Mississippi Swimming, Inc.

POLICIES AND RULES

MSI Policies and Rules are updated to the date of the last BOD/HOD meeting for which any and all regulations have been approved and as approved are incorporated into this document.

(Note: MSI Policies and Rules document is currently being updated with new policies that have passed since 2013 and other corrections. Keep in mind that some items listed in this copy may not be the current policy.)

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Rules and Regulations

SECTION 1

Rule/Policy Changes

Consistent with Article 605 of MSI by-laws, the Board of Directors shall act for MSI during the intervals between meetings of the House of Delegates to establish and direct amendments to this document to be ratified at the next scheduled meeting of the House of Delegates. Amendments to this document originating outside the Board of Directors must have not less than forty (40) days written notice to the General Chair and Secretary. The General Chair will submit any written notices to the Board of Directors for review and the Secretary shall give thirty (30) days written notice (consistent with 616.1.5) to each member of the House of Delegates.

SECTION 2

Swimming Program Administration

A. Registration and Membership

1. Categories

There are two categories of individual membership, athlete and non-athlete. Athlete membership is called "Registration". Non-athlete members are further designated as coach, official and other. All swimmers who participate in practices or meets conducted by Mississippi Swimming or member clubs must be registered with USA Swimming as athlete members. All coaches who are on deck at practices and meets must meet USA-S training and certification requirements to qualify for coach membership. All meet directors and deck officials must be non-athlete members. All non-athlete members must successfully complete all USA-S training and certification requirements.

2. Registration Periods

Swimmers may register for a full year, or a Summer season and/or a Fall season.

3. Applications

The Registration Chairperson handles swimmer registration, as well as club and non-athlete membership. Swimmers are registered and non-athletes are members when the LSC Registration Chairperson receives and accepts the official application form and fee (checks should be payable to Mississippi Swimming). Official forms may be obtained from the chairperson. Refunds of duplicate registrations/memberships will be made upon approval of the Chair.

4. Transfers and Changes

A swimmer who changes clubs must wait for 120 days after his/her last competition with the old club before representing the new club in competition. The swimmer must compete as an "unattached" swimmer during the 120-day period. The swimmer must notify the Registration Chairperson of the date of last competition with the old club by completing a transfer form. The transfer form can also be used to change an address, telephone number, etc.

5. Responsibility

The club is responsible for making sure that all of its swimmers and officials are members of USA-S. The Meet Director is responsible for making sure that all swimmers and coaches participating in a meet are members of USA-S. The Meet Referee is responsible for making sure that all officials participating in a meet are members of USA-S.

B. Scheduling of Meets

1. Scheduling of Meets/Meetings

a. LSC House of Delegates meets twice a year, meeting on the 4th Saturday of August and the 4th Saturday of March, unless it falls on Easter weekend then it would be moved to the weekend before.
b. A schedule of meets for the ensuing season shall be created and approved during the spring HOD meeting for the following season.
c. MSI Long and Short Course Championship Meets and the 8&U MSI developmental meets will be awarded

yearly during the spring HOD meeting. Teams must complete the MSI Application to host a Championship Meet (located under Forms on the LSC website www.msswim.org) and submit to the General Chair prior to the spring HOD meeting. Applications will be reviewed and voted on by the HOD.

C. Sanctions

1. Sanctioned Meet

a. All USA Swimming events, whether they are competitive meets or exhibitions, must be sanctioned. All organizationsand swimmers participating in a sanctioned meet must be members in good standing of USA-S.

b. Application for sanction: Completed applications, a check for the sanction fee payable to Mississippi Swimming, Inc., and one (1) copy of the proposed meet announcement for all Mississippi Swimming meets shall be submitted to the Sanctions Chairman at the spring or fall HOD meeting. Any sanction application not turned into the Sanction Chair at the appropriate HOD meeting must include an e-mail copy of the sanction application and meet invitation to the SanctionsChair, Registration Chair, Officials Chair, and Sanction Committee AthleteRepresentative.

c. Meet announcements should not be distributed or posted, using any medium, before the meet is sanctioned by MSI.

Sanction fees for meets submitted to the Sanctions Chair before or at the Spring or Fall HOD meeting are:

(1) $20.00 for sanctioned time trial
(2) $30.00 for one-day sanctioned competitions (including dual, tri and quad meets);
(3) $40.00 for two day sanctioned competitions; and
(4) $50.00 for three day sanctioned competitions.

Sanction fees for meets submitted to the Sanctions Chair within 30 days following the Spring or Fall HODmeeting:

(1) 30.00 for sanctioned time trial
(2) $40.00 for one-day sanctioned competitions (including dual, tri and quad meets);
(3) $50.00 for two day sanctioned competitions; and
(4) $60.00 for three day sanctioned competitions.

Sanction fees for meets submitted to the Sanctions Chair 31+ days after the Spring or Fall HOD meeting up to 30 days prior to the meet date:

(1) $40.00 for sanctioned time trial
(2) $60.00 for one-day sanctioned competitions (including dual, tri and quad meets);
(3) $80.00 for two day sanctioned competitions; and
(4) $100.00 for three day sanctioned competitions.

The Sanction Chair will respond to the team applying for sanction within 72 hours to confirm receipt of sanction application. The Sanctions Chair will respond to the team applying for a sanction with any necessary changeswithin 7 days of confirmation of receipt. The sanction number will be issued and communicated to the team applying fora sanction within 7 days of receipt of approved corrections.

The Sanctions Committee will consist of the Sanctions Chair, Registration Chair, Officials Chair, and 1Athlete representative.

2. Approved Meet

An Approved Meet (see USA Swimming Rulebook, Article 202.4) is a competition conducted in accordance with USA Swimming technical rules, but where all athletes are not members of USA-S. Requirements for an Approved Meet are set by USA-S, but approval of such meets is granted by the LSC; times achieved by member athletes may be used for entry into any USA-S competition. Host organizations do not have to be members of USA-S or Mississippi Swimming.

Requirements

1. Approvals may be issued to either USA Swimming member clubs or non-member clubs or organizations for meets conducted in accordance with USA Swimming technical rules.

2. Both USA-S athlete members and non-USA-S athlete participants may compete in an Approved Meet.

3. A written application for recognition of an Approved Meet shall be submitted to MSI no later than ten (10) days prior to the competition. Application for approval shall be accompanied by complete meet or event information and a statement of the nature and value of prizes to be awarded.

4. There must be a sufficient number of USA Swimming officials, certified by MSI at a minimum of Stroke and Turn level, present to observe and certify that the conduct of competition and all times achieved in such competition were in conformance with all applicable USA Swimming technical rules including, but not limited to, the following:

A. Article 101 (all) individual stroke and relay rules
B. 102.2.2 & three (3) entry limit per day
C. 101.1.3 false start rule
D. 102.24 requirements for official time/performance
E. 102.24.4 timing resolution (including table)
F. 103.2.1, 103.2.3, 103.3 minimum standards for facilities
G. 103.13 and 103.14

5. The organization requesting approval must permit USA Swimming officials to be on the deck at both ends of the course where they can properly view strokes and turns.

6. Approvals issued to one organization cannot be transferred to another. MSI may deny further approval to any organization violating this provision.

7. Complete meet results shall be submitted to MSI within two weeks of the completion of the Meet.

3. Observed Meet

An Observed Meet (see USA Rulebook, Article 202.5) is a meet held under rules other than those of USA Swimming, but from which certain times can be used for entry into any USA-S meet. USA-S certified officials observe individual swims and provide verification that the swimmer has complied with current USA Swimming rules.

1. The Meet must be a season-culminating Championship, e.g., League, Conference, District, Sectional, State, Regional; or be specifically approved by the USA Swimming Program Operations Vice President through application to the National Times Coordinator. A time trial held in conjunction with the meet that is officiated in accordance with the same standard as the championship meet may also be observed.

2. An application to have a meet recognized as an Observed Meet must be submitted to the MSI National Times Verification (NTV) Chair at least ten (10) days prior to the Meet.

3. USA Swimming observers approved or assigned by the MSI Officials Chair must be present at the meet. Observers must be currently certified at Stroke & Turn level or higher. At least two (2) observers are required at each session; observers may not work as regular officials at the meet. Names of the officials must be included on the application.

4. A sufficient number of observers must be present on the deck to adequately verify compliance with USA Swimming Rules.

5. The Meet Director shall provide an opportunity for each swimmer or coach to designate which swims are to be observed before the start of each session. Prior to the start of the competition, the observers shall be notified, of the individual swims that are to be observed. Alternatively, with the approval of MSI, the observers may be asked to observe the entire meet.

6. In order for an observed swim to be recognized by USA-S, the observed swimmer must be a current member of USA Swimming at the time of the swim.

7. A time achieved as an observed swim in compliance with USA Swimming rules as stated in the USA Swimming Rules and Regulations, will be considered an official time for the swimmer and will be acceptable for National Time Verification (NVT) purposes.

SECTION 3

Swim Meet Preparation

A. Meet Information Sheet

1. Meets will be conducted under rules and regulations of USA Swimming and Mississippi Swimming.
2. The sanction will be granted only with the approval of the Sanctions Chairman. Once the sanction is granted, there may be no changes without the approval of the Meet Referee and the Sanctions Chairman.
3. The following information must be included in every meet announcement per USA Swimming Rules and Regulations. Your meet will not be sanctioned until your meet announcement is correct.

A. A statement of the nature of prizes to be awarded.
B. A complete schedule of lanes and times for all warm-up procedures which must be adhered to by all participants.
C. Information about water depth measured for a distance of 3 feet 1/2 inches (1.0 meter) to 16 feet 5 inches (5.0 meters) from both end walls.
D. The following statement: "Any swimmer entered in the meet must be certified by a USA Swimming member coach as being proficient in performing a racing start or must start each race from within the water. When unaccompanied by a member-coach, it is the responsibility of the swimmer or the swimmer's legal guardian to ensure compliance with this requirement."
E. A statement that no swimmer will be permitted to compete unless the swimmer is a member as provided in Article 302.
F. A statement indicating whether on-deck registration will be permitted and under what conditions.
G. One of the following two statements:
   1) The competition course has been certified in accordance with 104.2.2C(4). The copy of such certification is on file with USA Swimming; or
   2) The competition course has not been certified in accordance with 104.2.2C(4).
H. The following statement: "Use of audio or visual recording devices, including a cell phone, is not permitted in changing areas, rest rooms or locker rooms."
I. The following statement: "Use of audio or visual recording devices, including a cell phone, is not permitted in changing areas, rest rooms or locker rooms."
J. The following statement: “Except where venue facilities require otherwise, changing into or out of swimsuits other than in locker rooms or other designated areas is not appropriate and is strongly discouraged.” *The host club and/or the LSC may change the last two words in this statement to “prohibited”.*
K. The following statement: “Held under the sanction of USA Swimming.”
L. The following statement: “it is understood and agreed that USA Swimming shall be free from any liabilities or claims for damages arising by reason of injuries to anyone during the conduct of the event.”

Additional Information Required in Meet Announcement

- **For ASSIGNED LANE warm-ups**: MSI safety guidelines and warm-up procedures will be in effect at this meet. All warm-up activities in a lane will be coordinated by the coach(es) supervising the swimmers in that lane. The first 30 minutes of the warm-up session, or longer if the warm-up session is more than 50 minutes long, will be for general warm-ups. Swimmers must cautiously enter the pool feet first. NO DIVING IS ALLOWED DURING THE GENERAL WARM-UPS. In the last 20 minutes of the warm-up session, supervised diving and backstroke racing starts are permitted with one-way traffic. Diving is permitted only with the direct supervision of a USA Swimming registered coach.
- **For OPEN warm-ups (no assigned warm-up lanes):** MSI safety guidelines and warm-up procedures will be in effect at this meet. The first 30 minutes will be general warm-ups. All warm-up activities in a lane will be coordinated by the coach(es) supervising the swimmers in that lane. The first 30 minutes of the warm-up session will be for general warm-ups. Swimmers must cautiously enter the pool feet first. NO DIVING IS ALLOWED DURING THE GENERAL WARM-UPS. In the last 20 minutes of the warm-up session, supervised diving and backstroke racing starts are permitted with one-way traffic. Diving is permitted only with the direct supervision of a USA Swimming registered coach.

B. Entry Fees

1. The Mississippi Swimming meet surcharge is $5.00 per swimmer. Each host team will establish event, relay and facility fees. This information will be clearly established in meet announcements.

C. Events

1. All events must conform to the current list in the USA-S Rules and Regulations. Exceptions may be made by application to and approval of the Sanctions Chairman or the Board of Directors.

SECTION 4

CONDUCT OF MEETS

A. Rules

1. All meets shall be conducted under current USA Swimming rules. The referee of the meet shall be the final authority for the conduct of competition. Procedures stated in the meet announcement, approved at the granting of the meet sanction, shall become the rules of the meet.
2. All sanctioned competitions are required to have all warm-up sessions supervised and controlled using the format adopted by Mississippi Swimming. A complete copy of the format will be stated in the meet announcement submitted for sanction.
3. In prelim/finals meets, finals may not begin less than three hours after the completion of the last preliminary heat.

B. Meet Operations

1. Entries

A. Swimmers must be current members of USA-S and entered with the name and registration number as shown on their registration card. If this is not done, it may be difficult to match the swimmer with the registration and times database.

B. The meet host must submit a registration file (meet recon) to the LSC Registration Coordinator five (5) days prior to the meet to check all swimmer registrations against the registration database. Failure to submit a registration file will be subject to $100 fine for each day the file is submitted late. The person responsible for entering an unregistered swimmer as registered will be subject to a fine of $100.00 per swimmer. This will be enforced by MSI through their Registration Coordinator. Swimmers without USA-S registration numbers will be rejected.

2. Positive Check-in events

A. There is no penalty for swimmers not checking in for a particular event; they will simply be scratched from it. Events seeded on the deck shall be closed for seeding no earlier than 30 minutes prior to the end of warm-ups.

3. Scratching from Consolation Finals and Finals

A. Any swimmer qualifying for any level of finals in an individual event who does not wish to compete must scratch within 30 minutes after the announcement of qualifiers. During this period, qualifiers may also notify the referee that they may not intend to compete in consolation finals or finals. In this case they must declare their final intention within 30 minutes after the announcement of qualifiers following their last individual preliminary event.

B. 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 they are unavailable to compete in the finals unless notified in advance that they have been moved from alternate to the consolation final.

C. Where consolation finals have not yet been swum and a barring or withdrawal is known to the referee, the referee shall reseed the consolation final and the final, if necessary, to insert the alternate(s) in the appropriate lane(s), filling all lanes in the final.

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

4. Penalty for No-Show at Finals

A. Any swimmer qualifying for a consolation final or final race in an individual event who fails to show up in said consolation final or final race prior to calling the alternate shall be barred from their next event in the meet.

5. Exceptions – no penalty shall apply for failure to withdraw or compete in an individual event if:

A. The referee is notified in the event of illness or injury and accepts the proof thereof.

B. It is determined by the referee that the No-Show is caused by circumstances beyond the control of the swimmer.

C. The swimmer qualified for any level of finals due to scratches of one or more original finalist and did not declare an intent to swim when notified.
6. Relay Scratch Rule – any relay team entered in a relay event that fails to compete in or report for that event shall not be penalized.

C. MSI Championships

1. The LSC will purchase all medals at the lowest possible cost and will supply exactly what is needed by the host team. Ribbons will be included.
2. All trophies for the Championships will be purchased by the host team, not to exceed maximum allowed by the USA Swimming Rules.
3. The Magnolia Cup will be awarded and retained by the winning team until the next championship.
4. A fine of $100 will be assed to the person responsible for entering a swimmer for which there is no provable time, if that swimmer has not swam the qualifying time or better in the first swim of that event in the championship meet. This fine is not to exceed $2,500 per team meet. The time must be proven within 30 minutes of session. Swimmers should not be entered in these meets who do not meet the qualifying times. The fine will apply to all swimmers who are illegally entered.
5. A swimmer must be registered with USA Swimming at least 15 days prior to either Championship meet.
6. All bids for championships mill be made 2 years in advance.
7. The will be both short and long course MSI Championships. Technical Planning will select the dates for these meets. House of Delegates will select the site.

D. Meet Results

1. The following must be sent by electronic mail by the next day after the meet to the SWIMS Chairperson:
   A. HY-TEK SDIF or COMMLINK file of the complete meet (include all teams).
   B. HTML file in publication order
   C. The files should be zipped and attached to an email. DO NOT put the files in the body of the email.

E. Financial Reports and Fees

1. Meet financial report and payment of fees due Mississippi Swimming must be received by the Sanctions Chair within 14 days after the last day of the meet.
2. Failure to provide the Financial Report and payment of fees due Mississippi Swimming as specified shall subject the meet host to a penalty of $200.00 and will provide grounds to deny future sanctions until the penalty is paid in full. A $100 refund of the penalty will occur when the team properly closes out the subsequent meet.

SECTION 5

OFFICIATING

A. Operation of Swimming Meets

1. Mississippi Swimming meets shall be staffed by officials from USA Swimming, certified by Mississippi Swimming, or other LSCs, who are volunteers qualified by training and experience in the various capacities for efficient operation of meets.
2. Officials' positions and duties shall be as described in the USA-S Rules and Regulations, as these suit the meet situation and comply with Mississippi Swimming regulations.

B. Organization

1. All meet directors, referees, starters, and stroke and turn judges serving as officials in a USA-S sanctioned event shall be members in good standing of USA-S and have successfully completed USA-S background checks and LSC requirements.
2. The Officials Chairman shall preside over the Officials Organization and is its voting delegate at meetings of the House of Delegates.
3. The Officials Chairman shall appoint, with the advice and approval of the Mississippi Swimming General Chairman, members of the officials committee.

C. Duties of the Officials Chairmen

1. Oversee the scheduling, content, and conduct of training clinics in the LSC.
2. Maintain a list of trained deck officials, indicating qualifications of these people based on experience, performance, and interest.
3. Assist meet directors in obtaining deck officials suitable to the needs of the meets.

D. Qualification of Officials

1. Clinics for the instruction of officials in various capacities will be conducted any LSC Referee.
2. Persons instructed as deck officials at clinics shall serve at meets as trainees under the supervision of experienced qualified officials. Certification of deck officials shall require the recommendation of meet referees under whom the training was accomplished in addition to the clinic instruction.
3. A card denoting positions for which the official is certified will be maintained through the OTS system.
4. Swimming officials shall wear a uniform of appropriate clothing prescribed by the Officials Committee during the performance of duties on the deck and present their current USA-S membership card upon request.

E. Officials

The Administrative referee for a state championship may help the host's team meet director prepare final results for closing out the meet.

SECTION 6

REIMBURSEMENT

A. REIMBURSEMENT OF OFFICERS AND COMMITTEES

1. No one may be compensated for work on the LSC level.
2. One may be reimbursed for expenses only and these should be documented.

B. TRAVEL REIMBURSEMENT POLICY

The LSC will pay airfare for the volunteer up to $650 for the volunteer. All requests for the reimbursement must come to MSI Treasurer within 60 days of the last day of the event.

C. ASCA CONVENTION

All coaches wishing to go to the ASCA Convention will receive an equal portion of $600, not to exceed $200.

D. USA-S CONVENTION

1. The LSC will pay all room fees up to four rooms.
2. Spouses that share a room with a voting delegate will pay for ½ the room when available unless they are also a voting delegate.
3. The Treasurer will reimburse all voting delegates for their USA-S convention registration fees and airline ticket up to $650
4. Distribution of the remaining budgeted fees will be decided annually according to circumstances, by the Finance Committee.
5. The Senior and Junior Athlete Representatives total expenses will be paid.
6. Registration Chairmen will share the reimbursement of voting delegates.

E. REGIONAL AND NATIONAL QUALIFIER MEETS

1. Junior National Qualifiers will receive $200 for being in the meet and $25 per event. This does not include time trials.
2. Senior National Qualifiers will receive $200 for being in the meet and $50 per event. This does not include time trials.
3. Age Group Sectional Qualifiers will receive $50 for being in the meet.
4. Senior Sectional Qualifiers will receive $100 for being in the meet.
5. Southern Senior Zone Championship competitors (AAA times) are eligible to receive $100 for expense reimbursement.

6. Olympic Trial Qualifiers will receive $500 plus $50 per event swam at the meet.
7. No relay only swimmers will be reimbursed for regional and national qualifier meets.
8. All reimbursements must be approved by head coach and sent by head coach to MSI Treasurer for processing within 60 days of the last day of the meet.

F. OFFICIALS QUALIFYING MEETS POLICY

Purpose – To encourage Mississippi Swimming officials to participate in Officials Qualifying Meets in order to improve the level of officiating within the LSC by:

- Exposing our officials to higher level meets allowing them to interact with officials from other LSCs and to learn/reinforce national protocols, rules applications / interpretations, and situation resolution.
- Providing additional opportunities for advancement sustainment within the National Officials Certification Program.
- Improving the level of officiating to allow for future National Evaluation Meets within the LSC to support advancement and training opportunities.

Mississippi Swimming officials who officiate at an Officials Qualifying Meet outside our LSC may be reimbursed actual travel-related expenses not to exceed on a per meet basis $300. In order to receive the reimbursement, a Mississippi Swimming official must meet these eligibility criteria:

- Have the meet and reimbursement pre-approved by the Officials Committee. An approved meet should not include a swimmer related to the official requesting reimbursement.
- Be registered with Mississippi Swimming as an official for at least one year prior to the meet and be registered with USA Swimming through Mississippi Swimming as an official during the time of the meet for which reimbursement is requested.
- Have worked a minimum of 8 sessions in at least 4 meets sanctioned by Mississippi Swimming plus at least 5 sessions of a Mississippi Swimming LSC Championships meet in the twelve months prior to the meet.
- Have worked all sessions (and have received an evaluation from a National Evaluator) of the meet for which reimbursement is requested.
- Submit a completed Mississippi Swimming Officials Travel Expenses Reimbursement Form to the LSC Officials Chair no later than 30 days after completion of the meet for which reimbursement is requested.

Officials Qualifying Meets are those meets (other than those hosted by Mississippi Swimming) approved by the National Officials Committee for National Certification evaluations. These meets include Southern Zone Championships, Speedo Champions Series (Sectional Championships), Grand Prix meets (Arena Pro Series), US Open, World Cup, and USA Swimming Championships level meets identified in USA Swimming Rules and Regulations, 207.1

Approvable travel-related expenses up to the approved maximum per meet per year are reasonable and customary coach air fare, hotel room, rental car, gas, and parking fees (receipts must accompany the request).

A Mississippi Swimming official may receive approval from the Officials Committee for a travel expenses reimbursement for no more than one higher level meet per fiscal year. Reimbursement will be available until annual funding is exhausted.

A Mississippi Swimming official (in an assigned position) may not receive more than their actual expenses in travel expenses reimbursement from USA Swimming/Meet Host and Mississippi Swimming combined.

SECTION 7

MISSISSIPPI SWIMMING (MSI) CODE OF CONDUCT
FOR ATHLETES ATTENDING USA SWIMMING NATIONAL CONVENTION

1. GENERAL INFORMATION:

This Code of Conduct is written as an aide to athletes attending the USA-S National Convention. As MSI has made a financial commitment to the athletes, in return athletes are reminded that they are representing themselves, their fellow athletes and MSI. Their behavior must reflect the high standards of Mississippi Swimming.

Any minor athletes (under the age of 18), shall bring USA Swimming USA-S Convention Code of Conduct completed with athlete and parent signatures and present them to the General Chairman or their designee. Any athlete representative who is 18 or older is bound by this code of conduct. This code is in effect, while the athlete is attending the convention and during travel to and from the convention. The athlete representative is asked to make a formal oral and written report on his/her activities at the convention to the MSI House of Delegates.

The General Chairman or a delegate appointed by the General Chair shall act as chaperone for minors attending the convention. This chaperone(s) as much as appropriate shall be of the same gender as the attending athlete(s). It shall be the chaperone's responsibility to communicate to the athletes regarding curfew, room assignment and LSC meetings. This chaperone should be a leader and mentor for the athlete(s).

2. EXPECTED BEHAVIORS:

- Athletes shall attend all athlete meetings.
- Athletes shall dress in an appropriate manner for the function attending, including travel to and from the convention.
- Athletes shall attend social functions as deemed necessary by the General Chair.
- Athletes shall attend all practices provided by the convention.
- Athletes shall display respect and sportsmanship to fellow participants and the public.
- Athletes shall stay in rooms assigned by the LSC.
- Athletes shall attend all LSC functions.

3. UNACCEPTABLE BEHAVIORS:

- Dress in an inappropriate manner
- Use or possession of alcoholic beverages, tobacco products, or illicit drugs
- Use of any drug not prescribed by a physician
- Disrespectful, indiscreet or destructive behavior
- Male athletes are not allowed in female athlete rooms and female athletes are not allowed in male athlete rooms.
- Returning to room later that the established curfew

4. VIOLATION OF CODE OF CONDUCT:

At the discretion of the General Chair in attendance with the advice and consent of the delegates any or all of the following penalties may be applied:

- Athlete may have convention credentials removed
- Athlete may be sent home at his/her personal expense
- Athlete may be suspended from representing MSI in the future

SECTION 8

USA SWIMMING SOUTHERN ZONE AGE GROUP CHAMPIONSHIPS
CODE OF CONDUCT

The following code is in effect throughout the USA Swimming Southern Zone Age Group Championships. Anyone who, in the opinion of the LSC Zone Meet Coaching Staff, acts in a manner that would interfere with the travel objectives listed below, will be subject to immediate return home (at the expense of the parent and/or swimmer) and other punishments including barring from future LSC trips or competition may be imposed.

1) The LSC may travel as a team to these meets/training sessions and everyone is expected to behave in an exemplary manner. The reputation of the LSC, as well as the other athletes with you, is dependent on your behavior.

2) The LSC Coaching Staff holds the final word on any rules, regulations or disciplinary actions.

3) a) The consumption or purchase of alcohol, smoking or chewing tobacco, or use of any other illegal drug or substance of any kind will not be allowed. In addition, any member found or suspected to be in the presence of others (regardless of team affiliation) partaking in any of the above activities will be subject to the same punishments and probable expulsion from the LSC Zone Team. Any swimmer suspected of such activity will appear before a review committee composed of the LSC Coaching Staff, and LSC Zone Team Captains.
b) Use of inappropriate language, including obscene language or gestures and other threatening language or conduct will not be tolerated while traveling with the LSC Zone Meet.

4) At no time will male and female athletes be in the same hotel room together. This applies to your LSC Zone Team members or members of any other LSC Zone Team.

5) No team meetings or practices may be missed. Be punctual to all meetings and warm-up times.

6) No team member may be out of their room after the assigned curfew time and no one may leave their room alone. Permission must be obtained from the LSC Coaching Staff to leave the room.

7) Any damages or thievery incurred at a hotel will be at the expense of the swimmers assigned to that room, and further disciplinary action will be taken. No loud or boisterous behavior will be tolerated in the hallways or public areas, such behavior should be kept to a minimum in your rooms

8) Any individual damages or thievery incurred on the trip will be at the expense of the swimmer, and further disciplinary action will be taken, such behavior will not be tolerated.

9) All team members will be polite in restaurants. Leave a 15% tip (Minimum). If there is a problem with the service, see the LSC Coaching Staff.

10) Agree to follow these and any other rules having to do with the behavior and the LSC Zone Team, as established by the Coaching Staff and the LSC.

SECTION 9

MS SWIMMING, INC. (MSI) STATEMENT OF PRINCIPLES ON ETHICAL BEHAVIOR AND CONFLICT OF INTEREST

1. GENERAL INFORMATION:

Those who choose to serve MS Swimming, Inc. (MSI), whether as volunteers or paid professionals, are held to a high standard of conduct. As guardians of MSI ideas, they assume an obligation to subordinate individual interests to the interests of the MSI. What may be considered acceptable conduct in some businesses may be inappropriate in MSI service.

Those who serve MSI must do so without personal gain in order to avoid any institutional loss or embarrassment and to behave in such a way that the organization's trust and public confidence ear enhanced. It is important to avoid any real conflict of interest.

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

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

2. GUIDELINES:

The following guidelines are not a precise road map to acceptable conduct. They are signposts. Each individual must find his or her own way.

A) The business of MSI is to be conducted in observance of both the spirit and letter of applicable federal and state laws.
B) MSI properties, services, opportunities, authority and influence are not to be used for private benefit.

3. OTHER INFORMATION:

All individuals who participate with MSI will disclose the nature and extent of actual or potential conflict of interest when it occurs in the evaluation of an issue and will avoid evaluating or voting on the matter involved. This includes the award of contracts, the purchase of goods and services, the award of contracts for professional services, and the allocations of MSI resources for individual use. The report must be reported to the executive committee.

Gifts, cash, travel, hotel accommodations, entertainment, or favors are neither to be given nor received, except those or nominal value exchanged in the normal course of business. Gifts and favors of more than one hundred dollars ($100) value should not ordinarily be accepted. IF circumstances render it awkward to refuse such a gift, the donor should be thanked and told the gift is being accepted on behalf of and will be delivered to MSI.

Expenses incurred in the furtherance of MSI business are to be reasonable necessary and (if twenty-five dollars $25 or more) substantiated.

All are expected to exhibit honesty, loyalty, candor, and professional competence in their relationships with MSI and with each other.

Each individual has the responsibility to maintain the confidentiality of the organization. This includes both propriety and sensitive information.

SECTION 10

ZONE AND ALL STAR MEETS

1. COACHES

A. One head coach and two assistant coaches to be selected by the LSC. All three coaches should be from different teams if possible.

B. Are responsible for picking the team and entering the swimmers in the best possible combination of events.

C. Should not be chaperones.

D. Should have a room for coaches only.

E. Should be the only disciplinarians.

F. Should make decisions, with the manager, which pertain to the trip prior to departure.

G. Are responsible for making the swimmers aware of the Code of Conduct.

H. Are responsible for establishing and enforcing curfews.

I. The Head Coach will be the final authority.

J. The Head Coach will be eligible for a $500 stipend for coaching and attending the full ZONE meet.

2. SWIMMERS

A. THE PRIME OBJECTIVE IS TO SWIM WELL!

B. Are to answer to his/her chaperone (so not to pit one chaperone against another or a parent).

C. The entire team shall be present for finals.

D. All are to observe the set curfew.

E. Swimmers are not allowed to wear club suits or caps.

F. When only long distance events remain to be swam in prelims, those swimmers entered in those events will remain at the pool. Other swimmers may be allowed to leave with chaperone(s) to eat and rest at the coaches' discretion.

G. Will not be allowed to leave (except as in the above).

H. At no time will male and female athletes be in the same hotel room together.

3. MANAGER

A. There shall be at least one manager to be selected by the LSC.

B. The manager should not be a chaperone.

C. Is responsible for making team hotel reservations. The reservations shall be made well in advance to of the meet (at least two months). Rooms should be requested in writing and should include type and number of rooms. Room assignment will be made with the help of the coaches.

D. Should make specific eating arrangements/inquiries as to nutritious meals several weeks prior to departure (write the Chamber of Commerce for lists and/or suggestions). Decisions should be made with the assistance of the coaches.

E. Is responsible for making travel arrangements. The bus, if possible, should have a working AC, restrooms and perhaps a TV/VCR/DVD.

F. The meeting places for departure should be a central location.

G. Once travel plans are made they should be followed as closely as possible, including arrival and departure sites. No prior arrangements are to be changed unless each person is notified.

H. Is responsible for obtaining a team canopy.

I. Is responsible for having available a large cooler and fluid replacement.

J. Is responsible for having available well-stocked first aid kit.

K. If a manager is unable to fulfill his/her obligation, the General Chairman shall appoint another.

L. Reports, detailed money report within 15 days of last day of zone meet.

M. Team Manager will be eligible for a $500 stipend for attending and managing the ENTIRE zone meet.

4. CHAPERONES

A. Shall be selected by the coaches with the help of the manager, 3 male and 3 female. If the housing facilities demand it additional chaperones may be selected.

B. Should be mature and responsible.

C. The head coach, assistant and manager should not be chaperones.

D. Is responsible for his/her age group of swimmers only (including conduct, curfews, being on time, etc.)

E. Shall not challenge authority of coaches in front of swimmers.

F. Any disciplinary action which is deemed necessary shall be taken to the coaches.

5. PARENTS

A. Should not interfere with coaching during the progress of the meet.

B. Are encouraged to attend the meet and support the team.

C. Shall not ask to take their child off to eat and/or rest (away from the rest of the team).

D. If staying at the team location, should not counteract the authority of the coaches and/or chaperones.

6. TEAMWORK

A. The Mississippi Zone Team is currently that, a TEAM which represents our state and all its swimmers.

B. Everything will be done as a team: transportation, meals, warm-ups, etc.

C. Emphasis will be on each swimmer and the team as whole.

D. Recommendation: Look for a sponsor to provide the team extra shirts, etc. MSI club teams who have athletes on the zone team should look into a team travel fund to supplement the expenses of the athlete or help those athletes with fund raising.

7. CODE OF CONDUCT

A. All swimmers, coaches, chaperones, parents and managers should conduct themselves in a manner which best projects a good image of the state (behavior, language, and sportsmanship).

B. Any disciplinary action will be handled be the coaches.

C. Failure to adhere to the Code of Conduct and/or defiance of authority will result in that swimmer(s) being sent home by the best available means at the expense of that swimmer(s) parents.

D. At the first team meeting, all of the above will be stressed and a copy presented to each swimmer/parent to be signed and returned agreeing to the stipulations.

8. EQUIPMENT

A. Bring your own suit with no team logo.

B. Team swim cap (2).

C. 3 T-shirts

D. 1 pair of shorts

E. Coaches – 2 polo coaches shirts and 3 team t-shirts

F. If any other equipment is desired, then the cost must come from an outside source.

9. DISCIPLINE ENFORCEMENT PROCEDURE

The following procedures shall apply to any violation of an Honor Code or the USA Swimming Code of Conduct by an athlete that occurs during an LSC All State/Zone Team trip where the penalty is to be assessed during the trip.

A. The All Star/Zone Team Director (TD) shall designate a staff member of the traveling team to investigate the violation.

B. Upon completion of the investigation, the TD shall decide whether to proceed with the complaint and, if so, what penalty to seek. If the TD elects to seek a penalty, which includes the athlete being scratched from an event or sent home, the athlete should be notified of the penalty sought, provided a copy of these procedures and notified that

he/she has a right to an expedited hearing pursuant to these procedures.
C. If, after such notification, the athlete elects to accept the penalty, the TD shall enforce the penalty and no hearing shall be held. If the athlete requests a hearing, a hearing panel of three members shall be formed by the TD. The panel shall include at least one athlete member and shall not include either the investigating staff member or the TD.
D. The TD and/or the investigating staff member, on behalf of USA Swimming, shall present the facts of the violation to the hearing panel. Both USA Swimming and the athlete shall have the opportunity to present any additional evidence considered testimony, the hearing panel shall determine if the athlete did in fact violate the Honor Code or Code of Conduct and, if so, shall assess the penalty deemed appropriate by the panel.
E. The decision of the hearing panel shall be provided to the TD and the athlete. The TD shall be responsible for enforcing the penalty.

This procedure shall also be followed in the case of an alleged violation of the Honor Code or the USA Swimming Code of Conduct by the USA Swimming member coach, trainer, manager, administrator or official that occurs during an All Star/Zone Team trip where the penalty is to be assessed during the trip. The hearing panel shall include an athlete

SECTION 11

MSI OUTSTANDING SWIMMER SELECTION PROCESS

1. GENERAL INFORMATION:

Adopted at the April 15, 2000 and amended November 3, 2007, MSI House of Delegates meeting.

2. TOP 5 LIST (short course yards and long course meters only)

1st Place – 6 points, 2nd Place – 4 points, 3rd Place – 3 points, 4th Place – 2 points, 5th Place – 1 point

National Top 10 Time – 10 points
Jr. National Cut – 20 points
Sr. National/Olympic Trial Cut – 30 points
Olympic Team – 50 points

3. EVENTS AND AGE GROUPS:

The Top Five List are the swimmers in an age group, short course yards and long course, best times in events swam September 1 through August 31 as listed in the SWIMS national database.

- Short Course Age Groups – 8 & Under, 9-10, 11-12, 13-14, 15-16, 17-18
- Long Course Age Groups – 9-10, 11-12, 13-14, 15-16, 17-18
- Events for 8 and Under – All 50's, 100 Free, 100 IM in Short Course Yards
- Events for 9-10 – All 50's, 100's, 200 Free, 400/500 Free and 200 IM in Short Course Yards and Long Course
- Events for 11-12 – All 50's, 100's, 200 Free, 400/500 Free, 200 IM in Short Course Yards and Long Course
- Events for 13-14, 15-16, 17-18 – 50 Free, 100's, 200 Free, 400/500 Free, 800/1000 Free, 1500/1650 Free, 200/400 IM in Short Course Yards and Long Course Events

We will use the SWIMS Database to tabulate these lists.

SECTION 12

RECORDS AND AWARDS

12.1 LSC State Records

.1 An LSC state record is the best official time recorded in an approved event and recognized age group that adheres to the technical rules of USA Swimming as achieved by any athlete who is a registered member of MSI at the time of the swim.

.2 The record time must be made in a USA Swimming sanctioned, approved, or observed meet, or time trial; or in a recognized national or international swimming competition.

.3 All records will be based solely on times uploaded into USA Swimming national times database SWIMS, which lists all official USA Swimming times since June 2003, with the exception of the 25 yards and 25 meters events which will be verified and maintained by the MSI Records Chair. MSI has uploaded to SWIMS records achieved prior to June 2003 that were maintained and recognized by MSI.

.4 Records will be maintained for Short Course Yards, Short Course Meters and Long Course Meters.

.5 Individual records will be maintained for girls and boys for the following age groups: 6 & Under, 7-8, 9-10, 11-12, 13-14, 15-16, 17-18, and Open (the best individual time for all ages). Relay records will be maintained for girls and boys for the following age groups: 8 & Under, 9-10, 11-12, 13-14, 15-16, 15-18, and Open.

.6 Records will be maintained for the recognized events for age groups as listed in accordance with USA Swimming rule 102.1. 8 & Under and 6 & Under events shall be the events for the 10 & Under age group with the inclusion of 25s of each stroke in short course yards and short course meters.

.7 Record times may be achieved in the initial splits of individual swims and lead-off legs of relays, as well as for 25 yards and 25 meter swims for 8 & Under and 6 & Under, provided that the official time is recorded by automatic timing or by three (3) hand-held watches and is observed by the officials for a legal finish.

.8 Record times may be achieved at high school and YMCA meets that have been pre-approved for sanction by MSI (e.g., North Half, South Half and MHSAA State) and are staffed by USA Swimming officials and/or observed by USA Swimming officials.

.9 Record times may be achieved by current registered MSI athletes while representing a college or university in another LSC only at championship meets that are verified as sanctioned and approved USA Swimming competitions (e.g. NCAA championships and conference championships).

.10 A swimmer previously registered with another LSC or from another country who registers with a Mississippi college or university team in accordance with USA Swimming rule 203.4 is not eligible to establish MSI records until the completion of that school's competition season; and then must have fulfilled the requirement of 120 days without having represented any other LSC in USA Swimming competition.

.11 Record times will not be accepted for swimmers competing in a foreign meet and not representing an MSI club or USA Swimming team.

.12 Records will be maintained, updated and posted on MSI website by the MSI Records Chair. Errors in records should be reported to MSI Records Chair for evaluation and correction.

12.2 AWARDS

A. These will be given to the following at the MSI Annual Banquet:
   a. LSC Top Five
   b. Zone Team
   c. National Top Ten
   d. Jr. Nationals
   e. Sr. Nationals
   f. Olympic Trials
   g. Outstanding MSI Swimmers
   h. Record Breaker Certificates
   i. Outstanding Service – Conoco - Phillips Award
   j. Coach of the Year Award – Senior and Age Group
   k. Officials Award

B. Top Five List – an MSI swimmer who has achieved one of the top five fastest times in an event for his/her age group in short course yards, short course meters and/or long course meters.

C. Zone Team – an MSI swimmer who has been chosen to be a member of the MSI team at the Southern Zone Championship.

D. Top Ten – an MSI swimmer who has swum a Top 10 reportable time from the current USA Top 10 Times Chart

E. Jr. Nationals – an MSI swimmer who has swum a Junior National qualifying time (NCSA Juniors and NISCA).

F. Sr. Nationals – an MSI swimmer who has swum a Senior National qualifying time.

G. Olympic Trials – an MSI swimmer has swum an Olympic Trials qualifying time.

H. Outstanding Swimmer – 8 & Under, 9-10, 11-12, 13-14, 15-16, 17-18. Male and female in each group. Points achieved (per event in short course yards and long course meters) from the Top Five List will be used to calculate this award.

I. To be considered for the Outstanding Swimmer Award, the swimmer must swim at least one of the MSI Championship Meets within the time period for which he or she is being considered.\

J. Events swum September 1st through August 31st of the previous twelve months will be used to calculate the outstanding swimmer. The Age Group Chairman will calculate the points from the Top 5 List submitted from the Top 5 Chairman.

K. Conoco Phillips Service Award – given to a recipient(s) selected by active past award recipients in recognition of outstanding service to swimming.

L. LSC Records – These awards will be sent to the swimmer when the record has been established.

SECTION 13

ATHLETE REPRESENTATIVES

A. Must be 16 years old or a sophomore in high school by their first day in office (January 1st).
B. Must be a current USA Swimming member in good standing.
C. Must have swum for two years as a member of MS Swimming.
D. All nominees must have contacted the Senior Athlete Rep for June 20th.
E. No two athletes can serve as Junior and Senior Athlete Reps from the same team, unless there are no other nominations.

JUNIOR REP POSITION

The expectations of the Junior Rep position are as follows:

A. Duties of an athlete rep – Attend the MS House of Delegates Meetings (2 per year)
B. Attend the USA Swimming Convention (usually in September)
C. Willingly listen to any problems or suggestions of an athlete, coach, etc.
D. Willingly report any problems or suggestions to the MS Swimming House of Delegates.
E. If elected, he/she will be in office for two consecutive years (1st year JR Rep, 2nd year SR Rep)

*Anyone interested in the position needs to write a brief essay on why they would like to be the new junior representative and what they could do for Mississippi Swimming. The essay must be sent to the Senior Vice Chairman (athlete liaison) before July 1st.

SECTION 14

BOARD OF REVIEW

Anyone filing a protest with the Board of Review will be charged a filing fee of $250 to offset expenses of the committee.

SECTION 15

DISABILITY SWIMMING

A. Disability swimmers are allowed to participate in any LSC swim meets. The meet referee will allow all disability swimmers in the championship swim meet even if they do not have the qualifying times. They can only score points for their team if they make the qualifying time(s) in the events they swim.
B. At the zone meet six slots are available from our LSC disability athletes to complete and they must be 11 to 18 years of age.
C. Any disability swimmer attending a zone meet will get the same monetary support as other athletes.

SECTION 16

ATHLETE PROTECTION

Protecting Athletes

We believe that the experience of children and young athletes in all organized sports should be guided by what is best for the safe and healthy development of the young person. Young athletes who participate in organized

sports activities have a unique opportunity for learning. In working with each child, it is essential that we are mindful of their physical, emotional, and developmental needs. We must also be particularly diligent in recognizing the unique vulnerabilities that are an inherent part of childhood. It is the responsibility of all adults to not only recognize these vulnerabilities, but to develop the knowledge and skills needed to create and maintain a safe and child- centered sports environment.

We recognize the important role that USA Swimming plays in providing leadership and creating an organizational culture that is focused on the safety and wellbeing of young people. The protection of children requires that all adults work together to supportyoung athletes. As the child's first and enduring resource for safety, parents and guardians play a critical role in athlete protection. When parents participate they are able to help educate other adults about the needs of the child, and help prepare the child to participate in sports programs in a way that promotes safety, enjoyment, andlearning.

Adults, including coaches, officials, staff, facility workers, volunteers, chaperones, and others who interact with children, are in also positions of great trust and influence. The ability to use this position of trust to support the well-being of children is critical. The overwhelming majority of these adults fulfill their roles in a positive and responsible manner. Nonetheless, we must also understand that a few adults may seek to use the trust and authority that comes with their access and status to take advantage of achild.

USA Swimming strives to continually improve the programs and services it offers toits members and among these some of the most important relate to the safeguards for protecting young athletes. Because we aspire to foster safe and positiveenvironments within all our member clubs, we believe it is especially important to provide ourmember adult leaders with policies and best practice guidelines that help define elementsof appropriate behavior and conduct.

Policies and Best Practice Guidelines for Athlete Protection

In order to provide a positive experience and a safe environment for athletes, allnon-athlete adult members of USA Swimming should maintain professionalism and avoid any appearance of impropriety in their relationships with athletes. Coaches, in particular, should recognize the influence, power and position of trust they have with athletes and should use these only in an athlete's best interest.

This document provides specific mandatory policies and best practice guidelines that are strongly recommended.

Policies

The following policies for Athlete Protection are mandatory for all members and are incorporated by reference into Section 304.3.4 of the USA Swimming Code of Conduct.

ARTICLE 305

ATHLETE PROTECTION POLICIES

The following policies related to Athlete Protection are mandatory components of theUSA Swimming Code of Conduct:

.1 Inappropriate touching between an athlete and an adult non-athlete member or Participating Non-Member (as defined in 401.1) is prohibited, including, but not limited to, excessive touching, hugging, kissing, sexually oriented behavior, sexually stimulating or otherwise inappropriate games, and having an athlete sit on a non-family member adult's lap.

.2 Any rubdown or massage performed on an athlete by any adult non-athlete member or Participating Non-Member, excluding the spouse, parent, guardian, sibling or personal assistant of such athlete, is prohibited, unless

such adult is a licensed massage therapistor other certified professional. Any rubdowns or massage performed at a swim venue bya licensed professional must be conducted in open/public locations and must never bedone with only the athlete and licensed massage therapist in the room. Even if a coach isa licensed massage therapist, the coach shall not perform rubdowns and/or massage ofan athlete under any circumstances.

.3 Use of audio or visual recording, including the use of a cell phone camera, is not allowed in changing areas, rest rooms or locker rooms.

.4 Employees and volunteers of USA Swimming, LSCs and member clubs who interactdirectly and frequently with athletes as a regular part of their duties and individuals with any ownership interest in a member club must be non-athlete members of USA Swimmingand satisfactorily complete criminal background checks as required by USA Swimming. This does not apply to volunteers such as timers, marshals, computer operators, etc. whoonly have limited contact with athletes during a meet.

.5 Travel

A. 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 orspouse of that particular athlete).

B. Team managers and chaperones must be members of USA Swimming andhave successfully passed a USA Swimming-administered criminal backgroundcheck.

C. When only one athlete and one coach travel to a competition, the athlete musthave his/her parents' (or legal guardian's) written permission in advance to travel alone with the coach.

D. Clubs and LSCs shall develop their own travel policies. USA Swimming will providea model club travel policy as an example. Club travel policies must be signed and agreed to by all athletes, parents, coaches and other adults traveling with the club.

Best Practice Guidelines

The following Best Practice Guidelines are strongly recommended for all USA Swimming members.

1. Parents should be encouraged to appropriately support their children's swimming experience.

2. All swimming practices should be open to observation by parents.

3. Two-deep Leadership: One coach member and at least one other adult who is not in the water should be present at all practices and other sanctioned club activities whenever at least one athlete is present. Clubs and coaches should evaluate their seasonal plans and map out how to best accomplish this strongly recommended guideline.

4. Open and Observable Environment: An open and observable environment should be maintained for all interactions between adults and athletes. Private, or one-on- one situations, should be avoided unless they are open and observable. Common sense should be used to move a meeting to an open and observable location if the meeting inadvertently begins in private.

5. A coach may not host a minor athlete in his/her home, unless it is in a group setting with other adults present without the permission of the athlete's parent or legal guardian.

6. 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.

7. Athletes should not ride in a coach's vehicle without another adult present who isthe same gender as the athlete, unless prior parental permission is obtained.

8. During overnight team travel, if athletes are paired with other athletes they should be of the same gender and similar age. Chaperones and/or team managers would ideally stay in nearby rooms.

9. 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.

10. Where a chaperone or team manager is included, the chaperone(s) or team manager(s) should be of the same gender as the athletes and written consent should be given by the athletes' parents (or legal guardian).

11. Communications between non-athlete adult members and athletes should not include any topic or language that is sexual or inappropriate in nature.

12. Non-athlete adult members should respect the privacy of athletes in situations such as changing of clothes, showering, etc. Non-athlete adult members should protect their own privacy in similar situations.

13. Relationships of a peer-to-peer nature with any athletes should be avoided. For example, coaches should avoid sharing their own personal problems with athletes.

14. Coaches and other non-athlete adult members should avoid horseplay and roughhousing with athletes.

15. When a coach touches an athlete as part of instruction, the coach should do so in direct view of others and inform the athlete of what he/she is doing prior to the initial contact. Touching athletes should be minimized outside the boundaries of what is considered normal instruction. Appropriate interaction would include high fives, fist bumps, side-to-side hugs and handshakes.

16. Coaches should not initiate contact with or accept supervisory responsibility for athletes outside club programs and activities.

17. Coaches should not engage in sexual intimacies with a former athlete for at least two years after the cessation or termination of professional services.

Because sexual intimacies with a former athlete are frequently harmful to the athlete, and because such intimacies undermine public confidence in the coaching profession and thereby deter the public's use of needed services, coaches should not engage in sexual intimacies with former athletes even after a two-year interval except in the most unusual circumstances. The coach who engages in such activity after the two years following cessation or termination of the coach-athlete relationship bears the burden of demonstrating that there has been no exploitation, in light of all relevant factors, including:

1. The amount of time that has passed since the coach-athlete relationship terminated;
2. The circumstances of termination;
3. The athlete's personal history;
4. The athlete's current mental status;
5. The likelihood of adverse impact on the athlete and others; and
6. Any statements or actions made by the coach during the course of the athlete-coach relationship suggesting or inviting the possibility of a post-termination sexual or romantic relationship with the athlete or coach.
7. Both the athlete and the coach must be 18 years of age or older.

SECTION 17

Team Travel Policy

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.

USA Swimming and Mississippi Swimming Required Policies
Club travel policies must include these policies. These items are Code of Conduct stipulations in the USA Swimming Rulebook.

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

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.

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.

During overnight team travel, if athletes are paired with other athletes they shall be of the same gender and should be a similar age. Where athletes are age 13 & over, chaperones and/or team managers would ideally stay in nearby rooms. When athletes are age 12 & under, chaperones and/or team managers may stay with athletes. Where chaperones/team managers are staying in a room with athletes, they should be the same gender as the athlete and written consent should be given by athlete's parents (or legal guardian).

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).

A copy of the Club Code of Conduct must be signed by the athlete and his/her parent or legal guardian.

Code of Conduct / Honor Code

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 performanceobjectives.

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, their club and Mississippi Swimming. Athlete behavior must positively reflect the high standards of Mississippi Swimming.

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. Financial penalties;
v. Dismissal from the team; and/or
vi. Proceedings for a Board of Review.

a. Swimmers are to refrain from inappropriate physical contact at team activities and events.
b. Swimmers are to refrain from use of inappropriate language.

The undersigned has read, understands and agrees to comply with Sunkist Team Travel Policy. All athletes, parents, chaperones and coaches must sign below.

Signature: _____

Print Name: _____

Date: _____