up the nearest \$1.00.

### **II. FINANCIAL REPORTING**

1. Finance Chair
  - a. The Finance Chair shall utilize a commercially available general ledger accounting software package.
  - b. The Finance Chair shall report to the Board of Directors and House of Delegates at each of their meetings the current budget balance of all accounts, income and expenses since the last meeting.
  - c. The Executive Secretary shall maintain a log for property and equipment showing:
    - i. date purchased
    - ii. original cost
    - iii. description of equipment and serial numbers
  - d. Date and how equipment is distributed or disposed
  - e. The Finance Chair shall be responsible for all reporting requirements of USA SWIMMING.
2. Group Members of Kentucky Swimming shall be responsible to report to Kentucky Swimming what is required by USA SWIMMING.
3. All financial records of Kentucky Swimming shall be submitted to USA SWIMMING in accordance with current USA SWIMMING rules and policies
4. All individuals and committees who are responsible for items carried on the Kentucky Swimming financial records as inventory shall maintain proper inventory control records.

### III. REIMBURSEMENTS

1. USA Swimming Convention
  - a. Convention Expenses shall follow Kentucky Swimming **Rule 1220**.
  - b. Voting Members to the USA Swimming House of Delegates shall have their registration Fee paid.
  - c. Voting Members to the USA Swimming House of Delegates shall receive a per diem based on the IRS Regular Per Diem Rate per day determined by the location of the convention, not to exceed the total Convention Budget
  - d. Voting Members to the USA Swimming House of Delegates shall receive actual lodging expenses while at the convention site at 1/2 of the rate for a double occupancy room, beginning with the first night prior to a meeting that they are responsible for reporting and



continuing through the night prior to the last USA Swimming meeting, not to exceed the total Convention Budget.

- e. Voting Members to the USA Swimming House of Delegates shall receive actual expenses for air fare and airport shuttle bus or cab transfers for travel to and from the USA Swimming Convention, not to exceed the total Convention Budget.
  - f. Any other expense considerations shall be requested and approved, in advance of the convention, by the full Board of Directors.
2. All-Star Meets
- a. The Finance Committee shall budget an amount, consistent with the entry fee, each year.
  - b. All income and expenses shall be submitted to the Finance Committee for budgeting by the Coaches Committee, according to the FOG.
  - c. All income and expenses, except the entry fee, shall be borne by the swimmers who are selected by the Coaches Committee of Kentucky Swimming.
  - d. Travel expenses for the coaching staff shall be reimbursed as stated in FOG, if contained in the submitted budget.
  - e. Method of travel for the coaching staff shall be approved by the Board of Directors, prior to meet.
  - f. Housing, not provided by the meet host, shall be provided by Kentucky Swimming, if contained in the submitted budget.
  - g. Per diems for the coaching staff if submitted in the budget must be consistent with per diems elsewhere in the FOG.
  - h. All other expenses must be shown in the budget submitted by the Coaches Committee.
3. Southern Zone Meet
- a. The Finance Committee shall budget an amount consistent with the Travel Fund distribution and Kentucky Swimming approved budget.
  - b. All income and expenses shall be submitted by the Coaches Committee to the Finance Committee for budgeting.
  - c. All income and expenses not covered by the budget shall be covered by the swimmers who are selected for the team.
  - d. Travel expenses for the coaching staff, manager, and chaperones shall be reimbursed as stated elsewhere in the FOG.
  - e. Method of travel for the coaching staff, manager and chaperones shall be approved by the Board of Directors prior to meet.
  - f. Housing not provided by the meet host shall be provided by in the budget according to the FOG.
  - g. Per diems for the coaching staff, manager, and chaperones shall be included in the budget, consistent with per diems elsewhere in the FOG.
  - h. All other expenses must be shown in the budget, submitted by the Coaches Committee.
4. Miscellaneous Reimbursement Policies
- a. Members of Kentucky Swimming shall be reimbursed for expenses incurred in performance of their duties subject to the limitations contained in the FOG.
  - b. Permissible Travel Expenses

- i. Under no circumstances shall reimbursement for any method of transportation exceed the cost of the lowest available coach airfare between the person's home and the approved destination,
- ii. Whenever the FOG allows for the payment of travel expenses, airfares or alternative methods of transportation are allowed. Reimbursement for personal auto use for such purpose shall be no more than the applicable Federal IRS standard non-profit mileage reimbursement rate or the actual gasoline receipts (and tolls if applicable) for the approved trip.
- iii. Any Kentucky Swimming member incurring permissible travel expenses shall be reimbursed by Kentucky Swimming only to the extent not reimbursed by other parties, including, but not limited to, Group Members, USA Swimming, FINA, grants, and travel agents.
- iv. Approved mileage will be reimbursed at the IRS current mileage rate.

#### **IV. DISBURSEMENTS**

1. All requests for disbursements of Kentucky Swimming funds, whether budgeted or not, shall be made in writing to the Treasurer, or in the absence of the treasurer, the Chair of the Finance Committee. No checks shall be issued without the approval of the Treasurer, or in the absence of the Treasurer, the Chair of the Finance Committee. Absence of the Treasurer shall be understood to refer to an absence known to the Board of Directors.
2. Written requests shall include an explanation of expenses signed by the requester of funds.
3. The Treasurer shall not act on requests for reimbursement until documentation supporting such request, per IRS and/or Kentucky Swimming guidelines has been received. The Treasurer shall be responsible for maintaining the appropriate documentation supporting each disbursement.

#### **V. BUDGETING**

1. Prior to each annual Kentucky Swimming fall Meeting, each member of the Board of Directors and the Chairmen of each Standing, Ad Hoc or Special Projects Committees shall submit written requests for budget allocation to the Finance Committee, such requests shall be received by the first of September. If no request is made, then the budget for that line item shall be as set by the Finance Committee
2. After reviewing the various budget requests submitted, the Finance Committee will prepare the annual budget for Kentucky Swimming and submit it to the House of Delegates for approval at the annual meeting of Kentucky Swimming.
3. Detailing of Kentucky Swimming cost, and proposed pricing schedules (including the breakeven point) for any revenue producing project or item for which a budget allocation has been accepted, shall be submitted to the Finance Committee for its approval prior to incurring any financial obligation associated with the production of such project or item.
4. Authorization to exceed budgeted amounts is granted pursuant to the following procedures:
  - a. Up to a cumulative total of \$100.00 over budget in any one year may be approved for payment by the Treasurer.

- b. A cumulative amount of between \$101.00 and \$500.00 over the original budgeted amount in any one year may be approved for payment by the Treasurer with the concurrence of a majority of the members of the Finance Committee
- c. A cumulative amount in excess \$500.00 over the original budgeted amount in any one year may be approved for payment by the Treasurer with the concurrence of a majority of the members of the Finance Committee and the Board of Directors.

## **VI. BID PROCESS**

- 1. A minimum of three competitive bids are required for any single expenditure in excess of \$500.00, unless fewer than three vendors are available to bid.
  - a. A member of the Board of Directors, Chair of a committee, or special project may request a budget allocation through the Finance Committee.
  - b. Once approval of the budget allocation has been received, the requester shall solicit written bids that meet the requesting party's specifications from at least three competing vendors.
  - c. Following selection of a vendor, the requesting member shall submit all documentation concerning the bidding process to the Treasurer.
- 2. Nothing in this guideline shall be construed as meaning that the low bid must be accepted. However, if the low bid is not recommended. Then the reasons supporting the choice of another bid must be presented to the Board of Directors along with the submitting party's recommendations for approval.
- 3. Nothing in this guideline shall be construed as precluding negotiations between the Kentucky Swimming and a successful bidder in an attempt to improve a contract to the benefit of Kentucky Swimming.

## **VII. INVESTMENTS AND RESERVES**

- 1. Investments
  - a. General guidelines and philosophical considerations for management of cash held by Kentucky Swimming are:
    - i. minimum of \$10,000.00 shall be held as a general reserve fund.
    - ii. All other monies are to be viewed as short term in nature with no intent to create a longer-term pool of investment capital. This consideration should be reviewed on an annual basis.
    - iii. The following investment vehicles are acceptable to Kentucky Swimming for the investment of its cash balances:
  - b. Checking accounts in US Banks offering appropriate Federal Deposit Insurance.
  - c. Kentucky Swimming may own obligations consisting of US dollar denominated investments meeting any of the following:
  - d. marketable, direct obligations of the United States of America maturing within one year from the date of acquisition

- e. prime commercial paper maturing within one year from the date of acquisition, having a rating of A-1 or higher by Standard and Poor's Corporation, or Prime 1 or higher by Moody's Investor Service, or F-1 or higher by Finch
  - f. interest bearing certificates of deposit maturing within one year from the date of acquisition and issued by a commercial bank organized under the laws of the United States of America or any State thereof having total assets of not less than \$1,000,000,000.00 and such certificates shall not exceed more than \$20,000.00 from any one bank.
2. Reserves. Reserve funds should be invested in separated accounts which are clearly identified as reserve accounts.
  3. Common stocks, preferred stocks, option devices, obligations denominated in foreign currencies or managed funds are not considered appropriate investments for Kentucky Swimming funds.

**Appendix D – KY SWIMMING CERTIFICATION and RECERTIFICATION REQUIREMENTS**

*(Officials Committee & Board of Directors established)*

- Yearly registration as USA Swimming Non-athlete
- Completion of USA Swimming approved Background Check and Athlete Protection Training course
- Enrollment in the KYLSC Officials group ([kyofficials@yahoogroups.com](mailto:kyofficials@yahoogroups.com) - instructions on kylsc.org)

The certification for all levels must be completed within 1 year of clinic and test  
 Recertification must be completed by end of each calendar year

**“Wet” Side Certification and Recertification**

Stroke & Turn Judge (ST)	<b>CERTIFICATION</b>
	<ul style="list-style-type: none"> <li>• Attend initial S&amp;T training clinic</li> <li>• Complete Stroke &amp; Turn/Timer test with a grade of 80%</li> <li>• Complete 4 apprenticeships with multiple trainers who have at least 1 years’ experience as a S&amp;T Judge</li> <li>• Must complete apprenticeships within 1 year of clinic and test</li> </ul> Complete and submit USA Swimming Non-Athlete Registration, Level II Background Check, and Athlete Protection Training
	<b>RECERTIFICATION</b>
	<ul style="list-style-type: none"> <li>• Complete requirements determined by Officials Committee – either clinic attendance or on-line test, alternating years</li> <li>• Work a minimum of 4 sessions per year in S&amp;T capacity or higher</li> <li>• USA Swimming Non-Athlete Registration, Background Check, and Athlete Protection Training must be current</li> <li>• Recertification must be completed by end of each calendar year</li> </ul>
Timing Judge (TJ)	<b>CERTIFICATION</b>
	<ul style="list-style-type: none"> <li>• Attend Timing Judge training clinic</li> <li>• Complete Timing Judge test with a grade of 80%</li> <li>• Complete 2 apprenticeships with multiple trainers who have at least 1 years’ experience as a Timing Judge</li> <li>• Must complete apprenticeships within 1 year of clinic and test</li> <li>• Apprenticeship available at State Championship meets</li> <li>• USA Swimming Non-Athlete Registration, Background Check, and Athlete Protection Training must be current</li> </ul>
	<b>RECERTIFICATION</b>
	<ul style="list-style-type: none"> <li>• Complete the on-line Timing Judge Recertification test</li> <li>• Work a minimum of 2 sessions per year in Timing Judge capacity or higher</li> <li>• USA Swimming Non-Athlete Registration, Background Check, and Athlete Protection Training must be current</li> <li>• Recertification must be completed by end of each calendar year</li> </ul>
Starter (SR)	<b>CERTIFICATION</b>
	<ul style="list-style-type: none"> <li>• Attend Starter training clinic</li> <li>• Hold S&amp;T Judge certification for 1 year; have worked as a S&amp;T Judge for at least 5 documented sessions</li> <li>• Complete Starter test with a grade of 80%</li> <li>• Complete 5 apprenticeships, at a minimum of 2 different meets, with multiple trainers having at least 1 years’ experience as Starter</li> <li>• Must complete apprenticeships within 1 year of clinic and test</li> </ul>

	<ul style="list-style-type: none"> <li>USA Swimming Non-Athlete Registration, Background Check, and Athlete Protection Training must be current</li> </ul>
	<b>RECERTIFICATION</b>
	<ul style="list-style-type: none"> <li>Complete requirements determined by Officials Committee – either clinic attendance or on-line test, alternating years</li> <li>Work a minimum of 4 sessions per year in Starter capacity or higher</li> <li>USA Swimming Non-Athlete Registration, Background Check, and Athlete Protection Training must be current</li> <li>Recertification must be completed by end of each calendar year</li> </ul>
Deck Referee (DR)	<b>CERTIFICATION</b>
	<ul style="list-style-type: none"> <li>Attend Deck Referee training clinic</li> <li>Hold S&amp;T Judge certification</li> <li>Hold Starter's certification for 1 year; have worked as a Starter for at least 5 documented sessions</li> <li>Complete Referee web-based test with a grade of 80%</li> <li>Complete 6 apprenticeships, at minimum of 3 different sanctioned meets, with multiple trainers who have at least 1 years' experience as a Referee</li> <li>Must complete apprenticeships within 1 year of clinic and test</li> <li>USA Swimming Non-Athlete Registration, Background Check, and Athlete Protection Training must be current</li> </ul>
	<b>RECERTIFICATION</b>
	<ul style="list-style-type: none"> <li>Complete requirements determined by Officials Committee – either clinic attendance or on-line test, alternating years)</li> <li>Work a minimum of 6 sessions per year at the Starter or Referee level with at least 3 sessions at Deck Referee level</li> <li>USA Swimming Non-Athlete Registration, Background Check, and Athlete Protection Training must be current</li> <li>Recertification must be completed by end of each calendar year</li> </ul>
Administrative Referee (AR)	<b>CERTIFICATION</b>
	<ul style="list-style-type: none"> <li>Fulfill all requirements for the position of Deck Referee</li> <li>Hold Referee's certification for 1 year; have worked as a Referee for at least 10 documented sessions</li> <li>Complete Administrative Referee test with a grade of 80%</li> <li>Be proficient in the operation of the Electronic Timer and Meet Manager software</li> <li>Have a working knowledge of the rules of meet operations</li> <li>Have a working knowledge of the Meet Director's position</li> <li>Complete 6 apprenticeships, at minimum of 3 different sanctioned meets, (with at least 1 meet being a prelim/final meet), with multiple trainers who have at least 1 years' experience as an Administrative Referee or Administrative Official</li> <li>Must complete apprenticeships within 1 year of clinic and test</li> <li>Apprenticeship available at State Championship meets</li> <li>USA Swimming Non-Athlete Registration, Background Check, and Athlete Protection Training must be current</li> </ul>
	<b>RECERTIFICATION</b>
	<ul style="list-style-type: none"> <li>Complete requirements determined by Officials Committee – either clinic attendance or on-line test, alternating years)</li> <li>Work a minimum of 6 sessions per year at the Referee level with at least 2 sessions at Admin Referee level</li> </ul>

	<ul style="list-style-type: none"> <li>• USA Swimming Non-Athlete Registration, Background Check, and Athlete Protection Training must be current</li> <li>• Recertification must be completed by end of each calendar year</li> </ul>
Open Water Judge (OJ)	<b>CERTIFICATION</b>
	<ul style="list-style-type: none"> <li>• Must be certified as a USA Swimming official at any level</li> <li>• Must complete the current open book test on USA Swimming’s website with a score of 80% on the sections covering: OPEN WATER</li> <li>• Upon satisfactory completion of the test, the Official must attend an Open Water Officials’ Clinic (Pre-session Official Briefing) and work one sanctioned Open Water Meet</li> <li>• Must complete apprenticeships within 1 year of clinic and test</li> <li>• USA Swimming Non-Athlete Registration, Background Check, and Athlete Protection Training must be current</li> </ul>
	<b>RECERTIFICATION</b>
	<ul style="list-style-type: none"> <li>• Must renew the USA Swimming membership annually</li> <li>• Must recertify as a USA Swimming official at any level</li> <li>• Must provide proof of working at least one meet as an Open Water Official once every two years</li> <li>• USA Swimming Non-Athlete Registration, Background Check, and Athlete Protection Training must be current</li> </ul>

**“Dry” Side Certification and Recertification**

<b>POSITION</b>	<b>CERTIFICATION</b>
Timing Judge (TJ)	<ul style="list-style-type: none"> <li>• Attend Timing Judge training clinic</li> <li>• Complete Timing Judge test with a grade of 80%</li> <li>• Complete 4 apprenticeships, 2 at Electronic Timer and 2 at Computer, with multiple trainers who have at least 1 years’ experience as a Timing Judge</li> <li>• Must complete apprenticeships within 1 year of clinic and test</li> <li>• Apprenticeship available at State Championship meets</li> <li>• Complete and submit USA Swimming Non-Athlete Registration, Level II Background Check, and Athlete Protection Training</li> </ul>
	<b>RECERTIFICATION</b>
	<ul style="list-style-type: none"> <li>• Complete the on-line Timing Judge Recertification test</li> <li>• Work a minimum of 4 sessions per year (2 at Timing Console and 2 at Computer)</li> <li>• USA Swimming Non-Athlete Registration, Background Check, and Athlete Protection Training must be current</li> <li>• Recertification must be completed by end of each calendar year</li> </ul>
Administrative Official (AO)	<b>CERTIFICATION</b>
	<ul style="list-style-type: none"> <li>• Fulfill all requirements for the position of Timing Judge</li> <li>• Hold Timing Judge certification for 1 year; have worked as the Timing Console operator and Timing Judge for at least 4 documented sessions EACH (for a total of 8 sessions) in the past 18 months</li> <li>• Complete Administrative Official test with a grade of 80%</li> <li>• Complete Stroke &amp; Turn/Timer test with a grade of 80%</li> <li>• Be proficient in the operation of the Electronic Timer and Meet Manager software</li> <li>• Have a working knowledge of the rules of meet operations</li> <li>• Have a working knowledge of the Meet Director’s position</li> <li>• Complete 10 apprenticeships (4 at Timing Judge and 6 at Administrative Official), at minimum of 3 different sanctioned meets, (with at least 1 meet being a prelim/final meet), with multiple trainers who have at least 1 years’ experience as an Administrative Official or Administrative Referee</li> <li>• Must complete apprenticeships within 1 year of clinic and test</li> <li>• Apprenticeship available at State Championship meets</li> <li>• USA Swimming Non-Athlete Registration, Background Check, and Athlete Protection Training must be current</li> </ul>
	<b>RECERTIFICATION</b>
<ul style="list-style-type: none"> <li>• Complete the on-line Administrative Official Recertification test</li> <li>• Work a minimum of 6 sessions per year at the Timing Judge level with at least 2 sessions at Admin Official level</li> <li>• USA Swimming Non-Athlete Registration, Background Check, and Athlete Protection Training must be current</li> <li>• Recertification must be completed by end of each calendar year</li> </ul>	



**APPENDIX E - KY Zone Team Application (no longer used – online application since 2010)**  
(Board of Directors established)

Name: \_\_\_\_\_ Age on 8/1/: \_\_\_\_\_  
Address: \_\_\_\_\_ Phone: \_\_\_\_\_  
\_\_\_\_\_ USS #: \_\_\_\_\_  
Suit /Size: \_\_\_\_\_ T-Shirt Size: \_\_\_\_\_ KYLSC Team: \_\_\_\_\_  
Physician's Name/Phone: \_\_\_\_\_  
Allergies: \_\_\_\_\_  
Medications: \_\_\_\_\_  
Other Medical Information: \_\_\_\_\_  
Insurance Company: \_\_\_\_\_ Policy #: \_\_\_\_\_  
Parents Name: \_\_\_\_\_  
Work Phone: \_\_\_\_\_ Interest in being a Chaperone? Yes, No

**Swimmer Consent Statement**

I, \_\_\_\_\_ hereby apply to become a member of the KY Zone Team that will be competing at. I understand that I will be representing Kentucky Swimming and that my behavior must be beyond reproach. I further understand that I will abide by the CODE OF Conduct agreement that I will sign making the team. I agree to release from liability United Swimming, Inc., Kentucky Swimming, Inc., the meet sponsors, team coaches, managers, and chaperones for any and all injuries suffered by me at the event or while I am on this trip.

Swimmer Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Parents Waiver**

I, \_\_\_\_\_ hereby agree to let my child participate as a member of the KY Zone team that will be competing at. I consent to my child signing the above statement and further agree to release from liability United States Swimming, Inc., Kentucky Swimming, Inc., the meet sponsors, team coaches, managers, and chaperones of any and all injuries suffered by my child at the event or while on this trip. I understand further that if my child is in violation of the CODE OF CONDUCT, and my child is sent home, that I am responsible for reimbursing Kentucky Swimming for transportation costs. In case of a medical emergency, I hereby authorize any official coaches, managers, or chaperones, to have medical treatment administered to my child.

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## KY Zone Team Chaperone Guidelines

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

T-Shirt Size: \_\_\_\_\_

### **Chaperone Responsibilities:**

Non-athlete USS adult members from the Kentucky LSC will be eligible to serve as chaperones. The chaperones will be assigned to oversee the age group to which they are assigned; to help maintain control within the lodging areas and meet site during the swimming competition. The chaperones will stay with their assigned age groupers and have the remaining swimmers in an adjoining room for each of the following 11-12, 13-14, 15-16, 17-18-year old's throughout the entire meet. During the Zone Meet, the chaperones may be asked to help time during the sessions at the pool. Chaperones must take the welfare of the team as whole their first concern, if it means they may not be able to or stay with swimmers, who are members of their family.

The chaperones are on duty from the time they accept swimmers at any designated point of departure until the swimmers are released from their supervision.

In light of the responsibility and potential liability, the chaperones must be with swimmers (On the premises) any time there is no designated supervised activity. Also, smoking is not permitted in the area occupied by the swimmers. This applies to rooms, meals, transport, etc.

### **Chaperone Consent Statement**

I, \_\_\_\_\_ hereby apply to become a chaperone of the KY Zone Team that will be competing at \_\_\_\_\_ . I understand that I will be representing Kentucky Swimming and that behavior must be beyond reproach. I agree to release from liability United States Swimming, Inc., Kentucky Swimming, Inc., the meet sponsors, team coaches and managers for any and all injuries suffered by me at the event or while I am on this trip.

I understand the above statement and responsibilities for being a chaperone for Kentucky Swimming, Inc.

Chaperone Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## APPENDIX F - KENTUCKY SWIMMING TRAVEL POLICY AND CODE OF CONDUCT

*(USAS Required)*

### KENTUCKY SWIMMING TEAM TRAVEL

**Purpose:** Athletes are most vulnerable to misconduct during travel, particularly overnight stays. This includes a high risk of athlete-to-athlete misconduct. During travel, athletes are often away from their families and support networks, and the setting – new changing areas, locker rooms, workout facilities, automobiles and hotel rooms – is less structured and less familiar.

Team Travel is defined as overnight travel to a swim meet or other team activity that is planned and supervised by the club or LSC.

### TRAVEL

#### I. Local Travel

Local travel consists of travel to training, practice and competition that occurs locally and does not include coordinated overnight stay(s).

Applicable Adults must not ride in a vehicle alone with an unrelated minor athlete, absent emergency circumstances, and must always have at least two minor athletes or another adult in the vehicle, unless otherwise agreed to in writing by the minor athlete's legal guardian.

#### II. Team Travel

Team travel is travel to a competition or other team activity that the organization plans and supervises.

- a. During team travel, when doing room checks two-deep leadership (two Applicable Adults should be present) and observable and interruptible environments must be maintained. When only one Applicable Adult and one minor athlete travel to a competition, the minor athlete's legal guardian must provide written permission in advance and for each competition for the minor athlete to travel alone with said Applicable Adult. Team Managers and Chaperones who travel with KYLSC must be USA Swimming members in good standing.
- b. Unrelated non-athlete Applicable Adults must not share a hotel room, other sleeping arrangement or overnight lodging location with an athlete. Minor athletes should be paired to share hotel rooms or other sleeping arrangements with other minor athletes of the same gender and of similar age. When a minor athlete and an adult athlete share a hotel room or other sleeping arrangement, the minor athlete's legal guardian must provide written permission in advance and for each instance for the minor to share a hotel room or other sleeping arrangement with said adult athlete.
- c. Meetings during team travel must be conducted consistent with the One-on-One Interactions section of this Policy (i.e., any such meeting must be observable and interruptible). Meetings must not be conducted in an individual's hotel room or other overnight sleeping location.

- a. Club 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 and taken the appropriate USAS Athlete Protection Training courses.
  - 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)
  - e. 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.
  - f. 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.
  - g. When only one athlete and one coach travel to a competition, at the competition the coach and athlete should attempt to establish a "buddy" club to associate with during the competition and when away from the venue.
  - h. 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).
  - i. A copy of the Club Code of Conduct must be signed by the athlete.
  - j. KY Swimming office shall obtain a signed Liability Release and/or Indemnification Form for each athlete. (URL signature with online application is acceptable)
  - k. KY Swimming office shall obtain a signed Medical Consent or Authorization to Treat Form for each athlete. (URL signature with online application is acceptable)
  - l. Curfews shall be established by the team each day of the trip.
  - m. 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.
  - n. The directions & decisions of coaches/chaperones are final.
  - o. 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.
  - p. 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.
  - q. The Head Coach or his/her designee shall make a written report of travel policy or code of conduct violations to the Kentucky Swimming office and the parent or legal guardian of any affected minor athlete.
- While traveling, the following applies:
- r. be quiet and respect the rights of teammates and others in hotel;
  - s. be prompt and on time;
  - t. no room service without permission;
  - u. swimmers shall be responsible for all incidental charges;
  - v. swimmers shall be responsible for any damages or thievery at hotel;
  - w. swimmers must participate in contracted group meals

### **Code of Conduct**

All team members, team staff, and parents of minors are apprised in writing of this Code of Conduct and the attached USA Swimming Code of Conduct. A signature on this document constitutes unconditional agreement to comply with the stipulations of both documents.

- a. Team members will display proper respect and sportsmanship toward coaches, officials, administrators, teammates, fellow competitors and the public at all times.
- b. Team members and staff will refrain from any illegal or inappropriate behavior that would detract from a positive image of the team or be detrimental to its performance objectives.
- c. The possession or use of alcohol or tobacco products by any athlete is prohibited.
- d. The possession, use, or sale/distribution of any controlled or illegal substance or any form of weapon is strictly forbidden.
- e. No “deck changes” are permitted. Athletes are expected to use available change facilities.
- f. Team members are reminded that when competing in meets, traveling on trips, and attending other meet-related functions, they are representing both themselves and Kentucky Swimming. Athlete behavior must positively reflect the high standards of the LSC.

**Failure to Comply:**

- a. Failure to comply with the Honor Code as set forth in this document may result in disciplinary action. Such discipline may include, but may not be limited to:
  - i. Dismissal from the trip and immediate return home at the athlete’s expense;
  - ii. Disqualification from one or more events, or all events of competition;
  - iii. Disqualification from future team travel meets;
  - iv. Dismissal from the team; and/or
  - v. Proceedings for a LSC or USA Swimming National Board of Review.
- b. Swimmers are to refrain from inappropriate physical contact at team activities and events.
- c. Swimmers are to refrain from use of inappropriate language.

I, \_\_\_\_\_ have read, and understand and agree to abide by the rules set forth by Kentucky Swimming, Inc. I understand that if Code of Conduct, USAS and KYLSC rules are not observed, action will be taken appropriate to the situation.

\_\_\_\_\_  
USAS ATHLETE

\_\_\_\_\_  
DATE:

\_\_\_\_\_  
USAS COACH

\_\_\_\_\_  
DATE:

\_\_\_\_\_  
USAS CHAPERONE

\_\_\_\_\_  
DATE:

**APPENDIX G** *(Board of Directors established)*

**UNITED STATES SWIMMING - KENTUCKY SWIMMING INC.**

**Application for Sanction Approval**

Name of Team \_\_\_\_\_  
 Name of Meet \_\_\_\_\_  
 Location of Meet \_\_\_\_\_  
 Day(s) of Event \_\_\_\_\_

Sanction Fee     1 day = \$20             2-3 days = \$30             Dual or Time trial = \$15

In making this sanction application and upon the granting of this sanction, it is the intent of this host club and its official representatives to fulfill each stated and implied requirement for the conduct of this athletic event as herein described and as required by the USA SWIMMING Code and Kentucky Swimming, Inc. Rules, unless specifically modified in writing in the official sanction. In granting this application, it is understood and agreed that United States Swimming and Kentucky Swimming shall be free from any liabilities or claims for damages arising by reason of injuries to anyone during the conduct of this event.

No Sanction shall be issued to any organization whose interest in sports is purely commercial.

Sanctions are issued to organizations under specific purposes and regulations and cannot be altered without the expressed permission of Kentucky Swimming.

Meet Director (MD)		Admin O/R	
MD Phone #		Starter	
MD Email		S&T	
Referee		S&T	
Ref Phone #		S&T	
Ref Email		First Aid	

**Please submit the following**

- Email Sanction Application to Kentucky Swimming [kyswim@kylsc.org](mailto:kyswim@kylsc.org)
- Email Meet Announcement - "Meet Announcement Template" available on the KYLSC website → Meet → Meet Forms
- Check payable to Kentucky Swimming for the amount appropriate to the meet type  
 PO Box 163 - Wilmore, KY 40390 -OR- contact the KY Swimming office to pay online.
- Send Meet Manager USA-S Registration file to the KYLSC Office for membership verification three (3) days prior to the first day of the meet. Failing to do so will cause a delay in meet results being uploaded into the USA Swimming database.  
 Section 2290 - Kentucky Swimming clubs not submitting entries for membership verification will be fined.

**Section 2255** - If the required Kentucky Swimming sanction information is not received or postmarked 45 days prior to the first day of the meet, then a \$25.00 per day fine will be imposed until such information is received. The maximum fine will be \$250.00. Any requests for sanction that is not received at least 10 days prior to the first day of the meet, will not be approved (Section 1620 Sanction Request).

**USA SWIMMING RULES require the following for all Sanctioned meets**

1. For ALL meets, 10 & U and 11-12 age groups must be planned to be completed in 4 hours or less for timed final events or 8 hours or less per day for prelims and finals. (205.3.1F)
2. All **MEET DIRECTORS**, referees, starters, and Stroke & Turn judges, serving in an official capacity in a sanctioned event, must be members of USA Swimming. (202.3.2)

Date Received \_\_\_\_\_ Sanction Chairperson \_\_\_\_\_  
 Date Approved \_\_\_\_\_ Sanction Check # \_\_\_\_\_  
 Sanction # \_\_\_\_\_ Surcharge Check # \_\_\_\_\_