POLICIES AND PROCEDURES

FOR

SOUTHEASTERN SWIMMING, INC.

**Section 1**

Membership and Fees

**1.1 Term of Membership**

Membership in Southeastern Swimming (SES) is for the calendar year, renewable by December 31stfor 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. These 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 1stthrough December 31stshall be the current USA Swimming Annual fee plus $12.00

b. Flex Membership shall be the USA Swimming Flex fee plus $10.00.

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

Individual –any 150 consecutive days shall be the current USA Swimming Seasonal fee plus $10.00. Please refer to the web page for dates.

d. Outreach/disability athletes -$5.00 – appropriate paper work showing enrollment in any reduced or free lunch program or other programs listed on the Outreach form or documentation of disability is need for this outreach registration. Required paperwork must be attached to the outreach form.

2. Non-athlete

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

$12.00 –

 B. Group membership

|  |  |  |
| --- | --- | --- |
| 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 |
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**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 $75.00 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. After the bidding process has been completed and approved you will need permission from the General Chairperson and any host team that currently has a meet scheduled for that weekend and within 60 miles of the proposed meet. 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.

**Section 3**

Officers

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

 **3.2** The SES Director of Operations 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.

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**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.

 d. Fee is $75

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 ($125) 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 ($125) 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 $75, which must be received before sanction will be granted.

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, depth of pool from starting block and the turn end, and starting blocks.

6. List of key officials (meet director, referee and Administrative Official/Referee).

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. $10.00 Facility Surcharge.

Region Meets - $6.00 Individual Event Entry, $12.00 Relay Event Entry, $12.00 Facility Surcharge.

C. A surcharge of $4.00 for each 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.

8. **Fine for swims: if results are not sent to SWIMS Chairperson 7 days from when Registration Chairperson clears a meet your team will be fined $100.00 and after 14 days the fine will $200.00. Your team will not be able to sanction your next meet until the fine is paid**

 9. 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 with penalties if any.

**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 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 official’s 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 Regions Meets. SES will pay for awards for championship meets.

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

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.

1. The SES Championships and Region weekend shall be subject to a bid process within the Coaches Committee.
	* 1. If the host club becomes unable to host the meet after the process has been completed and meet bid has been awarded, then the meet will be rebid to the appropriate body.
		2. If a previously completed and awarded bid is altered (i.e. loss of one of the bidding teams in a multi-team bid or change in facility, etc…), then the meet will be rebid to the appropriate body.

C. The Coaches Committee shall select the meet host, 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.

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 F. Determine Selection of Meet Referee for Southeastern Championship Meets (SCY and (LCM)

1. The Meet Host shall select the Meet Referee for Southeastern Championship Meets (SCY and LCM).

 b) Meet Host shall consult with Officials Committee to obtain their non- binding recommendations and to verify USA Swimming Meet Referee status of any potential candidate for Meet Referee.

 d) Meet Referee should be determined at least two months prior to first day of meet.

G. Determine Selection of Administrative Referee (AR) for Southeastern Championship Meets (SCY and LCM)

 a) The Meet Host shall select the Administrative Referee (AR) for Southeastern Championship Meets (SCY and LCM). This is to give the Meet Director and host club the ability to better coordinate their meet workers with an Administrative Referee (AR) of their choice to ensure a more smoothly administered meet.

 b) Meet Host shall consult with Officials Committee to obtain their non-binding recommendations and to verify USA Swimming Administrative Referee status of any potential candidate for Administrative Referee.

c) Administrative Referee should be determined at least two months prior to first day of the meet.

 H. Process for Coaches Committee

 1) Southeastern SCY and LCM Championship Meet Bids

 a. To be considered, bid package must be submitted by club no later than date established by SES.

 b. Bids shall include date, location, facility information, and any necessary format changes/restrictions.

 c. Clubs may submit multiple bids for consideration

 d. Coaches Committee shall be solely responsible for selecting winning bid package (date, location, host club etc…)

 I. Meet Host shall provide timers for all events, including distance events.

**5.3 Region meets**

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

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

C. Region Championship Meet Bids

a. To be considered, bid package must be submitted by club no later than date established by SES.

b. Bids shall include date, location, facility information, and any necessary format changes/restrictions.

c. Clubs may submit multiple bids for consideration

d. Region Committee shall be solely responsible for selecting winning bid package (date, location, host club etc…). If Region Championship is ever combined, combined Region Committee shall be responsible for selecting winning bid package.

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

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

. 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 possible 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 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.
	+ Including the 13 & 14 50 Backstroke, 50 Breaststroke, and 50 Butterfly.
* 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.
	+ Including the 13 & 14 50 Backstroke, 50 Breaststroke, and 50 Butterfly.

**Awards & Recognition**

* Swimmers qualifying for the SES Swimming All Star 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.

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 maybe 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. Disability Coach shall be selected to the SES Swimming Zone Team Coaching Staff to coach the Disability Athletes.

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**

Proposal is made to determine the method for allocating funds from the Coach Education Budget.

1. Proposal does not affect Senior Coach of the Year or Age Group Coach of the Year Educational Awards.
2. Criteria for Allocation shall consist of the following points:
	1. Applicants must be member coaches of SES in good standing at the time of submitting application to be considered for allocation of funds. Additionally, they must still be member coaches of SES in good standing at time of educational event to qualify for funds.
	2. Written request by coach to be submitted to SES Technical Planning Chair no later than December 31 of prior year.
	3. No more than one applicant per team per calendar year
	4. Coaches shall only be eligible for allocation of these funds once every two years.
	5. Allocation shall be for reimbursable funds related to registration, travel, and lodging for the constituted “share” of funds available yet not to exceed a total allocation of $500.00 per recipient. Applicant shall present SES Treasurer with receipts upon requesting reimbursable funds.
	6. Funds will be distributed up to $500.00 for each applicant on a first come first serve basis
	7. Unused funds each year shall revert to SES General Fund and may be considered for increase in following year’s budget.

Coaches Committee Chair shall create a committee to approve educational opportunities to be considered for allocation of funds.

**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.

 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.

**9.6 Bob King Service Award**

 Award is for individual who has shown outstanding service to Southeastern Swimming.

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

**9.7 Officials Award**

 Award is for the Official that works the most session during the calendar season excluding

 Official Committee Members.

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

**Section 10**

FINANCIAL POLICIES AND PROCEDURES SOUTHEASTERN SWIMMING, INC

**FINANCIAL POLICIES AND PROCEDURES**

**SOUTHEASTERN SWIMMING, INC**

**Last updated 9-15-18**

**These policies and procedures are put in place for the benefit and protection of Southeastern Swimming, Inc. (SES).**

**1.0 Approval and changes to Southeastern Swimming Financial Policies and Procedures**

 .01 Financial policies and procedures shall be approved by the House of Delegates

 .02 If there is a need to amend, add, or delete a policy or procedure in between meetings of the House of Delegates, such action may be taken by the Treasurer with the approval of the General Chairman. Subsequent permanent approval shall be requested at the next meeting of the House of Delegates

**2.0 Conflict of Interest**

 .01 All officers of Southeastern Swimming shall annually complete and submit to the Secretary a Conflict of Interest form. Furthermore, all officers shall notify the General Chairman and Executive Committee of any possible conflict of interest in business dealings which may arise involving Southeastern Swimming.

 .02 Additionally, members of the Investment Committee and Finance Committee who are not officers of Southeastern Swimming shall annually complete and submit to the Secretary a Conflict of Interest form. Furthermore, all members of said committees shall notify the General Chairman and Executive Committee of any possible conflict of interest in business dealings which may arise involving Southeastern Swimming.

 .02 Members of other committees or task forces shall notify the General Chairman and Executive Committee of any possible conflict of interest in business dealings which may arise involving Southeastern Swimming.

**3.0 Banking**

 .01 Financial accounts shall be created in the name of Southeastern Swimming, Inc.

 .02 Signatories on SES accounts shall be the General Chairman, Treasurer, and President of SES. Additional signatories may be added at the pleasure of the General Chairman with approval by the Executive Committee.

 .03 The SES office manager or his designee shall prepare for deposit all cash and checks. All deposits shall be reported to the Treasurer in a timely manner. Deposit transaction reports shall be detailed to allow the Treasurer to properly account for the source of monies entering SES accounts.

 .04 The Treasurer shall record all banking transactions in the proper financial accounts.

 .05 The Treasurer shall reconcile bank statements on a monthly basis. Discrepancies shall be investigated and resolved.

 .06 The General Chair or his designee shall receive and review copies of the bank reconciliations and monthly bank statements as a check of proper performance by the Treasurer.

 .07 Bad checks

 .01 Checks or other means of payment to Southeastern Swimming which are not initially accepted by the bank due to insufficient funds, closed account, or other reason which renders them valueless, shall be the responsibility of the club for which said payment was made. In the case of a payment relating to a swimmer or other person not associated with a club, responsibility shall rest with that individual.

 .02 If at any time a bad check causes the bank to charge Southeastern Swimming a service fee, the responsible party shall:

 .01 Make whole to Southeastern Swimming the amount of the original payment

 .02 Pay a penalty as determined by the LSC.

 .03 Southeastern Swimming may take appropriate action against the responsible party for failure to comply with 3.07.02. Such action may include, but is not limited to, revocation of membership, loss of sanctions, and denial of membership privileges.

 .04 With the concurrence of the General Chair, the Southeastern Treasurer may require teams or individuals who have a history of payments declined by the bank due to insufficient funds to pay all obligations to Southeastern Swimming via money order, cashier's check, or other guaranteed financial instrument. The team or individual may request a review and relief of this requirement after a period of not less than six months. The Treasurer, with the concurrence of the General Chair, may grant such relief when satisfied that the team or individual in question will be able to meet normal checking account obligations.

**4.0 Credit and Debit Card Transactions**

 .01 Debit and credit cards which draw on SES bank accounts shall be authorized by the General Chairman. Temporary custody of an SES credit or debit card may be authorized by the Treasurer with approval of the General Chairman.

 .02 Receipts for all debit and credit card transactions shall be sent to the Treasurer in a timely manner. The Treasurer shall reconcile the receipts with the appropriate bank statements. Discrepancies shall be investigated and resolved.

 .03 Unless instructed otherwise by the General Chairman or the House of Delegates, the treasurer shall pay off any credit card transactions in full each month.

**5.0 Records Retention**

 .01 The Treasurer shall maintain physical records and back up for the current and immediate past fiscal and/or calendar years.

 .02 Other records and back up shall be stored at the SES office or suitable location.

 .03 Records shall be maintained in accordance with current IRS regulations, USAS policies, and best accounting practices.

 .04 Obsolete records shall be destroyed in a prudent manner and with regard to maintaining confidentiality and security.

**6.0 Disbursements**

 .01 Disbursements shall be made by the Treasurer.

 .01 The Treasurer may create and require to be used forms designed to facilitate accurate and correct reporting of income, expenses and/or disbursements.

 .02 Authorization

 .01 Regular and customary expenses as approved in the budget shall be disbursed without need for additional approval.

 .02 Expenses which are attributable directly to an SES division or committee, and are provided for in the annual budget, shall be approved by the chairman or vice-chairman of that division or committee.

 .03 Expenses not provided for in the annual budget shall be approved by the General Chairman prior to incurrence.

 .04 Disbursements for particular programs authorized by the House of Delegates may be made in accordance with rules and eligibility associated with each program. Such program rules and forms shall be attached to this document as appendices.

 .05 All single disbursements in excess of $10,000.00, even if provided for in the budget, shall have the acknowledgement and approval of the General Chair prior to payment. Such acknowledgement and approval may be made electronically.

 .03 Reimbursement requests shall be accompanied by the appropriate form(s) and all necessary receipts.

 .04 Purchases

 .01 Purchases provided for in the annual budget shall be made with the direction of the General Chairman and/or the chairman or vice-chairman of an authorized SES division or committee.

 .02 Purchases not provided for in the annual budget shall be requested by the appropriate SES division or committee and approved by the General Chair.

 .03 Upon receipt of purchased goods and/or services, the contact person shall notify the Treasurer and authorize him to disburse funds for payment.

 .05 Stipends and Monetary Awards

 .01 Stipends and awards shall be awarded as provided by programs and policies determined by Southeastern Swimming

 .02 Prior to receiving a stipend or award, the recipient must complete and submit to the Treasurer a federal W-9 form.

 .01 If the annual amount of stipends and awards which are not considered reimbursements exceeds the federal threshold, the Treasurer or his designee shall provide and file a 1099 Form at the end of the calendar year in accordance with federal regulations

 .03 In instances where an All-Star type coaching staff is assembled for Southeastern Swimming (such as for a Zone meet), and that staff is to be paid a stipend, no payment shall be made to the Head Coach and/or Age Group Chair until all financial accounting for the trip/meet/activity has been properly and fully reconciled.

 .06 Support Allocations

 .01 Funds allocated to provide assistance with travel and/or participation in meets shall be provided to Southeastern Swimming clubs per policies and formulae determined by the appropriate committees.

 .02 Prior to receiving such an allocation, the club must complete and submit to the Treasurer a federal W-9 form.

 .01 Once a form has been submitted it shall be kept on file by the Treasurer. Additional forms are not required unless the tax status of said club changes.

 .03 Form 1099 Requirements

 .01 Those clubs which fall under federal guidelines as exempt from 1099 requirements shall not have a 1099 issued to them.

 .02 For those clubs which do not fall under federal guidelines as exempt from 1099 requirements: If the annual amount of stipends and awards which are not considered reimbursements exceeds the federal threshold, the Treasurer or his designee shall provide and file a 1099 at the end of the calendar year in accordance with federal regulations

**7.0 Reports**

 .01 The Treasurer shall maintain financial software necessary to track fiscal activity and prepare financial reports

 .02 The Treasurer shall prepare a monthly income or profit and loss statement. This statement shall be distributed to the Board of Directors.

 .03 The Treasurer shall submit a monthly check register to the General Chair who shall review it for abnormalities.

 .03 The Treasurer shall report to the House of Delegates the current financial report and any pertinent information impacting the financial position of the LSC.

 .03 The Treasurer, with assistance from a tax or accounting professional, shall prepare and file the annual tax return(s) for SES to the appropriate agencies.

 .04 The Treasurer shall submit a copy of all pertinent reports to USA Swimming as provided in Article 501 of the USA Swimming Rules and Regulations.

**8.0 Budget**

 .01 The Treasurer shall request input in preparing the annual budget from all SES division and committee chairmen, members of the Board of Directors, task force chairmen, and any other relevant source necessary to determine a realistic outlook of projected income and expenses.

 .02 The budget of the Southeastern LSC shall be prepared on a September-August fiscal year. The annual accounting for IRS purposes shall be on a calendar year.

 .03 Approval

 .01 The Treasurer shall prepare and submit the annual budget to the Board of Directors.

 .02 The Board of Directors shall approve or approve with modifications the budget and forward it to the House of Delegates

 .03 The House of Delegates shall approve or approve with modifications the final annual budget.

 .04 Adjustments to the annual budget may be made by the Executive Committee of the Board of Directors.

**9.0 Audit**

 .01 SES shall conduct an internal audit, an external review, or external financial audit annually. Any costs associated with such an audit shall be borne by the LSC.

 .02 The Treasurer, General Chairman, and Executive Committee shall review any audit and follow up on any recommendations to improve the fiscal integrity of SES.

**10.0 Investments**

.01 Investment accounts shall be created in the name of Southeastern Swimming, Inc.

 .02 Investments made on behalf of SES shall be overseen by the Investment Committee

 .01 The Investment Committee shall consist of the Finance Committee Chair, the Treasurer, and three additional members appointed by the General Chair. It is recommended that these additional committee members have financial or investment expertise.

 .02 The Investment Committee shall propose investment strategy, financial agency representation, and fund objectives to the Board of Directors.

 .03 The Investment Committee shall meet quarterly with the fund advisor to review performance and consider strategies to meet fund objectives. A report from these meetings shall be made to the Executive Committee.

 .03 An annual report of investment performance and recommendations as to objectives, strategy, and/or agency representation (if any) shall be made to the Board of Directors and House of Delegates at the annual fall meeting.

 .01 Any change in objectives or agency representation shall be approved by the Board of Directors and House of Delegates.

**Appendix A National Meet Reimbursement (updated 7/24/2013)**

**Appendix B Travel and Miscellaneous Expenses**

**Appendix C Conflict of Interest Form**

**Appendix D Investment Policy Statement (5/19/2017)**

**Section 11**

**Southeastern Officials Committee**

**11.1**  **Composition**. The Committee will consist of a Chair, and a sufficient number of officials to cover the entire LSC, including at least one Athlete Representative each from the states of: Tennessee, Alabama, and Florida. Athlete representatives are selected by the Southeastern Swimming Athletes Committee.

**11.2** **Qualification to Serve**. In order to be eligible to serve on the LSC Officials Committee for Southeastern Swimming, the official must:

* be member of USAS in good standing
* reside in or be attached to a team located within Southeastern Swimming
* ***maintain certification to remain on the committee***
* be credentialled as a Prelim/Final Meet Referee (MR-EX) for at least one year while in Southeastern Swimming.

**11.3 Responsibilities/Expectations**. Members of the Officials Committee are representatives for each of the teams in their geographic area and are responsible for communicating with each of the officials associated with those teams. The individual responsibilities/expectations include but are not limited to:

* Utilize the Official Tracking System (OTS) regularly to check the credentialling status of each official in their geographical area to help prevent lapses (testing, registration, background check, athlete protection, etc.).
* Update the credential status of each official in their geographic location as they gain experience and advance ***by verifying that their OTS record conforms to the SES Minimum Standards document. Committee member status must be updated by another committee member.***
* ***Reinstates officials who have allowed their certification to lapse in accordance with the requirements used for reinstating National Certification available on the USAS Officials web page.***
* Serve as a mentor to all officials and communicate with other Officials Committee members when officials apprentice at meets in their area.
* Provide extra assistance and input for Deck Referees seeking advancement to Meet Referee. The Officials Committee collectively provides the credentials for MR-Q (timed finals meet) and MR-EX (prelim/finals meet).
* Electronically enter meet details into OTS as required once a sanction/observation is granted.
* Assist their area teams identify potential officials for their hosted meets when requested.
* Make themselves available for stroke & turn, starter, and referee clinics within their geographic area and in support of other geographic areas.  Additionally, clinics will be offered at LSC Championship meets since these offer the best chance to talk to a large number of officials from across the entire LSC.  The goal of these clinics is to provide uniformity in officiating across the entire LSC.
* Respond promptly to questions (calls or emails) from officials in their area.
* Periodically review the Southeastern LSC Officials’ Minimum Standards to ensure compliance with both the National Officials Committee and the National Rules & Regulations Committee. These minimum standards shall be published on the SE web site.
* The SE Officials Committee shall meet twice a year minimum, typically at the LSC Championship meets.  The meeting shall conform to the requirements of the SES By-Laws for meetings. A Quorum shall consist of four members. The Chairperson votes only in the event of a tie. Visitors are welcome with Voice but no vote.  Additional meetings can be called by the Chair or if two or more members request a meeting, provided two-week a minimum notice is provided and communicated to all committee members. The minimum notice time can be shortened as long as 2/3 of the members can attend at the proposed time.

**11.4** **Additional Committee Chair Duties**. In addition to the duties covered under the LSC By-laws, the Committee Chair will:

* With support from the entire Committee, will select the Meet Referee and Administrative Referee for all LSC Championship meets by providing that the selected individual satisfies the following:
* Is a credentialled Prelim/Final Meet Referee (MR-EX)
* Volunteers and is present for all sessions of the meet
* Previous experience as a Chief Judge at a LSC Championship meet or higher
* The Meet Referee must have previous experience as an Administrative Referee at an LSC championship meet or higher
* Regular participation as a swimming meet official above the minimum level of six sessions per year, and demonstration that they periodically work outside of their home club’s pool.

These selections will be coordinated with the Technical Planning Chair and the host Meet Director but will originate from the Officials’ Committee.  The Tech Planning Chair and host Meet Director will retain veto rights, but only for a known conflict of interest between the host club and the proposed Meet Referee.  The bottom line behind this determination is the desire to provide the quality of officials in the top leadership positions that will have the greatest chance of leading to a successful championship meet.  The Officials’ Committee is singularly able to utilize the OTS which tracks the meets/sessions worked and the actual positions worked for all USAS sanctioned meets, and this combined with personal observations of all LSC officials will result in the best persons selected.

* The Chair is also singularly responsible for submitting meet requests for OQM status with USAS. S/he is expected to submit in a timely manner once received from the host team/Meet Referee and communicate as necessary with them on the application status.
* The Chair is expected to attend the quarterly Officials Chair call-in meetings. If s/he is unable they are expected to ask another committee member to attend in their place. The Chair is expected to facilitate communication between the National Officials Committee and the officials in SES via the SE Officials Committee.
* ***The Chair is responsible for promptly posting meeting minutes on the LSC website.***
* ***The Chair is responsible for preparing and submitting the budget proposal for the Officials Committee by July 15 of each year.***

**11.4** **Committee Member Terms**. Each Officials Committee member will be elected to serve renewable three-year terms. Appointments will be staggered such that only 1/3 of the Committee membership will be up for election/reelection any given year. Committee members must roll off the Committee after three consecutive three-year terms but can be reappointed after sitting out for at least one year. This is to encourage participation, growth and leadership while understanding the need for consistency.

**11.5**  **Elections**

**11.5.1**  **Officials Committee Chair**. The Officials Committee Chair is nominated by a majority of the members of the Officials’ Committee and is appointed to a ***one-year term with the concurrence of the LSC General Chair. The term is renewable for up to three one-year terms***

**11.5.2** **Committee Positions**. In early June of each year the Chair shall appoint a nomination subcommittee comprised of two current officials not scheduled with term limit expiration for the coming year and one athlete representative. Information on upcoming open terms shall be posted on the Official page of the SES website by or before mid-June. A nomination form or information on how to nominate someone for the Officials Committee and a deadline for submission of July 1 shall also be posted. The nomination subcommittee will be responsible for vetting the credentials of all nominations, ensuring the geographical location of the nominated individual is appropriate to provide coverage, and providing the slate of nominees for each open position to the Chair by mid-July. The Chair will post the list of candidates, and each SES official in good standing will be allowed to vote during the month of August. A single ballot submission is allowed per official. At the conclusion of the voting period, the Chair, or her/his designee, shall tally the votes and membership announced at the annual Southeastern Swimming Fall general meeting.

**11.5.3** **Special Elections**. If a member is unable to complete the full, three-year term prior to departure from the Committee, the Chair will appoint a nomination subcommittee comprised of two current officials serving on the committee and one athlete to solicit nominations for replacement official(s) from the same geographical area as the former representative. The nominations committee will vet the credentials to ensure the proposed official(s) are qualified to serve and will provide the slate of nominees to the Chair who will forward the list to the Officials Committee for vote. The Chair will vote in the case of a tie. The new member will serve the remainder of the three-year term and will be eligible for reelection at that time.

**11.5.4 Athlete Members**. Athlete members (one from Alabama, one from Florida, and one from Tennessee) are selected by the SE Athletes Committee and appointed by the SE Athlete Committee Chair.  ***Additional athlete representatives may be appointed to ensure at least 20% athlete representation.*** The Chair of the Athletes Committee will communicate the designated athlete members at the Southeastern Swimming Fall general meeting.

**Section 12**

Miscellaneous

12.1 Amendments

Any provision of these rules maybe amended at any meeting of the House of Delegates by a majority vote of the members present and voting. At least twenty (20) 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 twenty (20) days written notice to the

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