South Carolina LSC

Policies and Procedures

Manual

SCLSC Policies and Procedures

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I. Senior

A. Open Water

1. A yearly Open Water LSC Championship will be held.
2. Individuals will be awarded LSC Championship medals to 10 places in the following events: 10 & Under 1K, 11-12 3K, 13-14 5K, Senior 5K. A swimmer may score in one event.
3. The Open Water State Championship will have the same team awards as are given at the Long Course and Short Course State Championships including a rotating trophy.

B. Athelte Delagate

The Athlete Committee will designate one Athlete to serve on the Senior Committee with the consent of the Senior Chair.

II. Age Group

A. Palmetto Championships

1. The Palmetto Meet will be a closed meet open only to South Carolina Registered Swimmers.
2. All events will have an entry time maximum of the current Age-group Sectional Championship time standards for individual events classified 10/Under, 11-12, and 13-14; and the current Senior Sectional Championship time standards for individual events classified 15/Over and/or OPEN.
3. Any swimmer entered in any individual event for age-groups 10/Under, 11-12 and/or 13-14 may not compete in any event in which the swimmer has the current Age-group Sectional Championship time standard. Swimmers entered in either 15/Over, Open or Senior classifications may not swim any individual event in which they have either the current Senior Sectional Championship time standard and/or Age-group Sectional Championship time standard.
4. The format for the Palmetto State Championships will be amended as follows:
   a. 10/Under, will swim timed finals.
   b. The 11-12, 13-18 will swim prelims / final. Qualifiers will advance to finals in 11-12, 13-14,15-18. The 11-12 age group may be scheduled with the 13 and older swimmers in the preliminary session at the discretion of the meet host. Ten and under swimmers shall compete in a session between the preliminary and final sessions for older swimmers and, shall receive awards during their session.

B. Age Group Championships

1. Medals and ribbons for each state meet shall be purchased from the LSC at cost, as determined by the Finance Committee. Costs shall be determined each time the SCLSC orders medals.
2. The LSC will present a High Point Award in each age group and each sex for all state championship meets.
3. Swimmer participation in the SCLSC State Short and Long Course Championships shall require the following:
   a. Be a member in good standing of the SCLSC

b. Shall meet qualifying time standards for individual events or be a member of a qualifying relay team. For all individual events, proof of time is necessary. Entry times will be checked against the SWIMS database. For these events, the host will provide the LSC with a printout of the times that will need to be proved prior to the seeding of the meet. Times that cannot be proven with official meet results will be scratched.
c. In all SCLSC Championship Meets nonconforming time entries shall be sent to the club by electronic mail (e-mail). The club shall have the opportunity to correct the entry if done so within 24 hours from email time stamp.

4. Relay Rule: Relays may be established two ways, with no limit as to the number of relays a club may enter.
   a. A relay may be composed of 4 swimmers whose aggregate time meets the minimum time standard. Aggregate times of each relay's members must be used to prove the relay time. Or,
   b. A relay may be composed of 4 swimmers that have qualified to participate in the SCLSC Championship in an individual event. No time standard need be met.
   c. Only the highest scoring relay may score and receive awards from each team in a relay event.
5. A fine of $100.00 will be levied against the club (if unattached, against the swimmer) when a swimmer or relay fails to swim a time equal to or faster than the qualifying standard for each event at the long course or short course state championship meet and the club (or the swimmer if unattached) is unable to prove, using official meet results, that he or she has met the qualifying time standard in that event in a meet held since the last like-course state championship. This fine must be paid (or the time must be proved) within 45 days from the date of notification. If the fine is not paid within 45 days, it will be doubled. This notification will be made through an exception report that will be generated by the host club and sent with the meet results. The Administrative Vice Chair will enforce the fines.
6. All competition State Meets will be governed by the time standards developed and updated from year to year by the time standards committee.
7. The event format will be according to the USA Swimming Rules and Regulations Article 102.1.
   a. The Long Course Championship will include: 10 and under, 11-12, 13-14, and Seniors
   b. Short Course Championship will include: 10 and under, 11-12, 13-14, and 15-18.
   c. All 10 and under age groups will swim in timed finals during the prelim events and score according to the SCLSC Policy and Procedures.
   d. A limit of three events per day for 10 and unders.
10. The host team will recognize the graduating seniors at the short course state championships in the heat sheet and also announce their names before session 7. The SCLSC is responsible for the cost of flowers to be presented to the graduating seniors.
11. The number of places awarded and scored at the Short Course and Long Course Championship Meets shall be equal to the number of lanes swum in finals.
12. If meet management software allows, at the Long Course and Short Course State Championship meets, the host team must include in the heat sheets where the event

appears in prelims and finals: the name, club, and time of the state record holder(s) of the same. If omitted by the host team, the host team shall be fined $100. The state record posted is based on the actual event; i.e. 15-18 events shall have posted times for the 15-16 and 17-18 records; senior events shall post the senior record.

13. The SCLSC will present championship banners to the Men's Team Champions, the Women's Team Champions, and to the Combined Team Champion.
14. The meet host of the SCLSC State Championships, short-course and long-course, shall post a preliminary meet psych sheet within 72 hours following the meet entry deadline. Coaches will then have 48 hours upon notice of posting to review psych sheet and notify hosting team of any corrections. Coaches can not change athlete's events or times once entries are received by hosting team (except as currently stated in the P&P where non-conforming times can be changed within 24 hours of notification by the host team to the athlete's coach). Only omissions can be corrected at the published cost of the event.
15. Swimmers may compete in not more than 8 (eight) individual events for any SCLSC State Champsionship meet, short-course yards, short-course meters or long-course meters.
16. Meet Management Committee: A Meet Management Committee will be formed by the Meet Referee prior to entry deadline for the meet. This committee will consist of five (5) persons, at least one of whom must be a coach and one an athlete designated by the SCLSC Senior Athlete Representative. The Head Coach of the host club shall be included in along with the Meet Director and Meet Referee. One SCLSC Board of Directors member shall also be added and be selected in this order: Technical Planning Chair, Age Group Chair, Senior Chair, and Coaches Representative. There shall be no more than two Meet Management Committee members from the Host Club. Prior to the beginning of the meet, the Meet Management Committee will make the decisions regarding timeline breaks or any other changes needed to run the meet in the most efficient manner. Once the meet begins, these decisions will revert to the Meet Referee.

C. Zone Championships

1. The Age Group Committee will have primary responsibility for overseeing Zone Team Coach and Swimmer Selection.
    a. The Age Group Committee shall make the Head Coach Applications available by the fall House of Delegates meeting.
    b. The Head Coach and Assistant Coach applications for the Zone Team must be submitted by online form and are due to the Age Group Chair prior to December 1.
    c. The Head Coach will be selected by a majority vote of teams present at the coaches meeting at the SCY State meet with a maximum of one vote per team.
    d. Assistant Coaches shall be selected by the Age Group Committee by 5 days prior to the All State banquet and shall be announced at the Spring Banquet. Any coach under consideration must recuse himself/herself from the vote.
2. Zone Team planning will be the responsibility of the Zone Team Head Coach, the Zone Team assistant coaches, two representatives from the Age Group Committee, one athlete representative and one chaperone representative.

a. The Age Group Committee will set the standard and maximum the SCLSC will spend on every expense for zone team members and chaperones with approval of the Finance Committee
b. Zone swimmers will be selected by the following persons using the selection method set forth in Section III below:
   (1) The Zone Team Head Coach
   (1) The Age Group Vice Chairperson
   (2) The Coaches Representative
c. If any members identified in Section II.B are duplicated, the alternates will be the Senior Vice Chairperson or the Technical Planning Chairperson.

3. The Zone swimmer application will be available online for swimmers on December 1st.
   a. Zone swimmers shall apply online for consideration for the Zone Team by April 1st. Swimmers must have at least two SCY AAA times in their Zone age group during the qualifying time in order to apply. No qualifying times can be obtained during time trials. A lead-off split time in an event may be used as long as it conforms with USA Swimming rules.
      (1) Zone age group shall be the age of the swimmer as of the first day of the Zone meet.
      (2) The initial qualifying period will start October 1st and finish on April 1st.
      (3) Secondary applications may be submitted by swimmers between April 1st and Memorial Day. Applicants must have a minimum of 1 AAA time to apply.
      (4) The long course qualify period will start April 1st and run through July 4th.
      (5) The first 5 athletes will be chosen from the initial applicant pool and announced at the Spring Banquet. The next 3 highest scoring applicants from both the initial and secondary qualifying periods will be selected using the scoring system set forth in Section III.B. Selections will be announced July 10 via email.
   b. In the event that the initial and secondary application reviews do not result in the selection of 8 swimmers in each age group, empty zone team slots may be filled from existing applications at the completion of Long Course States by using the same scoring rubric after considering times achieved between July 4th and the last event at the LCM State meet.
      (1) In the event of a tie on points, the swimmer with the fastest 50 free time shall be chosen.
   c. Zone swimmers will be selected using the following method and using the following criteria: 8 athletes will be chosen per gender and per age group: 11-12, 13-14, 15-18 for a maximum of 48 athletes.
      (1) Swimmers selected in the short course season must meet the minimum AAA time standard requirement. All eligible swimmers will receive a score based upon the following:
         (a) Top 10 National Age-group Recognition Time, using the age standard for oldest age in each bracket – 150 points
         (b) The higher age time will be used in age grouped brackets. For 11-12, the 12-year old standard, for 13-14, the 14-year old standard, for 15-18, the 16-year old stanard;

(c) AAAA – 100-150 points (graduations based on time);
(d) AAA – 50-100 points (graduations based on time);
(e) AAA – in an event that has no swimmer yet selected – 100 additional points.
(f) Graduations based on time is the time range between an 'AAA' and a 'AAAA' and between a Top 16 time will be divided equally into ten parts so that five points will be awarded for each part attained by the swimmer. For Example: Women's 11-12 100 free AAA – 1:08.19 = 50 points, 1:07.88 = 55 points, 1:07:57 = 60 points, 1:07.26 = 65 points, 1:06.95 = 70 points, 1:06.64 = 75 points, 1:06.33 = 80 points, 1:05.71 = 85 points, 1:05.40 = 90 points, 1:05.09 = 95 points, 1:05.09 = (AAAA) 100 points.

d. Those Provisions in previous legislation inconsistent with the above zones selection process are hereby repealed.
e. The order of events to be followed for the selection process shall be as follows:

11-12			13-14 & 15-18	
200	IM	1st	50	Free
50	Breast	2nd	200	Breast
50	Free	3rd	200	Free
200	Free	4th	200	Back
50	Back	5th	200	IM
100	Free	6th	100	Free
50	Fly	7th	200	Fly
400	Free	8th	800	Free
100	Breast	9th	400	IM
100	Fly	10th	100	Breast
100	Back	11th	100	Fly
100	Free	12th	100	Back
		13th	400	Free

4. Continued Training – All selected zone swimmers will be responsible for turning in a signed continued training agreement. This agreement will require the athlete to continue the high level of training necessary to make the Zone Team until the team departs for the Zone Championship Meet. This document must be signed by the swimmer, their coach, and one of the swimmer's parents or guardians.
5. Event Selection
   a. Swimmers and club coaches will be allowed to select swimmers' individual events of their choice. If there are more swimmers entered in an event than allowed by the Zone Meet rules, the Zone Head Coach shall select the fastest 3 swimmers in each event to swim that event. Swimmers closed out of an event due to over-enrollment will be given the opportunity to select another event.
   b. Swimmers will not be allowed to time trial an event without prior approval of the Head Coach. The Head Coach may approve time trials only in the event that the coach believes there is a likelihood of achieving a cut for a higher level of competition.
6. Cost to Athletes – The maximum athlete contribution will be established by the Age Group Committee prior to Dec 1 of each SCY season with approval of the Finance Committee.

7. Stipend for Coaches – The stipends for coaches will be established by the Age Group Committee with approval of the Finance Committee prior to July 1.
8. Chaperone Selection – Chaperons will be selected by the Head Coach with attention to obtaining chaperones from as many teams as possible.
9. Prior Policies and Procedures – Those Provisions in previous Legislation inconsistent with the above Zones Selection Process are hereby repealed and replaced by Section II.C.

D. Athlete Delagate

The Athlete Committee will designate one Athlete to serve on the Age Group Committee with the consent of the Age Group Chair.

E. SC LSC Tech Suit Policy

1. Swimmers 10 years old and younger may not compete in a "Technical Suit" in a SC LSC Swimming sanctioned or approved competition.
2. The swimmer's age for the meet will be his/her age as of the first day of the meet.
3. A list of the restricted suits (see below) shall be posted on the SC LSC website and given to Meet Directors, Meet Referees, and Coaches. The restricted suit list will be revised by the Age Group Committee as needed.
4. The following statements shall be added to all meet information for all meets after January 1, 2018.
   "SWIMWEAR: Swimmers 10 years old and younger are not permitted to wear "Technical" suits at this meet. Age is deteremine by the first day of the meet.
5. Meet officials, coaches, swimmers, and parents are responsible for knowledge of this policy. *Meet Referees shall remind coaches at their coaches' meeting and ensure that all suits comply with this policy. Coaches should meet with, explain to, and educate their swimmers and parents.*
6. Meet officials shall make the final determination of suit eligibility and shall disqualify any swim in a non-permissible suit.

Technical Suit Restricted List as 10/8/2017

Blue Seventy	Nero
Jaked	J12 Water Zero, Limited Edition J11 Steel, J11 Water Zero, JKatana, JKeel, JRush
Speedo	LZR X, LZR Elite, LZR Elite 2
TYR	Tracer Series, Avictor, Avictor Prelude, AP12
Nike	Compression Nike Swim NG
Arena	Powerskin Open Back, All Arean Carbon Series (Air, Pro, etc.)
Dolphin	Titanium
Aquasphere	MP Expresso
FINIS	Vapor
Huub	Fina Technical

No suit worn by 10 and Under swimmers at a sanctioned meet shall have bonded seams, kinetic tape, or meshed seams. Any suit with these items shall be prohibited, even if it is not on the Restricted Suit List*

Competition Suits Not Restricted (classic hip cut or knee-skin)

Speedo	Aquablade (male & female), Power Plus (female, Fastskin 2/FII (male & female), LZR Pro
Arena	Powerskin ST (male & female), Powerskin XP
TYR	Fusion 2, Thresher
Dolphin	Graphlite Series, LTF Pro Series, Platinum 2Pro

III. Registration Membership

A. When Considered Registered

Athletes, Clubs and Non-athletes registering with South Carolina Swimming, Inc. shall be considered registered when the registration form and payment reaches the SCLSC Office.

B. South Carolina Registration Fee

1. Athlete $20.00
2. Coach $35.00
3. Non-Athlete $10.00
4. Seasonal Athlete Membership $7.50

C. Club

1. Club annual registration fees are $200.00 .
   a. An additional $50 for teams whose prior year's registered athletes is 1 – 50.
   b. An additional $100 for teams whose prior year's registered athletes is 51 – 125.
   c. An additional $150 for teams whose prior year's registered athletes is 126+.
2. Clubs registering before October 1 will receive a $100.00 Discount.
3. Registration Chair should make available a list of current USA-Swimming certified officials to the club meet directors via the SC Swimming Website with periodic updates.

D. Athlete

1. Athlete registration fees is USA Swimming Fee plus SC Fee.
2. Seasonal athlete registration fees is USA Swimming Fee plus SC Fee.
3. Seasonal membership period will run from April 15th through August 31st.
4. All registration shall be done with an electronic import file. Teams with less than five athletes may continue to register by paper.
5. Copy of birth certificate must be submitted to SCLSC office. Birth certificate is required for first time registration and once information is confirmed the birth certificate will be shredded.

E. Coach

Coach annual registration fee is is USA Swimming Fee plus SC Fee.

F. Non-Athlete

1. Non-Athlete individual annual registration fee is USA Swimming Fee plus SC Fee.

2. Any vendor(s) and its employees or agents contracted to do photographs, etc. must register as a non-athlete member in good standing with the SCLSC and USA-Swimming and as such, shall have completed all required USA-Swimming background checks and Athlete Protection testing protocols. Vendor(s) and its employees or agents shall present proof of current credentials to meet director, or USA-Swimming official designated to check credentials, prior to start of warm-ups of competition. Vendor shall also wear appropriate badging at all times while on the pool deck.

G. Sustaining

Sustaining member registration fee is USA Swimming Fee plus SC Fee.

H. Sports Medicine

Sport Medicine member registration fee is is USA Swimming Fee plus SC Fee.

I. Life Membership

Life membership registration fee is is USA Swimming Fee plus SC Fee.

J. Outreach Membership

1. Outreach registration fees are $7.00 for full membership ($2.00 SCS fee is included). When submitting a registration for an Outreach athlete, the registration must be accompanied by a Federal tax transcript for the previous year (first two pages only with SSN covered up).

IV. Sanctions - Meet Procedures/Requirements for Conducting a Meet

A. Definitions

1. Sanction: a number issued by SC Swimming to a USA Swimming member club to conduct a meet in conformance with all USA Swimming technical rules. All participants must be members of USA Swimming to participate and USA Swimming/SC Swimming certified officials will be overseeing the event. Refer to USA-Swimming Rules and Regulations Article 202.2 and .3.
2. Approval: a number issued by SC Swimming to a USA Swimming member club to conduct a meet in conformance with all USA Swimming technical rules, but not all participants will be members of USA Swimming. Non-member times are not maintained by the USA Swimming national database. Refer to USA-Swimming Rules and Regulations Article 202.4
3. Time Trials: competition conducted solely for the purpose of achieving a time or times and are offered under a separate sanction number; if achieved times from such competition are to be entered into SWIMS, it must be either sanctioned or approved.
4. Observed Swims: a process for non-USA Swimming groups (high school/colleges) to request that certain participants be "observed" by assigned current USA Swimming certified officials for compliance with USA Swimming technical rules so that member's times may be used for National meet entry purposes. Refer to USA-Swimming Rules and Regulations Article 202.5.

5. Fees and Fines: All fees and fines accessed in Section IV are listed in a table in Section V. All fines and fees are established annually by the HOD.

B. Meet Schedule

1. The preliminary meet schedule of protected dates for the following swimming year calendar (September–August) is developed by Technical Planning. These dates include SC Swimming Long and Short Course and Open Water Championships, Palmetto Championships, and SCLSC 8 & Under Championships, fall HOD, and All-State Banquet/HOD. Other protected dates may be established by a vote of the HOD.
2. Technical Planning submits a proposed meet schedule of the protected dates to the spring teleconference meeting of the BOD for a vote two days following Senior Sectionals. On approval of the meet schedule, clubs may bid for those meets and any other meets they wish to host that are not on the protected dates.
3. Acceptance of the meet bids shall be done at the spring HOD meeting.
4. South Carolina Swimming reserves the right to protect their published schedule. Requests for meets outside of the regular bidding and awarding process will be handled on a case by case basis. South Carolina Swimming will not approve on the weekend of previously scheduled meets without the approval of Technical Planning and the hosts already scheduled on that weekend.

C. Meet Bidding Procedure

1. Technical Planning will solicit bids for both the protected date meets and all other meets clubs wish to host and be placed on the SC Swimming calendar. Technical Planning will establish a date when all bids must be submitted to Technical Planning.
2. Clubs who wish to host a SC Swimming meet to be placed on the approved schedule (IV.C.1) must follow the meet bidding procedure.
    a. Submit a completed Bid Form by the established bid submission due date. This form is established and maintained by Technical Planning.
    b. Submit Full Meet Information/Announcement in the format established by SC Swimming. Requirements are stated in Section E (meet personnel may be added or changed at the time of sanction or approval).
    c. Clubs must have a representative (preferably a meet director) attend the Meet Managers Seminar/Workshop held at the Spring Semi-Annual Meeting to host any meet (protected or non-protected) during the following swimming calendar year. Sanctions chair is responsible for the arrangement of the meeting.
3. All bids will be assembled and examined for accuracy. Changes can be requested from the bidder before the TP Committee makes its recommendation. The recommended schedule will be presented to the HOD for acceptance. Where more than one club has bid on a protected meet, that meet can be pulled from the schedule, upon request from the floor. Pulled meets can be considered by the HOD. Then the entire schedule can be approved or rejected after each pulled item has been dealt with and awarded. The accepted annual schedule is then posted on SC Swimming website within 10 days by Technical Planning.

D. Non-Bid Meets

1. Non-Bid meets are meets not previously presented to the SC Swimming HOD. Host must follow procedures in Sections IV.C.2.c and IV.F.
2. Meets may be denied if Technical Planning feels it is not in the best interest of SC Swimming. Requested meets on dates already scheduled will require the approval from the events being hosted on those dates.

E. Meet Information

1. All clubs must follow the Meet Information Template established and maintained by Sanctions. Meet Information Template is available on the SC Swimming website. The following information must be included in the listed order items 1.a through 1.t. All items in quotes must appear as is stated.
   a. Meet Name in Bold Large Letters
   b. Dates of Meet
   c. The statement must be written as "Held under the sanction/approval (if an approved meet) of USA Swimming issued by SC Swimming: Sanction Number SCXXXX" ("and SCXXXXTT" (if time trials are issued with the meet sanction)) Refer to USA-Swimming Rules and Regulations Article 202.3.9.
   d. "Host Club:" in bold
   e. "Meet Director:" Their name followed by E-mail address + phone number
   f. "Meet Referee:" Their name followed by E-mail address + phone number (meet referee phone number is optional)
   g. "Meet Entries To:" Their name followed by E-mail address + phone number
   h. "Safety Marshal:" Their name.
   i. "Facility:" Facility name and full address including zip code, pool description with features, warm-down area, parking, etc. Meet information shall include information about water depth measured for a distance of 3 feet 3 1/2 inches (1.0 meter) to 16 feet 5 inches (5.0 meters) from both end walls. (Example: The water depth of the competition course is ____ feet measured from one (1) meter to five (5) meters at the starting end of the course and ____ feet measured from one (1) meter to five (5) meters at the turn end of the course). Meet information shall include a statement as to the certification status of the competition course. Refer to USA-Swimming Rules and Regulations Article 202.3.6 and .7.
   j. "Rules: Meet to be conducted in accordance with the current USA Swimming and SC Swimming Rules and Regulations and information herein."
   k. Deck changing is prohibited by USA Swimming and South Carolina Swimming. A first offense will result in the disqualification of the offending swimmer from the next scheduled event. The second offense for the same swimmer will result in the disqualification from the remainder of the meet.
   l. "Eligibility:" Your information plus the statement: "Any swimmer entered in the meet, unaccompanied by a USA Swimming member coach 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. It is the responsibility of the swimmer or the swimmer's legal guardian to ensure compliance with this requirement." Refer to USA-Swimming Rules and Regulations Article 202.3.3.
   m. "Entry Fees:" Individual events, relays, and time trials fees must be set. Include entry limit.

n. “Meet Format:” Include information with regards to running the meet. This includes but not limited to: Meet Format, warm-up times procedures, check in procedures, scratch rules in use, seeding procedures, athlete entries total, late entries, relay rules, time trial rules.
o. ”Time of Meet:” Time of meet including warm-up times.
p. “Entries:” Information that includes athlete eligibility, entry procedure/format, acceptable delivery methods, payment requirement, and entry deadline.
q. “Awards:”
r. “Scoring:” Optional unless the meet is scored.
s. “Timing:” Method of timing and who is providing the timing.
t. “Coach’s Eligibility:” This is where you list the requirements for the coaches, including that coaches must be coach members of USA Swimming and they must have their credentials visible at all times. Coaches meeting requirements can go here also.
u. “Other Information:” Other miscellaneous information special to the meet host for example: Officials, meet vendors, host hotels, directions, social events, alternate contact information, etc. all should be contained in this section(s).
v. Any vendor(s) and its employees or agents contracted to do photographs, etc. must register as a non-athlete member in good standing with the SCLSC and USA-Swimming and as such, shall have completed all required USA-Swimming background checks and Athlete Protection testing protocols. Vendor(s) and its employees or agents shall present proof of current credentials to meet director, or USA-Swimming official designated to check credentials, prior to start of warm-ups of competition. Vendor shall also wear appropriate badging at all times while on the pool deck.
w. Order of Events: New page/s headed by Meet Name, dates, and sanction number then “Order of Events” then list events in order of competition by session, include Warm-up and Competition start times.
x. Meet Entry Summary Sheet with Liability Release “In granting this sanction it is understood and agreed that USA Swimming, SC Swimming, host club {include list of others involved in the functioning of this meet} shall be free any liabilities or claims for damages arising by reason of injuries to anyone during the conduct of the event.” Refer to USA-Swimming Rules and Regulations Article 202.2.7.

2. The entry deadline shall be no earlier than ten days before the first day of the meet, and in the hands of the host team no later than eight days prior to the first day of the meet. The host team's entries must be received at no later than eight days prior to the first day of the meet.
3. Meet host may accept late mail or phone entries and may double the entry fees for late entries at his/her discretion.
4. Entry fees for age group and senior events may be:
   a. Up to $4.00 for individual events
   b. Up to $8.00 for relays
   c. With no entry fees refunded if athlete is entered into meet and fail to swim.
5. Other fees to be collected with entry
   a. A fixed amount per swimmer of two ($2.00) dollars which goes to the SCLSC Travel Fund/Program Fee.

b. A fixed amount per swimmer of two ($2.00) dollars which goes to the SCLSC Sports Development Fee.
c. All out-of-LSC registered swimmers entered in a SC Swimming sanctioned meet shall be charged an additional fee of two ($2.00) dollars to be applied to the SCLSC Travel Fund/Program Fee.
d. Entry fees for the five (5) SC Swimming Championships shall include one ($1.00) dollar per entrant applied to the Jennifer Smith Scholarship Fund. These meets include Long and Short Course and Open Water Championships, Palmetto Championships, and 8 & Under Championships.

F. Pre-Meet Procedures

1. Request for Sanction/Approval/Time Trials
   a. All meets hosted by a USA-Swimming member club to be considered for submission to SWIMS Database in the boundaries of SC Swimming must be Sanctioned or Approved by SC Swimming. Refer to USA-Swimming Rules and Regulations Article 202.1.
   b. To obtain a sanction/approval/time trial number the following must be done:
      (1) Meet announcement/information must be received by Technical Planning, SCS Office, and Sanctions Chair no less than 60 days before the first day of the start of the meet.
      (2) Application for Sanction/Approval/Time Trial must be received by Sanctions Chair no less than 60 days before the first day of the start of the meet.
      (3) Application fee must be received by SCLSC office no less than 60 days before the first day of the start of the meet. There is no extra fee for times trials when hosted with an already hosted meet though time trials will receive a separate sanction number. Application fee is established by the HOD and reviewed annually.
      (4) Meet referee confirmation by email or letter must be received by Sanctions Chair no less than 60 days before the first day of the start of the meet.
      (5) Items IV.F.1.b.(1), IV.F.1.b.(2), IV.F.1.b.(3), IV.F.1.b.(4), received by Technical Planning, Sanctions Chair or SCS Office 59 days or less before the first day of the start of the meet requires an additional fee.
      (6) A meet is properly set up as "Year/ SC/Club Code/ Meet Name." Complete pre meet back up must be submitted to Sanctions Chair after seeding and prior to start of the meet.
2. Distribution and Posting of Meet Information
   a. Meets may not be distributed to any club or posted on any website until the Sanction/Approval is received.
   b. Sanction/Approval number MUST be included in meet announcement when being posted/distributed/shared.
   c. Final Meet Announcements and Event File* must be sent to the SCLSC Website for posting no later than 45 days prior to the first day of the meet.
      *Event File must be set-up so that the meet name is "Year/SC/Club Code/Meet Name" (example: 2011 SC CAT ABC Meet)

d. NO changes to meet information (fee, format, or other) may be made after the meet has been sanctioned or approved without the expressed consent of Technical Planning.
e. Failure to comply with 2.a., 2.b., 2.c., 2.d. will result in a fine.
f. Notice of changes to better handle the time requirements for a meet after entries have been made must be given to Technical Planning when the decision is made. If sessions are combined, order of events may not be changed.

3. Pre-Meet Reconciliation File
   a. In order to identify improperly or non-registered swimmers, the .sd3/file to be used by USA Swimming for registration reconciliation must be sent to the Sanctions Chair, SC Swimming office and SCLSC SDD no later than the Monday prior to the start of the meet.
   b. All meet files must be corrected based on the results of the Pre-Meet Recon.
   c. If electronic meet management is not being used only a post-meet recon is required.
   d. Failure to comply with 3.a and 3.b will result in a fine.

G. Meet Procedures/Guidelines for Conducting a Meet

1. Sanction Certificate shall be posted at the pool on each day of the meet.
2. All Rules in USA Swimming current Rulebook must be adhered to.
3. Any swimmer who is unattached must appear on posted day of meet results as "UNxxx" where the xxx is up to the first three of the athlete's new club. In final results these athletes must be listed as UN-xx where the xx is the athletes registered LSC (i.e. UN-SC, UN-NC, etc). Any designation other than this is considered improperly representing a club. Failure to comply will result in a fine per athlete. Refer to USA-Swimming Rules and Regulations Article 302.4 and Article 203.7.
4. Any swimmer who is deck entered into a meet, must provide proof of registration. Acceptable Proof is Deck Pass, a USA Swimming Registration Card or a roster supplied by USA Swimming in the Club Portal.
5. A fine of $100 per event plus the annual/seasonal SCLSC registration fee will be levied against a club entering an unregistered swimmer into a meet and allowing them to swim.
6. *Deleted*
7. During the meet, no one is permitted on the pool deck as defined by the facility unless they are currently registered with USA Swimming as an athlete, or as a non-athlete in good-standing working the meet. The only exceptions will be for the timers and administrative staff assisting with the current session of the meet. Coaches and Officials must prominently display their credentials. Violators of this policy shall be removed from the venue.
8. The Meet Director, Safety Marshal, and Meet Referee must ensure all applicable USA Swimming and SC Swimming rules are being followed and that USA Swimming/SC Swimming Safety Warm-up Procedures are observed.
9. Warm-up procedures: Warm-up procedures shall be posted at clerk-of-course, (found in SC Swimming P&P). Warm-up times and club lane assignments shall be posted around the pool and available at clerk-of-course for each session.

10. All clubs are required to run meets using software that will generate a .cl2 file for results.
11. South Carolina Swimming Eligibility Committee. For all Championship level meets contested in the SCLSC there shall be an eligibility jury of three persons appointed by the Championship Meet Referee or designee prior to the start of the meet, in attendance at every SCLSC Championship meet to determine petitions affecting the eligibility of any swimmer to compete or to represent an organization. The eligibility jury shall consist of an athlete, a coach and an official.
    a. All petitions shall be submitted to the Eligibility Jury with a fee. Petitions shall be heard by the jury and decisions rendered if possible before the start of the events on that day in which the subject swimmer competes, but not later than the last night of the Championships. Opportunity shall be given for both the party lodging the petition and the respondent party or parties to be heard.
    b. Until the Eligibility Jury renders a decision, the swimmer may compete. An announcement shall be made prior to the race. The results of any race conducted under petition shall not be announced, nor prizes awarded, nor points scored until the jury has determined if and how their decision may affect the final scoring or awards.
    c. The decision of the jury may be appealed by either party to the SCLSC Board of Review. Petitions submitted after the last day of the Championship Meet shall be submitted directly to the SCLSC Board of Review. Any such decision of the SCLSC Board of Review shall be published to all participating teams and filed in the SCLSC Office for review by written request.
12. Scratch Rule
    The Scratch Rule used in all meets in SC Swimming where the meet format includes preliminary heats, consolation finals, and finals, is the same "Scratch Rule" as found in Section 207.11.6.C USA-Swimming handbook.
13. Administrative Conduct of USA Swimming Championships, of the current USA Swimming Rules and Regulations. Certain South Carolina LSC additions listed below apply to all timed final meets as well.
    a. Individual Scratch Rule. Swimmers shall inform themselves of the meet starting time and shall report to the proper meet authorities promptly upon call. The meet information shall specify all mandatory check-in and scratch deadlines and procedures.
        (1) Pre-Seeded Meets. Any swimmer not reporting for or competing in an individual timed final event shall not be penalized.
        (2) Events Seeded on Deck. Any swimmer entered in an individual event that is seeded on the deck, in whole or in part, who has checked in for that event, must swim in the event unless he notifies the clerk of course before the seeding for that event has begun that he wishes to scratch. Failure to scratch prior to seeding and not swimming the event will result in the swimmer being barred from the next individual event in which the swimmer entered in the meet.
        (3) Preliminary & Final Events.
            i. Any swimmer not reporting for or competing in a pre-seeded preliminary heat when finals are scheduled shall not be penalized. If the

preliminary heat is seeded on the deck, then item IV.G.13.a.(2) above applies.

ii. Any swimmer qualifying for an A final, scored or un-scored, or a scored B final race in an individual event who fails to compete in said A or B final race shall be barred from further competition for the remainder of the meet, except as noted in IV.G.13.a.(4). below.

iii. In the event of withdrawal or barring of a swimmer from competition, when possible, the Referee shall fill the A, B, or C final with the next qualified swimmer(s). First and second alternates shall be announced along with the final qualifiers. These and all other alternates and those qualifying for non-scoring B or C finals shall not be penalized if unavailable to compete.

iv. When the B or C final has not yet been swum and a bar or withdrawal is known in advance, the Referee should re-seed the A, B, or C finals, if necessary, to insert the alternate(s) in the appropriate lane(s), filling all lanes in the final. In order to prevent undue delay of the A, B, or C finals, the Referee may elect to fill the empty lane(s), without re-seeding, with the next qualified alternate, or if unavailable, the next qualified swimmer(s) who is/are present in the starting area and ready to swim.

v. If a C or B final has already been swum, the A final of that event shall be swum without filling the empty lane(s).

(4) Exception for Failure to Compete. No penalty shall apply for failure to compete in or scratch an individual event if:

i. The Referee is notified in the event of illness or injury and accepts proof thereof.

ii. The swimmer(s) qualifying for an A final or B final race based upon the results of the preliminaries notifies the Referee within thirty (30) minutes after announcement of the qualifiers of that final race that they may not intend to compete and also declares his final decision whether or not to scratch within thirty (30) minutes following his last individual preliminary heat, swim-off, or reswim.

iii. It is determined by the Referee that failure to compete is caused by circumstances beyond the control of the swimmer.

b. Relay Scratch Rule. In all meets, any relay or relay member, in a relay event that fails to compete in or report for that event shall not be penalized.

c. Meet Certificate is not required to be posted.

14. A Meet Director may not be a vendor or an employee of a vendor.

H. Time Trials

Time trials may only be conducted in the following two formats:

1. In conjunction with an existing, sanctioned/approved swim meet. Host club must declare in Application for Sanction that time trials will be offered during the existing meet.
2. Run a Time Trial event where all rules of SC Swimming meet Procedures/Requirements for Conducting a Meet of SC Swimming P&P applies.

I. Post-Meet

1. Recon File
   a. Recon file is due to Sanctions and SC Swimming office 36 hours from conclusion of the meet. This is the .cl2/meet results file for team management software or .sd3/file to be used by USA Swimming for reconciliation.
   b. All meet files must be corrected based on the results of the Pre-Meet Recon. Failure to make corrections will result in a fine.
2. Meet Results
   Preliminary export results .cl2/meet results file for team management software must be sent to participating teams, SWIMS facilitator and SCLSC SDD within 36 hours following the conclusion of the meet.

J. Meet Close-Out Documentation

1. Corrected meet results a .cl2/meet results file for team management and a .pdf file for posting, complete meet back-up, financial report, "Team Entry Fee" report to the following committee chairs: General Chair, Administrative Vice Chair, Senior Chair, Age Group Chair, Technical Planning Chair, SWIMS Facilitator, Sanction Chair, Treasurer, SC Swimming Office, Officials Chair and SCLSC SDD within fifteen (15) days of the last day of the meet. If the 15th day falls on a Saturday, Sunday, or the Post Office is closed due to a legal holiday or for any other reason, the report will be considered timely filed if it is postmarked on the next succeeding day which is not a Saturday, Sunday, legal holiday and is otherwise open to receive and postmark mail. Meet results not corrected from the pre and post-meet recons that were done is considered not complete and incorrect. Proper format for meet results are in Section IV.K.
2. Meet Finances and Profit Check
   a. Fees to be paid to SC Swimming are established annually. These fees are calculated as 7% of gross income (gross income is defined as gross meet entry fees plus any meet surcharges). Said fees go to SC Swimming General Fund. Other fees paid at this time to SC Swimming, include the SC Swimming Travel Fund/Program Fee, SC Swimming Sports Development Fee, Out-of-LSC Travel/Program Fund, and Jennifer L Smith Fund when applicable.
      (1) Meet Profit check is due to SC Swimming Office postmarked within fifteen (15) days of the last day of the meet.
      (2) Meet Profit check must be labeled with name of meet and as a profit check and/or submitted with the meet financial summary statement and not combined with any other funds.
   b. Sanctioned/Approved Meets and Time Trials that charge no fees are required to submit a financial report.
   c. Financial Report form is located on the SC Swimming website and is maintained by Sanctions Chair.
3. Failure to provide the required documentation and check within the 15 day period shall result in a fine. Another fine will be assessed for each week the Meet Closing Documentation is not completed after the 15 day deadline.

K. Proper Meet Results

a. Meet result must follow this format: Year/SC/Club Code/Meet Name on title line, date, location and pool length must appear on every page and the pages must be numbered. Refer to USA-Swimming Rules and Regulations Article 102.27.
b. Any scores, team or individual, if kept, must appear in the meet results.
c. The results of the swimmers' efforts are to be published in the following order (this is publication order):
    a. All Women's Events
        (1) Youngest Age Group
            i. Short to Long Freestyles
            ii. Short to Long Backstrokes
            iii. Short to Long Breaststrokes
            iv. Short to Long Butterflies
            v. Short to Long Individual Medleys
            vi. Short to Long Freestyle Relays
            vii. Short to Long Medley Relays
        (2) Next Oldest Age Group
            i. Repeating events as with prior age group.
        (3) Repeat until all age groups are covered
    b. All Men's Events: Repeat as for Women's events.
    c. Time Trials
    d. Except when limited by meet management software, the appropriate meet, state, region, or other record to include the name of the record holder, the record time, the team and year in which the record was swum.
    e. Cut-Off time for the event, if applicable.
    f. Under the heading of individual events swimmers will be listed in the order of their finish as follows:
        (1) Name
        (2) Age
        (3) Club Code
        (4) Swimmer's preliminary time (Finals only).
        (5) Swimmer's final time with legal splits.
        (6) Disqualifications and scratches will be listed as such with no time shown in the event of a disqualification.
        (7) Appropriate remarks (such as new records).
    g. For relays the information listed under the heading will include:
        (1) Order of finish
        (2) Club Code
        (3) Team members in order of swim
        (4) Legal Splits

L. Request for Relief from SC Swimming Policies & Procedures

Any request for relief from SC Swimming Policies & Procedures shall accompany the sanction request. This request for relief shall be submitted to the Board of Directors an additional 30 business days prior to sanction request date. Those requests for relief must be in writing and accompanied by supporting documentation that justifies said request.

M. Amendment by Sanction of Meet Procedures/Requirements

Meet Procedures/Requirements for Conducting a Meet (Section IV of SCLSC Policy and Procedures) may be amended by Sanctions with Technical Planning's approval without the vote of the HOD ONLY with regard to changes coming from the USA Swimming HOD and changes in the current USA Swimming Rulebook. All other amendments require the proper vote of the HOD.

V. Fines

A. Fees, Deposits, and Fines

1. Clubs not complying with the above rules and with outstanding requirements and/or fees 30 days from the last day of the meet will be designated as a "club in bad standing." When a meet is reconciled by the Sanctions Chair the club will be reinstated.
2. All Fees, Deposits, and Fines are determined annually by the HOD.
3. Fees, Deposits, and Fines Table
   a. Non-member swimmers of USA-Swimming or SC-Sswimming who participate in SCLSC approved events are expempt from surcharges which include Travel Fund/Program fee, Sports Development fee and out-of-state fee, if applicable.

Failure to comply with any of the Policy and Procedures documented in Section IV will result in a fine and/or other sanctions by the SC Swimming Board of Directors or its designee.

Item	Amount	Comment	Section
Entry Fee: Timed finals	Not more than $3.50 an event		IV.E.4.a
Entry Fee: Prelims/Finals	Not more than $4.00 an event		IV.E.4.b
Entry Fee: Relays	Not more than $8.00		IV.E.4.c
SCLSC Travel Fund/Program Fee	$2.00 per athlete		IV.E.5.a
SCLSC Sports Development Fee	$2.00 per athlete		IV.E.5.b
Out-of-LSC Travel Fund/Program Fee	Additional $2.00 per athlete		IV.E.5.c
Jennifer L Smith Scholarship Fund	$1.00 per athlete	State Champs (Short, Long, Open Water), Palmetto Champs, 8 & Under Champs	IV.E.5.d
Sanction/Approval Application Fee	$25	Non-refundable	IV.F.1,b.(3)
Required items not arriving 60 days prior to start of meet	$100 per item		IV.F.1.b.(5)
Posted before meet is sanctioned	$100	Includes distribution to clubs	IV.F.2.a
Posted without Sanction Number	$100		IV.F.2.b
Posting/Event file not 45 days out	$100		IV.F.2.c
Unauthorized changes to meet info	$100		IV.F.2.d
Pre-Meet recon not Monday prior to meet	$100		IV.F.3.a
Pre-meet recon errors not corrected	$100	Must be correct in day of meet results	IV.F.3.b

Un-attached athletes improperly representing a club	$100		IV.G.3
Unregistered athletes	$100 per event plus Registration Fee		IV.G.5
Eligibility Jury/Meet Protest	$50		IV.G.11.a
Post-Meet recon not 36 hours out	$100		IV.I.a
Post-meet recon errors not corrected	$100		IV.I.b
Meet Close Out Documentation	$100	With-in 15 days from last day of meet	IV.J.1
Required Documentation submitted to list offices and teams and correct	$100	Documentation list in IV.J.1 more than 15 days after end of meet	IV.J.1
Meet fees received by SC Swimming	$100	15 days after end of meet postmark	IV.J.2
Meet Close-Out late	$100 per week		IV.J.3
Meet not Closed-out with-in 30 days of the last day of the meet	Designates "Club in Bad Standing"	This will be removed when all late meets are reconciled	IV.N.1

B. Administrative

1. Any fine not paid with in thirty days (30) of formal notification from the Administrative Vice-Chair, will then hold the Member, Coach, or Club accountable to Bylaw 603.9 Failure to Pay. If the fine is unpaid it is subject to accrual from the original date and said accrual must be paid in full if the Board of Review does not find in favor of said Member, Coach or Club. If the fine is not subject to accrual during this period, the fine will be doubled.
2. If SC Swimming advises a club of a clerical error contained within meet closeout information, the said Club will have 5 business days from date of notification to correct the error prior to the fine being levied. The fine will accrue based upon the initial time limit specified.

C. Age Group

A fine of $300.00 for submission of inaccurate times on a Zone application will be levied on a club once per season with these moneys being credited to the travel fund.

VI. Records and Top 16

A. Top 16

The Top 16 Coordinator for the SCLSC will also be responsible for the coordination and reporting of National Age Group Records.

B. Records

1. In order for times obtained at a meet to count for South Carolina records, All-State times, and other USA-Swimming National cut-off times, the meet must be sanctioned or must be an "approved meet".
2. State records can only be held for Nationally recognized events.
3. SCLSC records will be kept for USA-Swimming approved events in the following age groups:
   a. 10 and under

b. 11-12
c. 13-14
d. 15-16
e. 17-18
f. Senior/Open
g. All Star Relays
h. Zone Relays

4. SCLSC records will be kept for:
   a. Short Course - 25 yards
   b. Short Course - 25 meters
   c. Long Course - 50 meters
   d. Long Course State Meet Records
      (1) Meters
      (2) Yards
   e. Short Course State Meet Records
      (1) Meters
      (2) Yards
5. General Requirements and Conditions:
   a. The official time for a specific record must be achieved:
      (1) In a USA-Swimming sanctioned meet, USA-Swimming approved meet or a USA-Swimming observed meet by a SCLSC registered member swimmer who is competing as a member of a SCLSC registered member club team, as a member of a SCLSC Select All-Star Team, as a member of a USA-Swimming National Team, or as an unattached individual.
      (2) In a swim-off held to determine placement in a final event.
      (3) As a split time recorded from the official start to the completion of an initial distance within a longer event. The Meet Referee must be pre-notified and the swimmer must successfully complete the full distance of the event.
      (4) In a time trial or record attempt.
      (5) In the same stroke and event (i.e. freestyle can only be recorded as freestyle regardless of the stroke used).
      (6) With either automatic timing or three (3) digital stop watches.
   b. A record can only be made in still water.
   c. All USA-Swimming rules be complied with.
   d. Record times should be submitted in hundredths of a second (two decimal places). If simultaneous swims (same event and heat) tie to the hundredth of a second, a tie shall be declared and the record shared. Old records which are tied to the hundredth of a second shall be shared.
   e. Verification of a record time must come from:
      .
      (1) Official meet results or.
      (2) Times from USA Swimming SWIMS database.

      (3) Never record times from newspaper articles.

f. The Record Master List must include the age group, the size of the pool, the record holder's name and club, the record time, and the meet where the record was achieved.
g. The Record Master List will be distributed to all SCLSC officers and teams registered with the SCLSC once per year in the fall. A list comprised of only new records should be sent to each team asking for revisions, corrections, etc. prior to distributing the Record Master List.
h. Individuals requesting a copy of the Record Master List and extra copies requested by the teams will be distributed for a fee covering the cost of copying and mailing the list.
i. Certificate Awards should be presented to each new record holder and relay team at the All State Banquet each year with the appropriate recognition given. Each time the record is broken a certificate shall be issued.
j. Record protests shall be made through the SCLSC.

VII. Finance and Administration

A. Administrative Charge

An administrative fee of $30.00 plus the actual bank service fee shall be charged for action taken by the Office to resolve a banking issue. Bank issues include returned check for insufficient funds, bank analysis requests, stop payments, etc. caused by a member, club or vendor. Additionally, the funds must be reissued within 10 business days of notification.

B. Reimbursement Policy

1. Athlete Reimbursement Policy. It is the stated policy of SCLSC that the purpose of reimbursement is to further the ability of athletes to seek competition of higher levels. It is the objective of SCLSC to be able to help and to reimburse athletes when it is necessary to travel great distances or to "National level" meets in order to find adequate competition at levels higher than the Sectional level.
   Reimbursement Policy for SCLSC Age Group Swimmers:
   a. The level of reimbursement will be determined by the Senior Committee and Chair based on ninety (90) percent of the IRS mileage rate using the mileage between cities listed by Rand McNally, or ninety (90) percent of the coach air fare price, and thirty (30) percent of the IRS per diem rate for the host city.
   b. The total amount of reimbursement proposed by the Senior Committee will be approved by the Board of Directors at least 90 days before the first day of competition, but reimbursement shall not be made until proper documentation is submitted.
   c. Proper documentation for reimbursement up to the level of reimbursement determined may consist of plane ticket or car rental receipts, gas receipts, meal/food receipts, and lodging receipts. If receipts exceed IRS per diem rate or IRS mileage rate, amount of receipts in excess of these rates shall not be allowable or used to reach maximum level of reimbursement determined for purposes of reimbursement. If receipts do not reach or exceed the maximum level of reimbursement determined, reimbursement shall be made only for the total

amount of allowable receipts submitted. Total reimbursement shall not exceed the total amount of reimbursement approved.

d. Relay only swimmers will not be reimbursed.
e. The SCLSC shall reimburse athlete for participation in the following meets:
   (1) USA-Swimming Olympic Trials,
   (2) USA-Swimming Summer National Championships,
   (3) USA-Swimming US Open,
   (4) USA-Swimming Summer Junior National Championships,
   (5) USA-Swimming Winter National Championships,
   (6) USA-Swimming Winter Junior National Championships, and
   (7) USA-Swimming World Championship Trials.
f. The SCLSC shall reimburse the USA-Swimming 10k Open Water National Championships at a rate of up to $400.00 per swimmer. This meet will count as one of the three reimbursable meets.
g. The SCLSC shall reimburse the National Club Swimming Association Junior National Championships at a rate of up to $100.00 per swimmer. This meet will count as one of the three reimbursable meets.

2. Reimbursement policy for collegiate and post collegiate swimmers.
   a. Must be SC-registered member of USA-Swimming.
   b. Swimmers must represent the SCLSC in at least three swim meets a year. The Senior Sectionals of the Eastern Section of the Southern Zone Meets may be counted towards the three meets. All other meets must be swum in South Carolina USA-Swimming sanctioned meets.
   c. Swimmers who were South Carolina USA-Swimming registered 12 months prior to completion of their senior in high school and who participated in SCLSC age group swimming will be reimbursed as above, but are excluded from the three (3) meet requirement. SCLSC registration must be continuous. If registration is non-continuous then swimmers will be reimbursed from the policy stated below.
   d. Swimmers who were not South Carolina USA-Swimming registered, prior to completion of their senior in high school and who did not participate in SCLSC age group swimming, will be reimbursed from the SCLSC at the following rates after meeting all other requirements:
      (1) First year SCLSC registered athletes will not be reimbursed.
      (2) Second consecutive year SCLSC registered athletes be reimbursed at 20% of the current SCLSC level.
      (3) Third consecutive year SCLSC registered athletes be reimbursed at 30% of the current SCLSC level.
      (4) Fourth consecutive year SCLSC registered athletes be reimbursed at 40% of the current SCLSC level.
3. Each swimmer can be reimbursed for up to 3 meets per year except in an Olympic year when a swimmer can be reimbursed for up to 4 meets per year as long as one of the meets is the Olympic Trials.
4. All requests for reimbursement for travel must be signed on the reimbursement application by the swimmer, the swimmer's coach, the club representative, and a club athlete representative or junior representative if the athlete in question is applying for reimbursement. The application for reimbursement shall include the following

certification: "The athlete in question has been on site and training with our club during the season in which reimbursement is requested for the majority of time and not training with another club, camp, or college during the season." Any request for exception to this policy can be appealed to a committee made up of the Senior Chair, Coach's Representative, and Treasurer. In case of a conflict of interest the General Chair will appoint a replacement.

5. All requests for reimbursement for travel must be submitted or postmarked to the treasurer within 60 (sixty) days from the last day of the event.
6. General Reimbursement Policy
   a. The reimbursement policy applies to employees and volunteers conducting business/travel on behalf of the SCLSC.
   b. Reimbursements shall be made as follows:
      (1) Mileage at current IRS rate OR
      (2) 100% of the Super Saver Air Fare AND
      (3) IRS per diem rate for meals and lodging
   c. Receipts shall be provided for all expenses exceeding $25.00. Receipts for all expenses should be provided.
   d. If the SCLSC pays directly for any expenses, those expenses shall not be claimed for reimbursement and the per diem shall be properly adjusted.
   e. If the LSC pays directly for any expenses, those expenses shall be shown and the amount shown as covered by the SCLSC.
   f. All reimbursement requests shall be made on the Non-Athlete Reimbursement Request form.
   g. The Finance Chair or Treasurer in conjunction with the Board shall pre-authorize all travel on behalf of the SCLSC.
   h. All reimbursement requests shall be forwarded to the Treasurer within 30 days of the actual expense or within 30 days of the last day of travel.
7. Outreach Athlete Reimbursement
   a. Eligibility: All SCLSC registered athletes who qualify for and are registered under the Outreach designation.
   b. What is reimbursed: Entry fees, pool use fees and SCLSC Travel Fund fees, and Sports Developmental Director fees will only be honored for meets sanctioned by South Carolina Swimming. If a registered Outreach Athlete is entered in a sanctioned SCS meet and does not compete, no reimbursement will be provided. If a registered Outreach Athlete misses an event at a sanctioned SCS meet, reimbursement for that event will not be provided. Only registered Outreach Athletes who provide proof of results in the form of SWIMS verification will quality for reimbursement.
   c. Checks will only be issued to the club or to the club's meet escrow account. The club will only be reimbursed for fees which have been received by the host club prior to the reimbursement request. Clubs which intentionally submit fraudulent claims for reimbursement may disqualify themselves from future considerations and may be subject to other sanctions prescribed by South Carolina Swimming.
   d. Complete and submit the SCLSC online Outreach Reimbursement Form application with both the athletes' meet info file and SWIMS verification within 30 days of the meet date. Applications received past the deadline or application

that missing either the required meet info file or SWIMS verification will not be considered.

e. Procedure: The Outreach Athlete's club submits entries and fees to the meet host team in accordance with meet invitation requirements. The Outreach Athlete's club submits the SCS online Outreach Athlete Reimbursement form to the Outreach Coordinator, who will verify all meet information received and confirm proper registration/verification. The Outreach Coodinator will submit approved requests to the Treasurer, who will then issue acheck to the Outreach Athlete's club for full reimbursement.

C. Credit Card Usage

1. The Administrative Chair and Office are authorized to use the credit card for purchases made to support Office operations including expenditures for Board and House of Delegate meetings.
2. All other users of the credit card shall be pre-authorized by the Finance Chair or Treasurer. The user shall provide the purpose and anticipated expenditure level for card usage. The Finance Chair or Treasurer may request a written statement if the card usage is for multiple purchases.
3. All receipts from credit card usage or a summary statement of charges, if receipts are not available, shall be postmarked to the Treasurer within seven (7) days of the occurrence. Electronic notification may be used to assist in statement review but the hard copy shall be submitted.
4. The individual provided with the credit card is responsible for its usage and protection. If the card is lost or stolen, the user shall advise the card issuer, and Treasurer or Finance Chair. The user shall be responsible for all charges incurred prior to the notification of the card issuer and any associated issuer charges.

D. Record Retention

1. General Requirements
   a. The originator or addressee shall not retain nonessential documents such as routine letters and notes, which require neither acknowledgement nor follow-ups.
   b. Copyholders and courtesy distributes shall not keep their copies as the originator shall maintain the record copy.
   c. Once a document has been finalized, drafts shall not be retained.
   d. Files shall be edited down to the originals and necessary support materials.
   e. Electronic records shall be retained in accordance with these requirements.
   f. Under no circumstance shall records be released to non-LSC entities or personnel without the written approval of the Administrative Chair.
2. The table defines the documents and retention period for the documents that shall be maintained by the LSC.

	(Years)
Vendor Invoice Records and Disbursements	C+7
Accounts Receivable	C+7

Accounts Receivable Adjustments	C+7
General Ledger Reports	C+7
Invoices	C+7
Open Invoices	C
Petty Cash Vouchers	C+3
Risk Receivables / Bad Debt	C+3
Sales Tax Exemption Certificates	P
Internal Audits	C+5
External Audits	P
Bank Statements	C+7
Bank Account Reconciliation	C+1
Budget Control Reports	C+3
Cancelled Checks	C+7
Capital Asset records	C+7
Financial Reports	C+6
General Ledger – Year End	P
Tax Returns	P
Correspondence	C+3
Correspondence – Legal	P
Employee Applications	C+3
Insurance Policies	P
Insurance Policies - Expired	C+3
Board, Committee & House of Delegates	P
Meet Results	C+5
OVC Records	C+5
Sanctions	C+3
State Records	P
Top 16 results	C+5
Meet Work Records	C+3

Test Results	C+3
Training Records	C+3
Decisions	P
Meeting Minutes	C+3
Employee Payroll Deduction Authorizations	S/O+2
Payroll Distribution	C+7
Time Records	C+7
Wage and Income Tax Statements	P
Accident Reports	C+7
Corrective Actions	C+3
Safety Reports	C+7

Retention Codes
C+_ (Current Year + _)
Destroy records at the end of the year plus _ years.

P (Permanent)
Retain records permanently. Reference copies shall be destroyed when they are no longer operationally useful.

S/O (Superceded/Obsolete)
Destroy records when superseded or obsolete. S/O+_ indicates that records should be destroyed at the end of the year plus the number of years after they are superseded or obsolete.

3. The Administrative Chair shall annually review the documents maintained at the SCLSC Office and properly dispose of those documents that are beyond the retention period.
4. All chairs, officers and committee members shall be responsible for compliance with the document retention periods and properly dispose of the documents within their possession.

E. Fees, Fines and Action Dates

A business day shall be Monday through Friday excluding these Holidays: New Year's Day, Martin Luther King Day, Presidents Day, Good Friday, Memorial Day, July 4th, Labor Day, Thanksgiving, Day after Thanksgiving, Christmas Eve Day, Christmas Day and New Year's Eve Day. If the holiday occurs on a Saturday or Sunday, the preceding day or day after respectively shall be observed.

F. Special Activites Budget

1. In all special activities of functions of the SCLSC, to include but not limited to, SCLSC Zone Championship team, SCLSC Select Camp, SCLSC All-State banquet, etc, the administrator of such events shall present a preliminary budget to the SCLSC Board of Directors no later than December 31 of the current calendar year or not less than 180 days prior to the event for review. The SCLSC Board of Directors shall review such budget(s) to determine any opportunities for such activities to be fiscally responsible to the membership of the SCLSC.
2. SC-Swimming swim clubs in good standing may apply for Club Recognition award. For each level of Club Recognition achieved, an SC-Swimming club may apply for an in the follow increments –

   Level 1 - $400.00
   Level 2 - $300.00
   Level 3 - $200.00
   Level 4 - $100.00

   The total award shall not exceed $1000.00. The award may be issued one time per new level achieved.The applying team must complete a form requesting the award and attach documentation from USA-Swimming demonstrating the achievement.

G. Operating Reserve Policy

1. Philosophy
   a. The establishment and maintenance of an Operating Reserve is a high priority. This will enable SCLSC to support strategic business practices and to:
      (1) Manage cash flow interruptions.
      (2) Minimize the need for working capital borrowing.
      (3) Meet commitments, obligations or other contingencies.
      (4) Generate investment income.
2. Policy
   a. The purpose of this policy is to establish and maintain an Operating Reserve, unencumbered and uncommitted, at a level relative to the annual program funding and the costs of operating and maintaining the organization.
   b. The Operating Reserve is intended to serve a dynamic role and is available to be utilized as needed rather than being static, devoted only to generating investment income.
3. Definitions
   a. Costs of Operating and Maintaining the Organization – SCLSC's Total Expenditures, as reflected by the approved annual budget.
   b. Board- Designated Operating Reserve – A fund consisting of liquid assets and investments. Liquid assets are those that may be converted to cash quickly and easily. It is not required that Operating Reserves be physically segregated in a separate bank or investment account although SCLSC may decide to do so.
4. Strategies and Procedures
   a. The Finance Committee will have the responsibility for developing and recommending policies and guidelines for the investment of the Operating Reserve assets and the Board of Directors will approve such policies and guidelines.
   b. The Operating Reserve goal will be to achieve and maintain at least twelve months of Costs of Operating and Maintaining the Organization, as defined in Section III.

5. Sources
   a. Assets for the Operating Reserve accounts will come from the retained earnings of the organization.

VIII. Investment Philosophy

A. Overview

1. South Carolina Swimming Inc., also known as South Carolina LSC (SCLSC), is a not-for-profit organization operating in the State of South Carolina. SCLSC maintains an investment portfolio for the benefit of its members.

B. Purpose of Investment Policy Statement

1. The purpose of this Investment Policy Statement ("Policy") is to assist the Finance Committee of SCLSC ("Committee") in effectively establishing, supervising, monitoring and evaluating the investments maintained in the portfolio (referred to as the "Portfolio" which includes all SCLSC investment assets, including a Board-Designated Operating Reserve (as defined in the Reserve Policy), unless specifically stated otherwise.)
2. Policy:
   a. Defines the investment goals and objectives of the Portfolio;
   b. Documents the material facts considered and the process used to arrive at the investment decisions reached;
   c. Establishes an asset allocation and investment management strategy designed to have a high probability of meeting the goals and objectives of the Portfolio;
   d. Establishes a disciplined decision-making process to be followed by the Committee in implementing the investment strategies decided upon;
   e. Establishes criteria for evaluating the success of the investment management of the Portfolio; and
   f. Documents the procedural prudence followed by the Committee in taking the investment course of action followed.
3. The Committee will be responsible for overseeing the Portfolio, compliance with this Policy with respect to the Portfolio, and making asset allocation decisions.

C. Goals and Objectives

1. Portfolio Goals - It is a primary goal of SCLSC to invest the financial assets of the organization, in excess of funds needed for current operations, and to provide earnings growth, based on a total return, consistent with a policy of prudent investment and protection of assets. It is also the policy of SCLSC to maintain operating funds to provide for liquidity to meet current operating and capital expenditure needs.

2. Investment Objectives
   a. Investment Funds - The invested assets of SCLSC are invested and maintained in an investment program comprised of an
   (1) income portfolio, the primary objectives of which are the (i) preservation of principal and (ii) generation of income. Restrictions include:
   (a) funds will consist of high quality mutual funds with a minimum rating of "three stars" from Morningstar;
   (b) interest payments will be swept to operating cash when needed;

(c) if not needed, interest payments will purchase investments in capital appreciation portfolio.

(2) capital appreciation portfolio, the primary objectives of which are the (i) preservation of principal and (ii) long-term appreciation of assets. Growth will also come from the inclusion of additional funds when available, and from retention of earnings of the fund except earnings caused to be withdrawn as hereinafter provided. Restrictions include:
(a) funds will consist of high quality mutual funds with a minimum rating of "three stars" from Morningstar;
(b) reinvestment of all dividends and capital gains unless required for operating cash or designated for other purposes.

b. Operating Reserves - Operating Reserves are comprised primarily of operating funds that could reasonably be expected to be spent over the next twelve months. The primary objectives are (i) preservation of principal and (ii) liquidity to meet day-to-day operating budget needs. Excess cash will be swept into the Investment account. The account will be managed by the Finance Committee with all transactions approved by the Treasurer except money market and business savings transfers. The securities in the account will be limited to the following investment vehicles and restrictions:

	Single Security Limit	Minimum Quality	Maximum Maturity
Business Savings Acct	$100,000	"A" financial strength rating (FSR)	open
Money Market Fund	$100,000	"A" FSR	7 days
CD's	$10,000 with a maximum of 10% of the Portfolio	"A" FSR	1 yr

D. Asset Allocation

1. The asset allocation of the Investment Funds under this Policy will meet the stated goals and objectives. This asset allocation is based upon the following principals:
   (a). That it is not productive to try to "time" the markets. Rather, long-term strategic asset allocation, based upon the principles of modern portfolio theory, is the most prudent investment approach. That is, effective diversification can reduce risk. In utilizing this methodology, it is important to diversify through various mutual funds with differing risk profiles.
   (b). That gains and losses have a significant impact upon the investments' growth objective.

(c). That portfolios with a greater amount of stock allocations and a lesser amount of bond allocations have a higher probability of short-term losses and of long-term higher returns than portfolios with lesser amounts of stocks.

2. The asset allocation shall contain a mixture of mutual funds that subject the Portfolio to the potential of moderate, but not a huge market downturn, and provide the potential for higher long-term returns. The target allocation will be from the following categories of mutual funds. Generally, the allocation will be between 40% and 70% in equity funds with 30% - 60% in bond funds. This allocation composition may be achieved through individual funds or through a basket of funds. Allocation will be reviewed and subject to change by the Committee on a semi-annual basis.

E. Return

1. To fulfill SCLSC's mission over the long term, the Portfolio should achieve at least a 4.0% annualized return after inflation (as measured by the Consumer Price Index) for each asset category on a rolling 12-quarter basis.

F. Risk

1. Consistent with a policy of prudent investment practices and protection of assets, in the event the Portfolio incurs a decline of 5% or more in any quarter, the Committee will convene, review the Portfolio's performance, and decide upon a course of action, if any.

G. Investment Fund Categories

1. In implementing the asset allocation policy, it is intended that there be extensive diversification. American Funds, managed by Capital Group, has been selected as the primary method of effectively implementing the asset allocation. Capital Group will manage and monitor the performance of each fund and report through Edward Jones Investments, the "Investment Intermediary".

H. Rebalancing

1. The asset allocation shall be rebalanced to the target allocations set out above after any quarter in which one or more of the minimum or maximum allocations are exceeded. Furthermore, in the event of a sudden or significant change in the asset allocation attributable to market conditions, the asset allocation may be rebalanced between quarters.

I. Costs

1. The costs associated with the management of each asset class shall be reviewed at least annually. It is the objective that the total costs of managing the funds, including the investment advisory fees, shall be average or below when compared to the average fees for a similar mix of mutual funds. Averages from Morningstar shall be used for determining the appropriate average.

J. Communications

1. Unless otherwise requested, Capital Group will furnish, via the Investment Intermediary, the Committee with a quarterly account review detailing investment performance (time-weighted), portfolio holdings, an investment strategy, and the value of the Portfolio. Committee meetings will be held quarterly. The Committee may call more frequent meetings if significant concerns arise about Capital Group's investment strategy, performance of the Portfolio or the terms of this Policy. The Committee will inform the Board of Directors of SCLSC of the performance of the Portfolio no less frequently than annually.

IX. Budget

The Budget shall be presented and approved at the April House of Delegates meeting. All requests to change, alter, or add to any item in the prior year's budget shall be sent to the Finance Committee no later than 30 days before the April meeting.

X. Time Standards

A. Time Standard Committee
The Time Standards Committee will consist of seven (7) members. The committee will consist of two athletes, the Officials Chair, Coaches' Representative, Age Group Chair, Senior Chair, and the Technical Planning Chair.

B. Duties of Time Standard Committee
The Time Standards Committee will be charged with the duty to establish time standards for the SCLSC on a yearly basis.

C. Current Time Standards
Time Standards for Current Swim Season (see Appendix #1)

XI. Officials

A. Administrative

1. An Officials Chair for the SCLSC shall be elected by the House of Delegates.
2. The Officials Chair's functions shall include but not be limited to:
    a. The Officials Chair shall appoint an Officials Committee, which shall consist of at least two other SCLSC Certified Officials at the Referee level and a student athlete representative.
    b. Coordinate the activities of the other members of the committee and chair all meetings of the committee or designate an alternate in cases where chair is unavailable to oversee the committee meetings.
    c. The Officials Chair, or its designee, shall serve as the Meet Referee for the SCLSC's Short Course and Long Course Championship meets. This includes the functions and responsibilities of a meet referee and designating a Meet Eligibility Committee as referred in the SCLSC's Policies and Procedures.
    d. Complete the initial SCLSC certification process of all SCLSC officials.
    e. Complete the SCLSC recertification processes of all SCLSC officials on an annual basis.
    f. Complete the SCLSC advancement certification processes of all SCLSC officials.
    g. Assist with the USA Swimming National certification and recertification processes for all SCLSC officials seeking national certifications.
    h. Oversee, or designate another official to oversee, the entry of officials working each meet session into the USA-Swimming OTS website.
    i. Maintain records of all officials working national championship meets to help identify candidates for assignment and acceptance/invitation to national championship meets, including the Olympic trials meet.
    j. Provide regular reports to the General Chair for inclusion in his or her reports to the Board of Directors.

k. Participate as a member of the SCLSC Board responding to questions posed by officials, coaches, swimmers and parents.

3. The function of the Officials Committee shall include but not be limited to:
   a. Review (at least annually) the policies and procedures of the SCLSC pertaining to officials and make recommendations to the Board for any required alterations, as necessary.
   b. Establish certification and recertification requirements for all SCLSC's certification categories listed below. Make available, publish and update these requirements on the SCLSC's website on the Official's page.
   c. Organize and act as instructors for both the Training Sessions for New Officials and the Training Sessions for Recertification of Officials within the SCLSC.
   d. Develop, update and distribute training materials for new and advancing official's training clinics.
   e. Update the Official's page(s) on the SCLSC's website.
   f. Create and submit an annual Official's budget to the SCLSC Board.
   g. Receive applications to officiate at State Championship meets and select those whom will be accepted to work the meet.

B. Certification Categories

The levels of certification for swimming officials in the SCLSC shall consist of, but not be limited to, the following:

1. Stroke & Turn Judge
2. Open Water Judge
3. Deck Chief Judge
4. Starter
5. Referee – Open Water
6. Referee – Deck
7. Referee – Administrative
8. Referee – Meet
9. Administrative Official**
10. Computer Operator**
11. Timing Operator**

**Administrative Official, Computer Operator, and Timing Operator do not have to possess any other official certification level(s).

C. Certification and recertification of Officials

1. Certification and recertifications will be a period of two (2) years. Expiring December 31 of the second year. Officials certified after October 31 of the second year cycle will be certified until December of the second full year. Prior to October 31, certification will expire on December 31 of the next year.
2. All offiicials must be current non-athlete members of USA/South Carolina Swimming and have completed the required background screening(s) and any other testing as required by USA Swimming.
3. Prospective and advancing officials must meet standards set by the SCLSC's Officials Committee which may include attending a clinic, taking and passing the

required on line testing, and receiving satisfactory rating from the Meet Referees where training sessions are worked. Detailed certification and recertification criteria will be published on the SCLSC's website on the Official's page(s).

D. Transfer of Certified Officials into SCLSC

1. Officials with USA Swimming National Certification shall be given an equivalent level of certification by the SCLSC upon request. The transferring official shall request such certification from the Officials Chair of the SCLSC. The Officials Chair shall determine that the National Certification is current and valid and subsequently issue the SCLSC Certification for the equivalent level. Thereafter, the official shall be required to meet all requirements for recertification of officials as specified by the SCLSC.
2. Officials who possess current certification as swimming officials from other LSCs (lacking National Certification) shall request transfer of LSC certification from the Officials Chair of the SCLSC. Upon determining that the certification is current and valid, the transferring official shall work a least one (1) session under the observation of a SCLSC certified referee at a SCLSC sanctioned meet. This observing referee should make an effort to both discuss the policies and procedures of the SCLSC and observe the official during the course of the swim meet. With the concurrence of the observing referee the transferring official shall be allowed to serve in the capacity at which he was certified during this observation period. The referee should communicate an evaluation to the Officials Chair of the SCLSC subsequent to the observed session(s). If the observation period is acceptable, the Officials Chair of the SCLSC shall subsequently issue a SCLSC certification to the transferring official. Thereafter, the official shall be required to meet all requirements for recertification of officials as specified by the SCLSC's Officials Committee. Certification and recertification requirements may be found on the SCLSC's website Official's page.

E. Officials Required

1. All officials acting in the capacity of Referee, Starter, Administrative Official, or Stroke and/or Turn Judge at a swimming meet shall be certified in such position by an LSC prior to being assigned to officiate in that capacity. Uncertified trainees may perform the duties of such positions when they are under the direct supervision of a certified official. See the SCLSC website under the Officials tab for certification requirements.
2. Officials other than the Referee and Administrative Official may act in more than one officiating capacity only when sufficient qualified officials are not available, but no one may simulatneously time and judge the order of finish.
3. The SCLSC shall follow the dictates of USA Swimming's minimum number of officiating positions filled during a meet by meet categories, i.e, dual meets, non-dual meets or championship meets. These minimums can be found in the USA Swimming Rule Book within the Officials section.

F. Functions of the SCLSC relative to Swimming Officials

1. While it shall remain the responsibility of each certified official to track and document sessions worked, the SCLSC should endeavor to track the number of

sessions worked. The Meet Referee at each SCLSC Sanctioned Meet shall enter the officials working at each session within the meet and the capacity at which each official served into the Official's Tracking System on the USA Swimming website. Additionally, any critiques on the performance of certified or apprentice swimming officials shall be forwarded in writing to the Officials Chair of the SCLSC. Each official should routinely review their Official's Tracking record on the USA Swimming website for correctness. Each official shall be responsible for adding their education activities and meet session activities not entered by Meet Referee's. It is the responsibility of the Meet Referee to enter all administrative personnel and official's working each session of their meets within three (3) weeks of the meet completion date into the USA Swimming Official's Tracking System. Instructions for Official's Tracking session data entry will be made available on the SCLSC's website under the Official's tab.

2. Each certified official shall be responsible for following the guidelines provided by the Officials Committee for printing of their Official's certification cards issued by USA Swimming. These guidelines will be outlined on the SCLSC's website under the Official's tab.

G. Attire

1. Attire for swimming officials at SCLSC sanctioned meets shall consist of the following:
   a. White (or mostly white) "athletic" or "tennis" shoes
   b. White socks
   c. Navy blue shorts, slacks, or skirts
   d. White "Polo-style" shirt with a collar. Note: This shirt should be devoid of Team Logos or Team Names.

XII. Safety

A. Prior to the Meet

1. A Meet Safety Marshal shall be listed in the Meet Information.
   a. The Meet Safety Marshall listed in the meet information shall be responsible for organizing and ensuring the presence of safety marshals at each session of the meet.
   b. The assigned Safety Marshal must be a non-athlete member of USA Swimming.
   c. The Safety Marshall shall not be a coach or official who is working in that capacity during the session.
   d. Safety Marshal(s) assigned to the session shall be on deck during the warm-up period.
2. The Meet Referee or Meet Director shall announce the beginning of warm-up sessions, signaling that swimmers may enter the pool and commence warm-ups
   a. The Meet Information shall contain times for the opening of General Warm-up Periods for each session. Warm-ups may not begin prior to these published times unless with the agreement of the meet director, safety marshal and meet referee.
   b. The Meet Director will assign warm-up lanes, if applicable.
      (1) Lane assignments should be in writing and posted at the session for viewing

by coaches and swimmers.
(2) The Meet Referee shall have the option of altering the lane assignments for compelling reasons.

c. The Meet Director or Meet Referee will ensure the presence of the Safety Marshal(s) on deck prior to the opening of General Warm-up.

3. Marshals and Coaches shall ensure that no swimmers are allowed in the pool until the pool is opened for General Warm-up, as specified above.
4. Coaches should make sure that all team members are supervised while on deck performing dry land exercises and stretching.
5. Deck changing is prohibited by USA Swimming and South Carolina Swimming. A first offense will result in the disqualification of the offending swimming from the next scheduled even. A second offense for the same swimmer will result in the disqualifcation from the remainder of the meet.

B. Warm-up Terminology

1. One of the following two formats shall be utilized for the warm-up periods of the meet.
   a. Assigned lane Warm-up (lanes assigned by team)
      (1) In this "Team Format", each team is assigned a lane(s), proportionate to the number of swimmers entered by the team in that session.
      (2) The coach(es) is/are responsible for supervision and assignment of warm-up style during the specific warm-up phase. If sprints are performed with diving, the coach shall ensure all applicable rules are enforced for the team lane(s).
      (3) If more than one team shares a lane simultaneously, then there must be agreement as to warm-up style by the coaches during the specific warm-up phase. If there is not unanimous agreement, then sprint drills with diving is not allowed.

C. General/Specific Warm-up (no assigned lanes)

1. During the General Warm Period all lanes will be allocated to Circle Swimming in all lanes.
2. The Meet Referee or his designee shall announce the conclusion of General Warm-up and signal the opening of the Specific Warm-up Period.
3. During the Specific warm-up period, each lane is assigned a function, such as circle swimming, sprint drills with diving, or pace swimming. No swimmers may perform any function other than the function assigned to that lane.
4. Coaches should assign their swimmers to lanes based on the warm-up style desired for that individual swimmer.
5. Coaches should work cooperatively to ensure adequate supervision of all lanes and swimmers. Each sprint lane with diving must have one coach per lane or all diving shall be halted.

D. Warm-up Procedures

1. The Meet Referee or his designee shall announce the conclusion of General Warm-up and signal the opening of the Specific Warm-up Period.
2. Upon the announcement of the Specific Warm-up Period the lanes assigned to "Sprint Drills" and "Pace" shall be cleared. Upon the assignment of at least one coach to

supervise lanes for Sprint Drills" and "Pace", then those lanes may open for continued warm-up.

3. In general, the "Pace" lane(s) should be to one side of the pool and the "Sprint Drill" lanes should be grouped together.
4. Sprint drills shall consist of one (1) length of the pool ONLY following each start for each swimmer. Following the sprint, the swimmers will exit the pool from the far end and walk back to the starting end. Alternatively, with the concurrence of the Meet Referee or the Safety Marshal, if there is an empty adjacent lane available, the swimmers may return in that lane to the start end.
5. During sprint drills, no swimmer shall perform a turn nor swim back any distance toward the starting end. A flip turn with an immediate stop is acceptable.
6. Coaches will supervise all sprint drills making sure adequate distance is allowed between swimmers.
    a. Coaches will carefully supervise the entry of backstroke swimmers for starts. No one shall be allowed on the starting blocks during the time any swimmer is in the water at the start end or close to the start end. Following an appropriate interval, the coach may signal the next swimmer to mount the starting block.
    b. Coaches should remain on deck and maintain as much verbal and visual contact possible with their swimmers throughout the warm-up period.
7. No swimmers may enter the water without a registered "coach of record" on deck supervising the swimmer.
8. During warm-up there shall be no headfirst diving into the pool unless it is in a lane designated and utilized as Sprint Drill with one-way starts with diving.
9. During Circle Swimming the swimmers shall enter the pool feet first from the pool deck in a safe, controlled fashion.
10. No stopping should be allowed during circle swimming except at the ends of the pool.
11. Marshals, through the Meet Referee, have authority over the entire warm-up period and the entire swimming venue.
    a. A swimmer and/or coach may be removed from the pool or deck for interfering with the authority of Safety Marshals.
    b. Any personnel in the swimming venue shall be corrected and warned for any behavior that is not safe.
    c. With the concurrence of the Meet Referee, flagrant violations involving safety issues may result in the removal of the offender(s) from the pool, deck or swimming venue.
    d. No running, pushing, or horse play of any kind will be allowed in any location at the swimming venue, including, but not limited to, the pool, deck, locker rooms, showers, hallways or seating gallery.
    e. No roughness or intimidation will be allowed by swimmer(s) or team(s) to force other swimmers or teams out of a lane.
12. Any swimmer who is observed to enter the water during General Warm-up period of a sanctioned SCLSC Swim Meet in a manner deemed to be hazardous may be disqualified from their next event by the Safety Marshal or Meet Referee. The swimmer shall be notified of the disqualification at the time of the infraction. No disqualification signal by the official is required for this infraction. Disqualification

slips concerning such disqualifications shall be filled out and delivered to the Meet Referee prior to the start of the session.

13. Information notifying Clubs and Coaches of SCLSC regulations concerning warm-up procedures should be included in meet information packets, should be included in meet information and should be discussed during coaches meetings. However, the absence of notification or discussion of these regulations shall not constitute grounds for relieving swimmers of disqualification.

E. "Coach of Record"

1. Each swimmer who is participating in a SCLSC sanctioned age group or developmental meet within the SCLSC shall have a designated "coach of record" on site.
   a. For swimmers representing their team, the "coach of record" shall be any registered coach from that club in attendance at the session.
   b. For swimmers who are swimming unattached or for swimmers representing a team with no certified coaching members present at the session, a coach shall be designated as the "coach of record" prior to the beginning of the warm-ups for the session(s).
2. The arrangements designating a "coach of record" should be prospectively (before the meet) made by the coach (or, alternatively, the parent) of the swimmer who shall contact a coach who will be in attendance at the session(s). This coach shall then agree to serve as the "coach of record" at the meet. If there is no prospective agreement made prior to the meet, the swimmer who does not have a coach on deck (or, alternatively, a parent of the swimmer) shall approach the Meet Director concerning this issue upon arrival at the swimming venue.
3. It is the responsibility of the certified coaching staff of each team participating in a SCLSC sanctioned meet to ensure that certified coaching staff are present during the conduct of the meet or to arrange for a "coach of record" as defined above.

XIII All-State Banquet

A. Timing to Hold Banquet

The swim banquet will be held on an evening during the spring semi-annual House of Delegates meeting.

B. Spending Limits

The Administrative Vice Chair will set the standard and maximum the SCLSC will spend on every expense and gift for All-State Banquets.

C. All-State Recognition

1. All-State Recognition is earned by achieving an all-state cut-off time (AAA) in at least two events during the qualifying period.
2. All-State recognition goes to any swimmer that makes the time standards established by the National Adaptive Swimming Committee to attend the Adaptive National Championships. The time standards apply only after the swimmer has been officially classified. The responsibility of reporting this accomplishment lies wholly with the swimmer's head coach.

3. All-State athletes will be recognized if the standards are achieved while registered with SC Swimming at any time during the qualifying period to include both long course and/or short course.
4. All-State athlete eligibility ends at the conclusion of the short course season that ends within the Athlete's Senior High School Academic Year. Athletes attending college for their freshman year shall not be considered for the gift but will be recognized in the program.
5. An athlete will be considered a South Carolina Swimming Graduating Senior if he or she was registered with the LSC for the entire registration year ending on December 31 during which the athlete enters his or her senior (graduation) year of high school.

D. Meals

1. Parents and volunteers pay 100% of meal cost.
2. For Swimmers recognized in the banquet program the meal is at no cost.
3. Registered swimmers will be charged 50% of the actual cost.
4. All graduating seniors will be appropriately recognized and provided a meal.
5. SCLSC Board members will be provided a meal.

E. Awards

1. The following swimmers will be recognized in the following manner:
   a. All-State as defined herein: gift.
   b. State Champion: recognized in the All-State book.
   c. Zone Team Members: recognized in the All-State book.
   d. State record: Certificate of Recognition.
   e. First time Sectional/Regional qualifier: 4" x 6" plaque listing events qualified.
   f. Junior National recognition is given to those swimmers obtaining a USAS Junior Championship Time Standard. The times are produced annually by USAS. A 5" x 7" plaque will be given listing events qualified in.
   g. Senior National Qualifier: National Championship recognition is given to those swimmers obtaining a National Championship Time Standard. The time standards are published annually by USAS. A 6 X 8 plaque will be given listing the events qualified in.
   h. Olympic Trials qualifer: Olympic Trial recognition is given to those swimmers obtaining an Olympic Trial Time Standard. Olympic Trial Time Standards are produced by USAS. A 7 x 9 plaque will be given listing the events qualified in, and will be awarded at the banquet closest to the Trials.
2. Howard Wheeler Memorial Award
   a. The Howard Wheeler Award is presented annually to the highest ranked 18/Under swimmer in an Olympic event, in addition to the Men's 800/1000 freestyle events and Women's 1500/1650 freestyle events. Relay lead-offs will be used for selection. Time Trials will not be considered. The SWIMS database will be utilized to choose the highest ranking results for the winners. In case of a time, the swimmer's next highest ranking results will be considered until the tie is broken. The qualifying period will begin April 15th of the current year and conclude April 14th of the year the award is given. All USA-Swimming sanctioned or approved long-course meter and short-course yard competitions will

be considered for the award. All NCAA and NJCAA and NAIA sanctioned meets will be excluded from the selection process. The Howard Wheeler Award will be presented annually at the South Carolina Swimming Banquet.

b. Howard Wheeler was the coach of Furman University Swim Team from 1979 until 1987. He was active in the South Carolina Swimming Community as head coach of the Paladin Aquatic Club in Greenville. Mr. Wheeler was highly respected in the swimming community in both the state and nation. He died in 1987. The award is named in his honor to reward and recognize the swimmers who strive to be at the top of swimming, just as Mr. Wheeler inspired the many athletes who swam under his team banner and in our state.

c. The selection of the Howard Wheeler Award is the responsibility of the Senior Chair.

3. Age Group Coach of the Year
   Selected by Coaches Committee
4. Coach of the Year
   Selected by the Coaches Committee
5. Jennifer Smith Award
   a. The athlete who receives this award should exemplify what a South Carolina swimmer should be. This person is a good sport whether he or she wins or loses. This person is well liked and respected by everyone they come in contact with. This person is a leader and will do what ever is necessary for their team. This person is the South Carolina Swimmer of the Year.
   b. Voted upon by the Athlete's Committee.
6. Volunteer of the Year
   a. Will receive a gift and the Phillips Petroleum Service Award.
   b. Nominations will be made from individual clubs and presented to the selection committee. The honoree will be elected by secret ballot at the Fall House of Delegates meeting.
7. Outstanding Official award(s) will be presented by the Officials Committee in the All-State Banquet program.

F. Eight and Unders

Any 8 & Under swimmer who successfully completes a 50 of each stroke (freestyle, butterfly, backstroke, breaststroke) plus a 200 Individual Medley and 200 Freestyle, either meters or yards, will be awarded the South Carolina 8 & Under I.M. Tough Award. Coaches must submit proof of the 6 swims to the Age Group Chair, whereupon the coach will receive an award for the swimmer. The proofs must be sanction/approved meet results.

G. All-State Banquet Booklet

The All-State Banquet booklet will recognize the swimmers with the top ten times for the 11-12, 13-14, and 15-18 age groups in each event, both long course and short course. Two weeks prior to the banquet is the cut off for All-State recognition.

XIV Convention

A. SCLSC Attendees

SCLSC shall send the total allowable votes to the USAS Annual Convention. Reimbursement will include, convention registration, transportation to the convention center, ½ the housing costs, plus the IRS per-diem rate.

B. Junior Athlete Representative

If all the allowable votes to the convention have been assigned and the Junior Athlete Representative did not received one of the available votes, the Junior Athlete Representative for SCLSC shall be sent to the USAS Annual Convention as a non-voting member. The Junior Athlete shall be reimbursed at the same rate as a voting delgate.

C. National Committee Member

Any member of the SCLSC that holds a position on a National Committee of USAS and is attending the annual USAS Convention shall be reimbursed by the SCLSC for their convention registration fee. (Late fee not included.)

XV Procedure for changes to Bylaws and Policy and Procedures Manual

A. Timing for Distrubution of Proposed Changes

All proposed changes or additions to the Bylaws and Policy and Procedures Manual must be distributed to each member of the House of Delegates and to each Group Member not less than Thirty (30) days prior to the House of Delegates Meeting.

B. Voting Standard for Late Proposed Changes

Any proposed changes or additions to the Bylaws or Policy and Procedures Manual that are not distributed to each member of the House of Delegates and to each Group Member within fifteen (15) days prior to the House of Delegates Meeting shall require 90% approval of the House of Delegates.

C. Submission of Proposed to Legislative Chair

All proposed changes or additions must be submitted using the Proposed Changes to Legislation Form. All original forms must be sent to the Legislative Chairmen not less than Thirty-five (35) days prior to the House of Delegates Meeting.

D. Distribution of Legislation Change Form

The Legislative Vice-Chair shall distribute legislation change form to SCLSC office assistant and/or Sports Development Director for distribution to all members of the SCLSC within Fourty-five (45) days of the first day of the House of Delegates meetings.

XVI House of Delegates Meetings

Scheduling: No House of Delegates meetings is to be held at South Carolina swim meets.