POLICIES AND PROCEDURES

FOR

SOUTHEASTERN SWIMMING, INC.

Revised March 2014

Section 1

Membership and Fees

**1.1 Term of Membership**

Membership in Southeastern Swimming (SES) is for the calendar year, renewable by December 31st for the following year. Membership is divided into two categories, individual members and group members.

**1.2 Types of Membership**

A. Individual members include athletes, coaches, officials, administrators and persons otherwise interested in the programs of SES. Individual members may attend all meetings of SES with voice but no vote.

B. Group members (clubs) include organizations which conduct swimming programs or are composed of persons joined in support of swimming or some aspect of it.

Group members appoint a representative to the SES House of Delegates. This representative acts for the group at all SES meetings. Such representatives to the SES House of Delegates must be members of USA Swimming (USAS) who have voice and one vote.

The exceptions will be seasonal clubs who have voice but no vote.

**1.3 Fees**

Fees are as follows:

A. Individual membership

1. Athlete

a. Year January 1st through December 31st shall be the current USA Swimming Annual fee plus $10.00

b. Seasonal – three offerings – Season 1, Season 2 and Individual

Individual –any 150 consecutive days shall be the current USA Swimming Seasonal fee plus $5.00. Please refer to the web page for dates.

c. Outreach -$5.00 – with proper documentation

2. Non athlete

a. Individual -shall be the current USA Swimming Annual fee plus

$10.00 –

b. Family - Two individuals in the same household shall be the Annual

USA Swimming Family fee plus $10.00

B. Group membership

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| 1. | Large clubs 30 or more registered swimmers - | $150.00 |
| 2. | Small clubs 1-29 registered swimmers - | $100.00 |
| 3. | Seasonal clubs – Season 1 or Season 2 |  |
|  | Please refer to the club application on the SE Web page  | $70.00 |

Section 2

Meetings

**2.1 Meeting Dates**

The Board of Directors and House of Delegates of SES will meet in accordance with the By-Laws.

**2.2 Order of Business**

The order of business shall follow the By-Laws of SES.

**2.3 Season Schedule**

1. **Season Schedule** - Organizations will submit proposed Bids to the General Chair or appointed person two (2) weeks prior to the SES annual meeting. These bids shall **include proposed dates, individual and relay costs (and late fees), and contact person,** and shall be posted on the Southeastern Swimming website. Clubs who notice conflicts in the schedule are encouraged to work them out before the meeting**.**

B. **Meet Bids** – Proposed Bids for meets shall fall into two categories, primary bids and subsequent bids.

1. **Primary Bids** - Member clubs in good standing may bid meets by submitting a meet bid application and payment of $50.00 for each meet they seek to host to the Executive Secretary by a date determined by the Board of Directors (Bid Deadline).

2. **Subsequent Bids** - Proposed Bids received after the Bid Deadline will be designated as subsequent bids and will be considered following the scheduling of primary meet bids. The fee for those bids will be $150.00.

3**. Schedule Changes** – Once a meet is added to the schedule, there shall be no changes except those deemed necessary by the General Chair to provide a benefit to the swimmers.

**2.4 Election of Officers**

SES will elect its officers in the Fall meeting. New officers’ terms shall begin term upon election.

**2.5 Hall of Fame Weekend**

Hall of Fame weekend will be held at the Fall meeting of every Olympic year. Additionally, a swimposium will be held in even number years at the Fall meeting. A committee will be appointed to accept bids for these events at the Fall meeting of odd-numbered years. – Please refer to Section 7.4 below.

Section3

Officers

3.1 The elected officers and their terms are as directed by the SE By-Laws:

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 3.2 The SES Executive Secretary shall:

1. Coordinate the day to day operation of SES.

2. Be hired by and perform such duties as prescribed by the General Chair and the Board of Directors.

3. Report to the General Chair.

Section 4

General Meet Management

**4.1 Sanctions, Approvals and Observations**

1. All swim meets, SES shall sanction benefits, exhibitions, clinics, and other competitions held within the geographical boundaries of SES, in which USAS- registered swimmers participate must be sanctioned by SES. These include those events directly sponsored by SES (the Southeastern Championships, and District and Sectional Championships). Those events which are open only to members of a single club do not require sanctions, although they may be issued.

1. SANCTIONED MEET

a. All participants must be members of USA Swimming (including meet host, meet director, safety director, coaches, officials, athletes, and participating clubs).

b. Meet must be conducted under USA Swimming technical and administrative rules.

c. All times achieved will be recognized by USA Swimming.

2. APPROVED MEET

a. There are no requirements for USA Swimming athlete membership for meet participation.

b. Meet must be conducted under USA Swimming technical rules, including time resolution.

c. All times achieved may be recognized by USA Swimming; times of USA Swimming members are eligible for inclusion in the SWIMS database.

d. A request for Approved Meets and fees ($50) must be made to the LSC at least ten (10) days prior to the meet

3. OBSERVED MEETS

a. There are no requirements for USA Swimming athlete membership for meet participation.

b. Meet is conducted under technical rules other than USA Swimming (e.g., high school, NCAA, Masters, IPC).

c. A request for observation and fees ($50) must be made to the LSC at least ten (10) days prior to the meet.

d. Times from swim(s) observed and approved by USA Swimming appointed and certified officials acting as observers are recognized by USA Swimming. Times of USA Swimming members are eligible for inclusion in the SWIMS database.

B. The issuance of a sanction by SES insures that certain standards in the conduct of the event will be upheld. The standards are listed in sections 4.2 and 4.3.

C. No event will be sanctioned or approved by SES unless the host club has paid all monies, surcharges, fines, fees and penalties due to SES.

D. To obtain a sanction, a representative of the club hosting the event must send to the Sanctioning Agent a completed application form (along with the following items:

1. The appropriate fees .

2. General meet information or invitation.

3. A list of events and the order of events.

4. The names of the meet director and referee(s).

5.Must be received 4 weeks prior to meet or fined $50, which must be received before sanction will be granted.

E. The sanction, approved or observed meet fee required for swim meets is $50.00.

The General Chair may waive the fee for certain events such as clinics and non-profit benefits which require a sanction under USAS rules.

**4.2 Meet Information**

1. The meet information which is posted on the SES web site by the SES office administrator must include the following:

1. Must include any verbiage that USA Swimming requires in any sanctioned event- Section 2 in the USA Rule Book

2. Name of meet, class(es) of competition, sponsor, location and date(s) of competition.

3. Sanction number - $100.00 fine if not included on distributed/posted invitations

4. Starting time for warm-ups and competition.

5. Description of facilities, including but not limited to, timing system, number of lanes, length of course, type of lane lines and starting blocks.

6. List of key officials (meet director, referee and administrative official).

7. Comment that meet evaluations should be sent to the General Chair

(Listing both name and address).

8. Explanation of awards and method of scoring (note: see USAS rules section for restriction on awards).

9. The following statement must appear: “Southeastern Swimming Meet Safety

Guidelines and Warm-up Procedures will be in effect at this meet.”

10. Information for disabled swimmers.

11. The waiver of liability or release form is to include SES and USAS by

name.

12. An entry deadline, rules about late entry, address and phone number of the meet director or coordinator.

13. Entry fees for individual and relay events, and surcharge information.

13. Complete entry procedures including forms which require current swimmers’ USAS registration numbers.

14. Order of events.

15. Whether entry times are to be in meters or yards.

16. The maximum number of events per contestant, and type of competition (timed finals or qualifying heats, etc.).

17. The meet entry limit by number of swimmers or individual

18. If on deck registration will be allowed.

B. The following information is also suggested:

Any other information which may be pertinent (area maps, parking facilities, hotel and restaurant information, spectators’ admission fee, any local restrictions on use of facilities, etc.).

**4.3 Specific Rules about SES competitions**

A. All competitions sanctioned by SES must conform to the technical rules of USAS. In addition, the following rules and procedures of SES must be adhered to:

1. All competitions sanctioned by SES shall conform to the Meet Safety

Guidelines and Warm-up Procedure and should be outlined in the meet invitation or use the guidelines posted on the web page under meet management.

2. SES will not sanction a meet which has a separate Six and Under an age group category.

3. Eight and Under swimmers may not swim a freestyle or individual medley event longer than 100 yards or meters, or a butterfly, backstroke or breaststroke event longer than 50 yards or meters unless competing in the 10 and Under or Senior age group category.

 4. **Entry fees for sanctioned meets are:**

A. Each club may charge what they feel is an appropriate fee for both individual, relay and late event fees for their USA-S sanctioned swim meets (Non-SES championship meets). (All meet event fees MUST be submitted when applying for meets in the SES meet bid procedure at House of Delegates meetings).

B. SES Championship Meets –

Long and Short Course Championship Meets - $6.00 Individual Event

Entry, $12.00 Relay Event Entry. $8.00 Facility Surcharge.

District Meets - $5.00 Individual Event Entry, $12.00 Relay Event Entry, $8.00 Facility Surcharge.

C. A surcharge of $3.00 for each LSC and $5.00 for OUT of LSC swimmer entered in the meet is to be collected by the host club and remitted to the SES treasurer.

5. No swimming heat may be started after 10:00 p.m. local time.

6. **For all times not included in electronic results** individual written requests must be made by the athlete or coach and submitted to the LSC SWIMS chair.

7.. Host team meet director will submit the Meet Manager SD3 file to the registration chair one week prior to the scheduled meet and will send an updated SD3 file upon completion of the meet to verify athletes USA-S Registration.

15. The General Chair, acting upon the advice of the Board of Directors, has the authority to waive any of the above rules when a host club shows good cause.

4.4 **False Registration**

Any team entering and/or swimming an unregistered swimmer in the meet will be fined $100.00. Any team swimming an unattached swimmer on a relay will be fined $50.00. The SWIMS and Registration chair will monitor and fine offending teams

**4.5 Scratch Procedure**

Scratch Procedure will be included in the meet information.

**4.6 Time Trials**

Every meet sanctioned by SES automatically is approved to conduct time trials (“TT”). TT however shall be conducted at the discretion of the referee in charge of the competition. After the meet is completed, the TT shall be submitted separate from the main meet, using the same sanction number, but with a TT suffix.

**4.7 Final Results**

A. Final results for all sanctioned meets must be compiled and provided to those noted on the sanction form.

B. All results must be cleared by the registration chair before official results may be released and all results must contain the following:

 1. Name, location, date(s) of meet and sanction number.

2. Date, location, and pool length at the top of each page.

3. Actual starting and finishing times of each session, accompanied by a list of age groups swimming in each session.

4. Official times for each swimmer (including first names, last name and age) in every event. This includes preliminary, final, swim-off and time trial results.

5. Official times should include all legal splits.

6. Disqualifications listed at the end of each event with no times indicated.

7. Order of finish of teams and points scored, where applicable.

8. Pages must be numbered.

C. All final results must be arranged in the order prescribed in Appendix 2-C of the

USAS Rule Book.

D. All final results shall be published within two weeks of the meet. In this context, publish shall be defined as providing a hard copy of the results to the parties listed on the sanction form or providing a down-loadable file (meet backup) of the meet results for those teams which request this option. Clubs who do not publish final results with the prescribed time limit will be subject to a $50.00 penalty.

E. The host team must submit the meet financial report (posted on the web page) and a check for meet surcharges to the SES treasurer within 45 days of the completion of the meet or be subject to a $50.00 penalty.

F. The meet referee shall enter the meet officials information (sessions and positions)

into USA-S Official Tracking System within two weeks of completion of the meet.

Section 5

Southeastern Sponsored Events

**5.1 General**

Certain meets are open only to Southeastern registered swimmers; consequently, special rules apply. Included in this category are the Southeastern Short and Long Course Championships and District Meets. SES will pay for awards for championship meets.

**5.2 Southeastern Short Course and Long Course Championships**

A. SES shall sponsor two association championship meets per year. One meet shall be held during the short course season and one meet shall be held during the long course season.

B. The SES Championships shall be bid as any other meet. The weekend will be protected.

C. The Technical Planning Committee shall set the dates and schedules of meets, time standards, meet program, facility charges, type and order of events and decide upon awards.

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D. There will be no Eight and Under age group at the SES Championship.

E. The entry deadline shall be no more than10 days prior to the start of the meet.

F. Each swimmer not meeting the entry time standard, and unable to submit proof of that time, shall be fined $25.00. The swimmer’s team shall be responsible for all fines and shall not be allowed to enter the next Championship Meet until all fines are paid or times proven, two weeks before the ensuing LSC Delegates meeting, failure to pay fines at that time from bidding for meets and voting privileges for that club will be suspended for that delegates meeting.

G. The meet referee and the administrative referee for the Southeastern short and long course championships will be selected by the Official Chair and the meet director. The meet referee will be charged with staffing the meet with the advice and concurrence of the Officials Chair and with the best official available, and focusing on putting the best officials on deck that the LSC has to offer.

**5.3 District meets**

A. SES will sponsor district meets. And such meets will be bid in the same manner as any other meet. The weekend will be protected.

B. The Technical Planning Committee shall set the dates and schedules of meets, time standards, meet program, facility charges, type and order of events and decide upon

awards.

**5.4 SES Swimposium and Hall of Fame Induction Ceremony**

Southeastern Swimming will host a Swimposium in even-numbered years beginning in 2010.

. The event shall be held in the Fall, preferably at a central location. Every Olympic year, the

Swimposium shall include the SES Hall of Fame Induction Ceremony.

A. Speakers/Featured Guests

1. At least one featured athlete. It is recommended to have one major National Team figure and possibly elite level athletes with ties to Southeastern Swimming LSC.

2. At least one coach or recognized expert in the field of swimming.

3. Southeastern Swimming Hall of Fame Inductees and Invited Guests.

B. Recommended Events

1. Athletes – In-water demonstration & clinic. Question and answer and autograph session with featured athlete(s); education session with coach/expert; dance/social activity; gift bag for all athletes.

2. Coaches – Technical Planning Meeting. Question and answer and group discussion with coach/expert; demonstration of new technological features available to coaches.

3. Parents – Panel discussion with coach/expert; presentation of USA Swimming activities and products; presentation of Successful Sports Parenting program from USA Swimming.

4. Officials – Testing and certification clinic.

5. Hall of Fame Induction Dinner & Banquet (every other Swimposium)

**5.5 Southeastern Swimming LSC All-Star Team Award Recognition**

**Season Designations**

* Short Course Seasons shall be considered all Sanctioned Short Course Yards Meets held from September 1 through August 31 (meet begin date).
* Long Course Seasons shall be considered all Sanctioned Long Course Meters Meets held from September 1 through August 31 (meet begin date).

**Age Groups for Awards**

* 8&Under/9-10/11-12/13-14

**Selection Criteria**

* Short Course Yards All-Star Team
	+ Automatic Qualification SES Individual Event Champion for the 10&Under, 11-12, or 13-14 Age Group at the SES Swimming Short Course Championships.
	+ Automatic Qualification – Fastest overall time of the 4 District Meet Champions in 8&Under Individual Events.
	+ Automatic Qualification - Top 5 overall time ranking for the time period September 1 - August 31 in any individual event in which there is a SES Swimming LSC Record.
	+ Additional Selections – Top 5 Official IMXtreme Program scores from swimmers who did not achieve any automatic qualifications in the specific age group. (NOTE: IMXtreme program scores are only used for the 9-10, 11-12, and 13-14 All-Star Age Groups). These swimmers shall have the five highest IMXtreme Program scores calculated by their actual age, not age group.
* Long Course Meters All Star Team
	+ Automatic Qualification – SES Individual Event Champion for the 10&Under, 11-12, or 13-14 Age Group at the SES Swimming Long Course Championships.
	+ Automatic Qualification - Top 5 overall time ranking for the time period September 1 - August 31 in any individual event in which there is a SES Swimming LSC Record.
	+ Additional Selections – Top 5 Official IMXtreme Program scores from swimmers who did not achieve any automatic qualifications in the specific age group. (NOTE: IMXtreme program scores are only used for the 9-10, 11-12, and 13-14 All-Star Age Groups). These swimmers shall have the five highest IMXtreme Program scores calculated by their actual age, not age group.

**Awards & Recognition**

* Swimmers qualifying for the SES Swimming All Star Team Team shall receive a certificate of achievement and swim cap. Both awards shall refer specifically to the season and team designation in which the swimmer was recognized.
* All awards shall be funded by SES. Awards will be made available to teams at the LSC Meeting immediately following the recognized season. Any awards not retrieved at the LSC Meeting shall be mailed to the team. This postage shall be charged to the team, not SES.

Section 6

All-star Competition

When possible, SES will support organized competitions between SES and other associations. This includes the Southern Zone All-star Meet.

**6.1** Selection and Organization

A. The team selection process for the Zone All-star Meet will be devised by the Technical Planning Committee.

B. The All-star Team members will travel and be housed together.

C. A registration fee may be required of each athlete who participates on the All-star

Team.

D. The Age Group Vice Chair of SES shall serve as coordinator for any All- star competition in which SES participates.

**6.2 Coaches**

A. Coaches for the SES All-star Team will be selected by an application process and by the Technical Planning Committee. Application will be posted on the web page.

B. The head coach/Age Group Chair shall receive $450.00 and each assistant coach $300.00.

Section 7

Travel Reimbursement

**7.1 Senior Meets**

A. Whenever possible, SES shall reimburse athletes who participate in certain national meets. Application for reimbursement will be posted on the web page

B. The eligibility formula for travel reimbursement will be devised by the Technical Planning Committee and approved by the SES Board of Directors. Eligibility rules for reimbursement will be on the travel reimbursement form, which will be posted on the web page.

C. Applications must be submitted to the SES Treasurer for approval and reimbursement.

**7.2 Age Group Meets**

Travel reimbursement will be determined by the Age Group Vice Chair and the

Technical Planning Chair and then approved by the SES Board of Directors.

**7.3 Meet Fee Reimbursement for Outreach Athletes**

A. SES shall reimburse outreach athletes the meet fees incurred for 1 away meet per year.

B. Applications must be submitted within 60 days of the meet to the SES treasurer for approval and reimbursement

**7.4 USA Swimming Convention**

The reimbursement formula will be determined by the SES Board of Directors.

**7.5 Officials**

Stipend for our SES Officials attending a Junior, Nationals, Open meet with priority to first-timers, for max of three officials per year with a cap of $1500 annually. Application will be made to the SES Officials’ Chair who will determine distribution, working with the SES Treasurer.

**7.6 Coaches Education**

A. SES shall support its coaches by matching funds from their clubs for continuing coach education (providing the lowest discounted air fare is used). This shall include air fare, lodging and registration, with a cap of $500.00. The Technical Planning Committee shall provide selection criteria for coaches who are eligible to attend. Application must be made in writing to the Technical Planning

Committee. Funds will be provided for a maximum of six (6) coaches per year. The coach will be responsible to provide a synopsis of their education for publication on the Southeastern website. Each coach is only eligible once.

Section 8

Times of Record

**8.1** A Time of Record is required for an SES record or SES Top 10 ranking.

A. The swimmer must be registered with Southeastern Swimming. B. Times must be achieved at an USA-S sanctioned meet.

C. Relay lead-off splits will be accepted for SES records.

Section 9

Southeastern Awards

**9.1 Southeastern Swimming Hall of Fame**

**Description:** Southeastern Swimming has established and maintains a Hall of Fame for the purpose of honoring and perpetuating the memory of those persons who have distinguished themselves by their contribution to the sport of swimming.

**Nomination:** Nominations, with personal profiles and resumes may be submitted by any current member of SES. Deadline for nominations is September 1stof the year immediately preceding the year that the Hall of Fame banquet will be held.

Formation of Hall of Fame Selection Committee

1. The Selection Committee shall be comprised of 5 members. The House of Delegates will appoint the members by majority vote of the delegates present at the meeting.

2. The Committee will be appointed at the Fall Meeting in the Year immediately preceding the year that the Hall of Fame banquet will be held.

a. In order to qualify, nominees must have had a minimum of 5 years of service or competition within the LSC.

b. Each nomination must include a biography of the proposed nominee.

c. The nominee must agree, in writing, that he/she will serve on committee if selected.

d. Nominations must be sent to SES secretary two (2) months prior to the SES Fall meeting in the Year preceding the year that the Hall of Fame banquet will be held.

3. Election Process

a. Those nominees who satisfy the requirements in paragraph 2 above, will be submitted on a ballot to the House of Delegates at the Fall meeting.

b. Each delegate shall be entitled to vote for five members by secret ballot.

c. The five persons receiving the most votes will be appointed to the Selection

Committee.

Nomination for Induction into the Hall of Fame

1. Nominations for induction into the Hall of Fame may be made by any member of

Southeastern Swimming who is in good standing.

2. Nominations must be submitted to the SES secretary prior to the end of LSC annual meeting held immediately preceding the Hall Of Fame banquet (normally held in the spring).

3. Nominee must have minimum 5 years service or competition within the LSC, have conducted themselves in such a way as to reflect honor on SES and have demonstrated those qualities of character most desirable of a SES member.

4. A short biography with achievements must be submitted with the nomination, indicating the achievements, exceptional service or notable accomplishments warranting selection into the Hall of Fame.

5. If a nominee is being nominated for their role as an athlete member of USA

Swimming, then they must have been retired from competition for three (3) years to be eligible. If a nominee is being nominated for their role as a non-athlete coach, then they must have been retired from coaching in USA Swimming for a period of three (3) years to be eligible. If a nominee is being nominated for their role as a non-athlete member, other than a coach, then they must have been retired from USA Swimming

for a period of three (3)years to be eligible.

6. The year requirement may be waived by a majority of the Board of Directors

Selection of Hall of Fame Inductee

1. Selection Committee will submit a list of eligible nominees to the House of Delegates during the spring meeting occurring immediately prior to the Hall of Fame banquet to be held in the fall.

2. Each delegate shall be entitled to vote for six nominees by secret ballot.

3. In order to be inducted into the Hall of Fame, a nominee must receive at least 2/3 of the votes and must be in the top 6 vote getters.

**9.2 Phillips Outstanding Service Award**

This award is presented to a volunteer in each LSC in recognition of service to swimming.

A. Selection is made at the meeting of the House of Delegates.

B. Presentation of the award is made at the Short Course Championships prior to the start of finals on Saturday night.

**9.3 Senior Coach of the Year**

This award is presented to the outstanding SES coach of the current year.

A. Selection is made by the coaches at the Fall meeting of the Technical Planning

Committee.

B. This award will include up to $1000 to be used any educational sponsor event sponsored by a Governing body. Recommend going to $1250

 C. This award must be used within one year of election.

D. Presentation of the award is made at the Short Course Championships prior to the start of finals on Saturday night.

**9.4 Age Group Coach of the Year**

This award is presented to the outstanding SES age group coach of the current year.

A. Selection is made by the coaches at Fall meeting of the Technical Planning

Committee.

B. This award will include up to $1000 to be used any educational sponsor event sponsored by a Governing body

C. This award must be used within one year of election.

D. Presentation of the award is made at the Short Course Championships prior to the start of finals on Saturday night.

**9.5 Athlete of the Year**

This award is presented to the outstanding SES swimmer of the current year.

A. Selection is made by the coaches at the Fall meeting of the Technical Planning

Committee.

B. Presentation of the award is made at the Short Course Championships prior to the start of finals on Saturday night.

(listing of these awards on posted on the web page).

Section 10

Miscellaneous

12.1 Amendments

Any provision of these rules maybe amended at any meeting of the House of Delegates by a two-thirds (2/3) vote of the members present and voting. At least thirty (30) days written notice must be given to every member of the House of any proposed amendment. Any

Amendment not submitted or proposed in time to give thirty (30) days written notice to the

House maybe adopted only by a nine-tenths (9/10) vote of the House present and voting.

Must agree with bylaws