**POLICIES OF WEST VIRGINIA SWIMMING, INC.**

Approved and adopted September, 2019

Mission: West Virginia Swimming provides an inclusive environment committed to competitive and personal excellence through education and innovative programming.

Vision: West Virginia Swimming…inspiring the pursuit of excellence in swimming and in life

(Fall 2011)

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14. **WEST VIRGINIA SWIMMING (WV) ADMINISTRATION**
	1. TERRITORY
		1. The State of West Virginia, except the counties of Hancock, Brook, Ohio and Marshall; and including Lawrence and Washington counties of the State of Ohio
	2. MEMBERS/FEES
		1. GROUP MEMBERS Group Members are organizations operating in the Territory which have, upon application, been granted membership in a USA Swimming per Article 502and WV rules and paid the fees established by USA Swimming and WV.
			1. Club Members A Club Member is an organization which is in good standing as a Group Member of WV and USA Swimming, has athletes and coaches and participates in the sport of swimming. All athletes and coaches of the organization must be Individual Members in good standing of WV and USA Swimming ($100.00 annually by 12/01 & $200 after 12/01).
15. Organizational Members An Organizational Member is an organization which supports the sport of swimming and the objectives and programs of WV and USA Swimming, which is in good standing as a Group Member of WV and USA Swimming, but which does not have athletes and coaches who all are Individual Members of WV and USA Swimming ($100.00 annually by 12/01 & $200 after 12/01)
	* 1. INDIVIDUAL MEMBERS Individual Members are individuals involved in the sport of swimming in the Territory who have, upon registration, been granted membership in USA Swimming (Article 502) and WV rules and paid the dues established by USA Swimming and WV as listed below. Except for Life members, an individual who wishes to register as an unattached member of WV and is not affiliated with any Club Member of WV must reside within the geographical territory of WV.
			1. Athlete Member An Athlete Member is an individual who participates or competes in the sport of swimming and is in good standing as an Individual Member of WV and USA Swimming ($17.00 + USA Swimming fee).
			2. FLEX Member Flex members are athletes participating in the sport of swimming that are eligible for two (2) non-championship sanctioned swimming meets ($10.00 + USA Swimming fee).
			3. Seasonal Athlete Members A Seasonal Athlete Member is an individual who participates in the sport of swimming and has joined for a period of time not longer than 150 days in a registration year and is in good standing as an individual Member of WV and USA Swimming. In WV, the eligibility period is (Apr 01 – Aug 28; $7.00 + USA Swimming fee).
			4. Outreach Members Athletes must meet the criteria established as shown on the Outreach application form (see Appendix or the WV website) ($2.00 + USA Swimming fee).
			5. Single-Meet Open Water Member Participation in sanctioned open water competitions require USA Swimming membership. Regular, Seasonal or Single-Meet are options ($10.00 + USA Swimming fee).
			6. Non-Athlete Member An individual who is designated as individual (Coach, Junior Coach, Officials or Other) or Life.

Coach Members A Coach Member is an individual, whether or not affiliated with a Group Member, has satisfactorily completed all safety and other training required by WV and/or USA Swimming and who is in good standing as an Individual Member of WV and USA Swimming. Any individual desiring to act in any coaching capacity at any competition sanctioned by USA Swimming must be a Coach Member in good standing of WV and USA Swimming ($17.00 + USA Swimming fee).

Officials, meet directors, marshals, Board Member, At Large House Member, officer, coordinator or committee Chair or committee member of WV or a Group Member Representative or alternate and any other individual desiring to participate in the sport of swimming must be Non-Athlete Members in good standing as an Individual Member of a USA Swimming ($17.00 + USA Swimming fee).

* + - 1. A Life Member is an individual who is a life member of USA Swimming and who resides, formerly resided or participated in the sport of swimming in the Territory and who is in good standing as a member of WV and USA Swimming ($20.00 + USA Swimming fee).
			2. A $5.00 fee will be assessed for processing transfer registrations. **(Spring 2014)**
	1. FEES
		1. Travel Fund The WV Travel Fund is maintained by a $5.00 surcharge for each swimmer entered in a WV sanction meet.
		2. Facility Surcharge A $5.00 facility fee is applied for each swimmer entered in the WV SC and LC Championship meets. The host for all other sanctioned meets has the option to include or not a facility fee not to exceed $5.00.
		3. USA Swimming Registration Athlete registration fee will be held at $17.00 + USA Swimming fee through 2010; thereafter, the fee will increase the amount USA Swimming portion increases; Seasonal registration fee will increase $1.00 per year to hold WV portion at $7.00; Non-athlete/coach registration will increase to hold WV portion at $17.00. (Spring 2007)
	2. SANCTIONS/APPROVALS/FEES
		1. Request for meet sanctions must be received at least 30 days before the date of the meet. Requests must be made on the forms found in the Appendix or on the WV website and must include a copy of the meet information. (Fall 2009)
		2. Request for meet approval/observation must be received at least 30 days before the date of the meet. Requests must be made on the form found in the Appendix or on the WV website and must include a copy of the meet information. Following approval, a copy of the request will be forwarded to the Officials Chair for assignment of officials. **(12/2010)**
		3. Should an application for a sanction or approval be denied, the petitioner may appeal to the Senior Zone Director within five (5) days of receiving notification of denial from the WV. (USA Swimming Rules 202.2 and 202.3)
		4. WV will not sanction more than one meet on the same dates. Priority goes to the sponsoring organization with the longest history of holding a meet on the contested date. A sponsor can ask the WV for a waiver which we will determine by a vote of the member clubs of the WV.
		5. WV will “observed” high school State Championships if officials are available.
		6. A copy of the MeetManager ® Event File must be included with the sanction application.
	3. HOUSE OF DELEGATES/BOARD OF DIRECTORS
		1. At all meetings of the House of Delegates and the Board of Directors the following shall be included in the order of business to the extent applicable. The order in which the various subjects are taken up may be varied.
			1. Roll Call
			2. Reading, correction and adoption of minute of previous meeting
			3. Reports of officers
			4. Reports of committee and coordinators
			5. Presentation and approval of the annual budget
			6. Presentation and approval of the annual audit pursuant to Section 8.5, when applicable
			7. Unfinished (old) business
			8. Elections
			9. New business
			10. Resolutions and orders
			11. Adjournment
		2. The HOD meets twice a year in October and April (annual meeting).
	4. OFFICERS & BOARD OF DIRECTORS
		1. Officers and the Board of Directors are defined in Articles 5 and 6 of the By-laws of WV.
		2. Nominations for all House of Delegate officer positions are taken from the floor and not by a Nominating Committee.
		3. Responsibilities of the officers are in general;
			1. General Chair: over-all responsibility; liaison with Colorado Springs, WV growth, & interface with WVSSAC;
			2. Admin Vice Chair: handle sanctions; administer awards (bag-tag) program; coordinate elections; oversee officials and coaches;
			3. Senior Chair: develop yearly WV camps
			4. Age Group Chair: Co-meet director with host for both SC & LC champs; coordinate SZ team; oversee the athlete representatives;
			5. Coaches Rep: yearly program develop for coaches (Fall 2009)
			6. Finance Vice Chair: To lead the committee in developing policy regarding the investment of WV’s working capital, funded reserves and endowment funds; oversee the annual audit according to the WV By-Laws.
			7. Treasurer: The Treasurer shall be the principal receiving and disbursing officer of WV. Expect as otherwise directed by the Administrative Vice Chair, the General Chair, or the Board of Directors, the Treasurer shall receive all moneys, income, fees and other receipts of WV and pay all bills salaries, expenses and other disbursements approved by an authorized officer, committee chair, coordinator, the Board of Directors or the House of Delegates, or required to be paid pursuant to these Bylaws. The Treasurer shall issue an annual report listing the current budget variants by line item, all receipts, all expenditure and the current fund and account balances for the fiscal year to date, together with such other items as the General Chair or the Board of Directors may direct. The Treasurer shall, in general, performs all the other duties incident to the corporate treasury function.
			8. Secretary: The Secretary shall be responsible for keeping a record of all meetings of the HOD and BOD, conducting official correspondence, issuing meeting and other notices, shall be custodian of the records of WV and making such reports to USA Swimming as are required by Article 8 of the WV Bylaws.
			9. Safe Sport Vice Chair: The Safe Sport Chair shall be responsible for the implementation and coordination of, and serve as the WV liaison for, the Safe Sport Program established by USA Swimming. The Safe Sport Chair shall be a non-athlete member in good standing, and shall work with the USA Swimming Safe Sport staff and the USA Swimming Safe Sport Committee to implement pertinent aspects of the national Safe Sport Program within WV.
		4. The House of Delegates, at its annual meeting, shall elect the General Chair, the Secretary, the Senior Vice-Chair, the Finance Vice-Chair, members of the Administrative Board of Review in odd numbered years; the Administrative Vice-Chair, the Age Group Vice-Chair, the Treasurer, the Safe Sport Chair in even numbered years.
			1. Coach Rep is elected by the Coaches attending the annual Coaches Meeting in even years for a two year term;
			2. Athlete Reps are elected one each year for a two year term by the athletes in attendance at the annual meeting
	5. COMMITTEE CHAIRS/COORDINATORS/OTHER OFFICERS
		1. The following committees are staffed by WV:
			1. Camp Coordinator The Camp Coordinator is responsible for assisting in conducting swimming camps for athlete members and conducting marketing clinics for coach members; the Coordinator is appointed by the General Chair per the WV By-laws;
			2. Membership/Registration Coordinator The Membership/Registration Coordinator is authorized and obligated to conduct the registration of Group and Individual Members and supervise the transmission of registration information to USA Swimming and assist in the preparation of the Admin Vice-Chair, the Treasurer, the Safe Sport Chair reports required by Article 8.6, together with such additional reports as may be required by USA Swimming, the Board of Directors or the Administrative Vice-Chair.
			3. Records/Top 16/Recognition Coordinator The Records/Top 16/Recognition Coordinator shall maintain WVS records and WVS Top 16times, report eligible performance to USA Swimming for consideration for national recognition, and issue certificates to athlete members who earn such recognition; the Coordinator is appointed by the General Chair per the WV By-laws;
			4. Safety Chair The Safety Chair shall be responsible for coordinating safety enhancement and training opportunities as needed and for the dissemination of USA Swimming safety education information to all Group Members, athletes, managers and officials of WVS. The Safety Chair shall develop safety education programs and policy for WVS and make recommendations regarding those programs and policies and their implementation to the applicable division Vice Chairpersons and the Board of Directors. When approved by the Board of Directors, the Safety Chair shall be responsible for the coordination of their implementation by the Club Members. The Safety Chair shall prepare and transmit the reports required pursuant to Article 8.7; the Coordinator is appointed by the General Chair per the WV By-laws;
			5. The Zone Team Chair The Zone committee shall coordinate all aspects of WV involvement in the Southern Zone Championships under the direction of the Age Group Vice Chair; member of the committee are appointed by the General Chair per the WV By-laws;
			6. Officials Chair The Officials Chair shall chair the Officials Committee which is responsible for recruiting, training, certifying and supervising officials for WVS.
				1. The Officials Chair shall be a referee certified by WV and each member of the Officials Committee shall be a certified official of WV. The Officials Chair is elected by a majority of officials attending the WV SC Championships or other meeting designated by the BOD.
1. Disability Chair
2. Club Development Chair
3. Diversity Chair
4. **CONFLICT OF INTEREST**
5. Those who choose to serve WV, whether as volunteers or paid professionals, are held to a high standard of conduct. As guardians of Olympic ideals, they assume an obligation to subordinate individual interests to the interests of the Olympic Movement. What may be considered acceptable conduct in some businesses may be inappropriate in Olympic service;
6. Those who serve WV must do so without personal gain in order to avoid any institutional loss or embarrassment and to behave in such a way that the organization’s trust and public confidence are enhanced. It is important to avoid any real conflict of interest;
7. Each year, those serving WV Swimming in any capacity must certify and submit that they comply with the conflict of interest policy of WV Swimming (see Appendix or on the WV website). (12/2010)
8. **RECORDS DESTRUCTION**
	* 1. The Sarbanes-Oxley Act addresses the destruction of business records and documents and turns intentional document destruction into a process that must be carefully monitored. Nonprofit organizations should have a written, mandatory document retention and periodic destruction policy. Recommend destruction plans are shown in the Appendix.
9. **WV MEETS**
	1. General
		1. Entries must be submitted to the Entry Chair by the date designated on the entry information either by paper mail and entry disk or by e-mail or will be considered deck entries.
		2. The cover page of the meet information must conform to the cover page shown in the Appendix (see USAS Rules 202.4 and 202.5 (10/2012))
		3. One week prior to the meet, the meet host must provide a MM timeline for the meet to the Age Group or Senior Vice-Chair. If any session exceeds four hours and fifteen minutes where 12 and under’s are participating, the Vice-Chair will give the meet host the option to shorten the meet or assess fines. A fine of $10 per heat over the four hour fifteen minute limit will be assessed
		4. Meet fees will be limited to a maximum of $5.00 per individual event and $8 per relay event. **(Fall 2013)**
		5. All fees must be turned in to the Entry Chair before the first session of competition in which a team is participating.
		6. Recons: MM Recons must be sent to the Registration Chair one week prior to the first day of competition. Entry deadlines must be consistent to allow for Recons. The meet host has the option to accept new times after the entry deadline. Swimmers entered after the Recon has been submitted must provide proof of current USA Swimming membership. This information must appear in the entry information. (Fall 2009)
		7. Warm-ups: lanes are in the control of the coaches using that lane. By mutual consent, dive starts/one-way swim may be done at any time providing there is no circle swimming still going on in the lane. (Spring 2011)
		8. Feet-First Entry: Feet-first entry into the water is required during all warm-up and warm-down sessions. This is to be accomplished by placing one hand on the deck or starting block and the sliding into the water. Jumping out into the pool is not permitted. (Fall 2009)
		9. Marshals: all sanction meets must have two marshals (minimum) present, on the deck, during warm-ups. The marshals should be provided by the meet host or from a pool of volunteers listed by the Officials Committee. Responsibility of the marshals shall be control of the pool during warm-ups to insure that feet-first entry is performed, that lanes are secure (along with coaches) to allow dive starts, and general supervision to insure safety. Marshals should be instructed in their responsibilities by the meet referee or by being part of the marshal volunteer pool (prior instruction from the Officials Comm.) Where warm-down facilities are available, a marshal shall be on duty at all times with the same responsibilities as during warm-up. (Fall 2009)
		10. Changing into/out of primary swim suit on the deck is prohibited. Changing must be completely only in the appropriate gender-provided room, i.e., looker room, rest room, or other area provided by the meet host while participating in any type of event sanctioned by WV. Penalty for “deck changing” will be disqualification from all remaining sessions of the event and fees will not be refunded. (Spring 2011)
		11. Meet results from sanctioned/observed/approved meets must be submitted to the SWIMS chair within five (5) days of the conclusion of the meet. (**Fall 2017)**
		12. Timers, Finish Judges, and Marshall must have identifying badges when on deck. **(Fall 2011)**
	2. WV Short Course & Long Course Championships
		1. Entry in the WV, Inc. Short Course and Long Course championships must be electronic - Hy-Tek Team Manager ®  Entry file or TeamUnify® file.
		2. “No Time” entries are not permitted in the Short Course championships. (Fall 2009)
		3. Entry and Scratch Rules for the WV Championships are covered below. They apply to 9 and over events conducted as preliminary and finals or to timed final events conducted as part of the final session.
		4. Heat sheets will be provided to all coaches and posted for spectators. Meet hosts have the option as to selling heat sheets. **(Spring 2014)**
		5. There will not be any 200 stroke, 400 IM, 800 Free, or 1500 Free for the 11-12 age group.
		6. Proof of time is required for all entries to the WVS SC Championships. Such proof of time MUST be from a sanctioned USA Swimming meet conducted under USA Swimming Rule 102.10.3. Affiliated member meets, e.g., YMCA, NCAA and USAS Observed championship meets, conducted under USA Swimming Rule 102.10.3 are also accepted. (**Spring 2017)**
		7. Swimmers will be allowed to swim three individual events per session at the SC Championships. **(Fall 2014)**
		8. The LC Championships will be a 2+ day “Timed Final” format. Swimmers will be allowed to swim five individual events per session at the LC Championships.
		9. Assignment of Responsibilities:
			1. The House of Delegates will set the date and site for the meets at the Fall meeting
			2. The Age Group Vice-Chair will have overall meet responsibility.
				1. Prepare and distribute the meet information packet to all member teams and the website;
				2. Prepare the MeetManager® meet and event file or designate a person for that purpose;
				3. Apply for the meet sanction;
				4. Order awards;
				5. Ensure meet preparedness with the meet host;
				6. Ensure that the awards table, marshals and coach verification are staffed; and
				7. Distribute the results as provided in these policies.
			3. The Officials Chair will ensure that sufficient certified officials are available for all sessions.
10. **WV CHAMPIONSHIP MEET ENTRY PROCEDURE**
	1. Swimmers are permitted to enter as many events as desired but are only allowed to compete in three individual events in accordance with USA Swimming Rules Rule 102.2.
	2. Swimmers must scratch in accordance with the WV Scratch Rule 6.
	3. Only swimmers who have not entered their full complement of three individual events may deck enter an event and then only if there are available lanes.
	4. Deck entry of a relay is permitted only if lanes are available.
	5. Deck entry fee shall be $10.00 for individual events and $20.00 for relay events.
11. **SCRATCH PROCEDURE**
12. The Scratch Rule for WV in events that have prelims and finals shall be the same as that found in current USA Swimming Rule207.11.6 unless otherwise covered below.
13. Swimmers entering more than their full complement of three individual events must scratch with the meet referee or his/her designate no later than 30 minutes before the start of a preliminary session. They may scratch as many events as they want but may not deck enter any other event.
14. Any swimmer who fails to compete in an individual heat in which such swimmer has entered and has not been scratched in accordance with Article 6 will be charged with an event swum but no other penalty.
15. Swimmers qualifying for finals have 30 minutes after the event results are announced to scratch.
16. Any swimmer qualifying for a final in an individual event who fails to compete in said event and who has not scratched in accordance with USA Swimming Rule 207.11.6 or as noted in Article 6 shall be classified as “exhibition” for all further competition for the remainder of the meet and, as such, may only swim in the preliminaries and not advance to the finals. For positive check-in events, the swimmer will be entered at a “no time”. Except as noted below:
	1. The referee is notified in the event of illness or injury and accepts the proof thereof.
	2. It is determined by the referee that failure to compete is caused by circumstances beyond the control of the swimmer. (Fall 2010)
17. Individual distance events and relay events swum as timed finals in the final session will be considered a final with Article 6 applying. Any swimmer not reporting to the blocks will be considered a no show and barred from further competition for the remainder of the meet.
18. A swimmer who has signed in under positive check-in and fails to swim in accordance with Article 6 will be subject to fines imposed under ~~Rule V.8~~.
19. If any swimmer qualifying for a final individual event, on the final day of competition or on his/her final day of competition, fails to scratch in accordance with Article 6 and fails to show, a $100 fine will assessed that swimmer. The fine must be paid before the next WV sanctioned meet in which the swimmer intends to compete or the swimmer will be barred from competition.
20. **SOUTHERN ZONE TEAM**
21. The Southern Zone (SZ) is a geographical area consisting of the southeastern United States with West Virginia and Kentucky on the north and extending southward to Florida and west Texas. The SZ Age Group Championship is a "no time standard - all-star format" meet for the 11-12, 13-14 and 15-18 age groups. ALL West Virginia Swimming (WV) swimmers are eligible to participate if they have not made a US Open or higher time standard.
22. The team size is restricted by SZ rules to eight (8) boy and girl swimmers in each age group. (2010 SZ meeting at USAS Convention)
23. WV is committed to supporting team participation at the SZ Championships.
	* 1. A team will not participate if fewer than five swimmers commit;
		2. If 5-15 swimmers commit, WVS will send a coach, cover entry fees, and provide apparel (determined annually).
			+ 1. Participants are responsible for their own transportation, housing and meals. WV will try to arrange housing at a single site.
24. If 16 or more swimmers commit to participate, WV will provide the following:
	1. Two or three coaches; cover entry fees, and provide apparel (determined annually).
	2. Arrange team transportation, housing and meals.
	3. WV will provide meet information to all selected swimmers.
	4. For 1 travel day to/from meets, athletes will be responsible for $525.00.
	5. For 2 travel days to/from meets, athletes will be responsible for $625.00.
	6. The Age Group Vice-Chair may request Team Manager Result files from teams to obtain the most recent times for entries. A PDF of entries will be distributed one week prior to the event for review to the SZ coaches, parents, and athletes.
25. WV will provide meet information to all selected swimmers.
26. The Age Group Vice-Chair and the SZ Committee will be responsible for:
27. Arranging transportation and housing including in-transit if applicable;
28. Local transportation if applicable;
29. Meet entries;
30. Defining and ordering apparel;
31. Selecting and certifying chaperones;
32. Defining the requirements of chaperones;
33. Arranging for in-transit training if applicable;
34. Collect and account for all income and expenses and report those to the WV treasurer.
35. Selection Criteria
	* 1. The Age Group Vice-Chair, Admin Vice-Chair and one other designated person will make the selection list from the meet results.
		2. Swimmers will be selected from the WV Short Course Championships based on Hy-Tek Age Group Points accumulated at the meet. (Spring 2011)
		3. A minimum score of 1000 points in a swimmer’s top six events will be used. A preliminary swim and a final swim DO NOT count as two events. Only the highest point swim will be used.
		4. Swimmers that age up between the WV Championship Meet and the Zone Championship Meet will be integrated into the high point ranking at the Short Course Championships. (Fall 2010)
		5. Non-applicable events will not be considered, i.e., aging up 11-12’s cannot use 50 stroke events or the 100 IM to be considered in the 13-14 age group and aging up 9-10 and 11-12’s cannot use 200 stroke events and freestyle events longer than 500 yards.
		6. A report of ALL swimmers, by gender and age group, achieving the minimum 1000 score will be created, teams notified and posted on the WV website by the Age Group Vice-Chair.
		7. Swimmers winning the 100 freestyle, 100 backstroke, 100 breaststroke and 100 butterfly will be automatic picks for the team regardless of overall score.
		8. Swimmers will have two (2) weeks to respond to the Age Group Vice-Chair and the SZ Committee Chair as to their intention to participate or not; if they do not respond, they are dropped from consideration.
		9. The top eight (8) high point swimmers in each SZ gender and age group responding will be selected and notified.
		10. Selected swimmers must participate in a SZ Camp to be held in April or May. Exceptions will be made for extreme reasons with approval from the Age Group Chair prior to the camp.
		11. The meet packet consists of a short course best times form, a code of conduct form (see Appendix or WV website), a release form (see Appendix or WV website), the WV Travel Policy (see Appendix or WV website), and a uniform size form. These must be handed in at the SZ Camp.
		12. In order for an athlete to be eligible to compete in a chosen southern zone event, they must have a valid best time from April 1 of the previous year and that the athlete must have competed in that event during the current year’s long course season.
36. If, after the selection process occurs, a swimmer achieves a higher event time standard, they will be excused from the SZ Team without penalty.
37. The process for determining individual point totals is as follows:
	* + - 1. Install the SC Championship MeetManager® backup file into MeetManager®;
				2. Click Set-Up/Meet Set-Up and change the Age Up Date to the first day of the Southern Zone Age Group Championships.
				3. Click Reports/Points System
				4. Select: Gender – All; Event Age Range – leave blank; Rounds – All Rounds; Indiv Only; Sessions List – All; Sort By – Athlete Name; Format – By Name; Point System – Hy-Tek Age Group Points
38. Click Select All and then Create Report
39. The ensuing report will list all swimmers (alphabetically) and all of their swims along with their points (descending).
40. Print the report and using a spreadsheet, such as EXCEL, enter each swimmer and their best six events. Tabulators will quickly know who to consider and who not to consider.
41. Sum swimmers points and sort by age group, if not already done, and by point total highest to lowest.
42. Reconcile list.
43. Participant Requirements and Responsibilities
	* 1. SZ Team swimmers will be responsible for travel to the SZ Age Group Championship location unless provided by WV.
		2. SZ Team swimmers will stay as a team at a hotel determined by the Age Group Chair and SZ Team coach(es).
		3. SZ Team swimmers will be notified as to room assignments and their share of the cost for housing. This charge must be paid to the Age Group Chair at least two (2) weeks prior to the meet.
		4. SZ Team swimmers are expected to attend all preliminary and finals sessions unless specifically released by the SZ Team coach(es).
		5. Any selected swimmer dropping from the team after the team uniform has been placed will be responsible for the entire cost of the uniform.
44. For 2019
45. 50 percent of the swimmer fee must be paid by May 1 and is non-refundable if the swimmer opts out after that date;
46. The remaining 50% is due by June 1.
47. **AWARDS PROGRAM**
48. WV will recognize swimmer achievement with a BAG TAG at the end of each short course and long course season for those swimmers that meet the Motivational Times or IMX/IMReady criteria established by USA Swimming.
49. Coaches must request the bag tags from the Age Group Vice-Chair and are responsible for distributing them to their swimmers.
50. Swimmers will receive one bag tag per age group per standard achieved per either short or long course season.
	1. Example: An 11-year old swimmer achieves six "A" standards. They get the "A" bag tag recognition award. The next year as a 12-year old, they improve all of their times, but still only achieve the "A" standard. They DO NOT get another bag tag. They only get another tag in this age group if they IMPROVE to a higher standard. The following year as a 13-year old, they again achieve six "A" standards. They get another bag tag since this is a new age group.
51. Bag tags will be issued as follows:
	1. Swimmers will receive only their highest achieved ranking in a season
	2. Six "A" time standards or combination of "A" and better standards totaling six, e.g., three "A", two "AA" and one "AAA" gets an "A" tag
	3. Five "AA" time standards or combination of "AA" and better standards totaling five
	4. Four "AAA" time standards or combination of "AAA" and better standards totaling four
	5. Three "AAAA" time standards
	6. One Top 16 time standard
	7. Swimmers completing all five IMX or IMReady events in either the short course or long course season will receive a bag tag. (Spring 2014)
52. Procedure
	1. Download the Motivational Times from the Hy-Tek® website into your Team Manager® database.
	2. At the end of the short course season, April 30, run a TM® report as follows:
		1. Click "Reports/Performance/Top Times"
		2. Click the following in the "Top Times Report" window
		3. "Use Times Since" and enter "Since" date as 09/01/07 and the "Until" date of 04/30/08
		4. Click "YO" for "Course Options"
		5. Click the "Stds" tab and in the "Standards" dropdown menu select the code you have given the Motivational Times (mine is TUSS and this may be the default name from the Hy-Tek® download)
		6. Click "Include Time Standards" box
		7. Select "A" in the "Standard at Least" dropdown menu
		8. Click "2 Column"
		9. Click "Create Report"
		10. You can create a paper copy or file copy by selecting the "Print" icon or the "Envelope" icon
		11. Click the "Envelope" icon
		12. In the "Export" window
		13. Select "Word for Windows document" in the "Format dropdown
		14. Select "disk file" in the "Destination" dropdown
		15. Enter a location in "Save in" in the "Choose Export File" menu, such as, "Desktop" and give the file a name, e.g. club code
53. Email the file saved above or send a paper copy to the Age Group Vice-Chair.
54. **CODE OF CONDUCT**
55. All members of USA Swimming are bound to adhere to the Code of Conduct. (USA Swimming Rule 304)
56. Athletes participating as part of the SZ Team must also sign the WV Code of Conduct to be eligible for the team. A copy of the Code of Conduct is in the Appendix or on the WV website.
57. **TRAVEL POLICY**
58. The WV travel policy must be signed and agreed to by all athletes, parents, coaches and other adults traveling with the LSC. (USA Swimming Rule 305.5); the Travel Policy Form is in the Appendix or on the WV website.
59. Team managers and chaperones must be members of USA Swimming and have successfully passed a USA Swimming-administered criminal background check. (USA Swimming Rule 305.5.)
60. Regardless of gender, a coach shall not share a hotel room or other sleeping arrangement with an athlete (unless the coach is the parent, guardian, sibling, or spouse of that particular athlete). (USA Swimming Rule 305.5)
61. When only one athlete and one coach travel to a competition, the athlete must have his/her parents’ (or legal guardian’s) written permission in advance to travel alone with the coach. (USA Swimming Rule 305.5)
62. During team travel, when doing room checks, attending team meetings and/or other activities, two-deep leadership and open and observable environments should be maintained.
63. Athletes should not ride in a coach’s vehicle without another adult present who is the same gender as the athlete, unless prior parental permission is obtained.
64. During overnight team travel, if athletes are paired with other athletes they shall be of the same gender and should be a similar age. Where athletes are age 13 & Over, chaperones and/or team managers would ideally stay in nearby rooms. When athletes are age 12 & Under, chaperones and/or team managers may stay with athletes. Where chaperones/team managers are staying in a room with athletes, they should be the same gender as the athlete and written consent should be given by athlete’s parents (or legal guardian).
65. To ensure the propriety of the athletes and to protect the staff, there will be no male athletes in female athlete’s rooms and no female athletes in male athlete’s rooms (unless the other athlete is a sibling or spouse of that particular athlete).
66. A copy of the Club Code of Conduct must be signed by the athlete and his/her parent or legal guardian.
67. When visiting public places such as shopping malls, movie theatres, etc. swimmers will stay in groups of no less than three persons. 12 & Under athletes will be accompanied by a chaperone.
68. **REIMBURSEMENTS**
69. Reimbursement for Junior & National or higher USAS Athletes
	1. Reimbursement for Junior is $600; National or higher is $800 for expenses
	2. Medical exceptions will be reviewed by the Age Group or Senior Vice Chairs (as appropriate), General Chair, & athlete rep
	3. Pro-rating the reimbursement to new and/or transferees will be reviewed by the Treasurer, Age Group or Senior Vice-Chairs (as appropriate) and an athlete rep
70. Reimbursements of one coach per club per year attending an ASCA or USA Swimming sponsored clinic shall be $35 per diem. **(Fall 2017)**
71. WV will reimburse officials and SZ chaperones (up to 1/10 swimmers) for background checks for registration. **(Fall 2009)**
72. Reimburse for registration for officials.
	1. TBD
73. WV will pay for a parent-chaperone to accompany a minor athlete representative to the USA Aquatics Convention. **(Spring 2014)**
74. Delegates to the USA Aquatics Convention will be reimbursed for travel, meals and housing not covered by the WV credit card.
75. Southern Zone Coaches will be reimbursed as follows: Head coach will receive $400.00; Assistant coaches will receive $300.00.
76. Chaperone and coaches meals not covered by the WV credit card will be reimbursed at cost or $35 per diem. (Fall 2014)
77. **OFFICIALS CERTIFICATION POLICY**
	1. Stroke and Turn (New):
		* 1. Prerequisites:

Minimum Age 18

Attend Officials’ Clinic

Pass on-line certification test with 90% score

Registered as non-athlete member of USA Swimming, current background check and Athlete Protection Training as required by USA Swimming

* + 1. Apprentice at least 5 sessions at two meets (use West Virginia Swimming Apprentice Form)

Approval of Officials Chair, in consultation with supervising officials

Apprentice must complete certification within one year of clinic

* + 1. Stroke and Turn (Renewing):

Registered as non-athlete member of USA Swimming, current background check and Athlete Protection Training as required by USA Swimming

Work at least 5 sessions per year in Stroke and Turn capacity which may include 2 sessions worked at YMCA and HS Invitational or Championship meets

Attend annual Officials’ meeting once every two years (at SC and LC Championships, or pass the Stroke and Turn recertification test with a score of at least 90%.

* 1. Starter (New):

Prerequisites

Minimum Age 21

Stroke and Turn judge in good standing (see above)

At least two full years' experience (not incl. apprenticeship) in Stroke and Turn position

View USA Swimming starter video.

Pass on-line USA Swimming starter certification test (not incl. Stroke and Turn) with 90% score

The starter role shall be a transitional role. It is expected that starters will begin the referee certification process within one year after becoming a starter.

Apprentice a minimum of 5 sessions at two or more meets, under two separate starters. Two of these 5 sessions may be at YMCA or NFHS meets as long as the supervising starter is a USA Swimming certified starter. (Use West Virginia Swimming Apprentice Tracking Form)

Approval by the officials chair with positive endorsement of the supervising officials.

Referee (New):

Prerequisites

Minimum Age 21

Starter in good standing with WV Swimming.

Pass all required USA Swimming referee tests (Referee, Administrative Referee, Cleck of Course, Timing Judge) with a minimum score of 90%.

Apprentice in the referee role for a minimum of 4 sessions under two different USS certified deck referees. (Use West Virginia Swimming Apprentice Tracking Form)

A approval by the officials chair with positive endorsement of the supervising officials

Referee/Starter (Renewing):

Registered as non-athlete member of USA Swimming, current background check and Athlete Protection Training as required by USA Swimming

Work at least 6 sessions per year in Referee/Starter capacity which may include 2 sessions worked at YMCA and NFHS sanctioned Invitational or Championship meets

Attend one annual Officials’ meeting (at SC and LC Championships)

Attend/Teach Officials’ clinic once every two years, or complete on-line recertification tests with 90% score. NOTE: The Official’s Chair may waive the requirement to attend one annual Official’s meeting.

Administrative Official (New)

Prerequisites

Minimum Age 18

Pass online Administrative Official test with 90% score

Registered as non-athlete member of USA Swimming, current background check and Athlete Protection Training as required by USA Swimming

Apprentice at least 4 sessions under 2 different Administrative Officials. (Use West Virginia Swimming Apprentice Tracking Form)

May include 2 sessions worked at a YMCA Invitational or Championship and/or NFHS sanctioned meets provided that the supervising official(s) are duly certified by USA Swimming.

Approval of Officials Chair, in consultation with supervising officials.

Apprentice must complete certification within one year of clinic.

1. Administrative Official (Renewing)

Registered as non-athlete member of USA Swimming, current background check and Athlete Protection Training as required by USA Swimming

Work at least 5 sessions per year in Administrative Official capacity, which may include 3 sessions worked at a YMCA Invitational or Championship meet and/or NFHS sanctioned meets.

Attend one annual Officials meeting (at SC or LC Championships)

1. General Apprenticing Requirements

Attend any required clinics and pass any required tests with a 90% score.

Become a non-athlete member of USA Swimming.

Pass a Level 2 background check.

Complete the Athlete Protection Training.

You must complete the above BEFORE you are allowed to apprentice.

1. “Fast Track” YMCA Level 1 to USA Swimming Stroke and Turn:

Candidate is registered as a non-athlete member of USA Swimming, current Level 2 Background Check and Athlete Protection Training as required by USA Swimming.

Apprenticeship requirements:

Candidates with less than 1 years’ service will complete the apprenticeship listed for “Stroke and Turn (new)”

Candidates with more than 1 years’ service, including at least two sessions worked at YMCA Invitational or Championship meets, will apprentice at least 3 sessions.

1. Approval of Officials Chair, in consultation with supervising officials
2. “Fast Track” YMCA Level 2 to USA Swimming Stroke and Turn:

Candidate is registered as a non-athlete member of USA Swimming

Work at least one session under observation by a USA Swimming-certified official

Approval of Officials Chair, in consultation with observer(s)

1. YMCA Level 2 to USA Swimming Referee/Starter:

*Policy to be developed*

West Virginia Swimming Official Training and Education Policy

West Virginia Swimming conducts clinics for new officials on an as-needed basis, particularly in the early Fall before short course season. Clinics are conducted by experienced starter/referees.

The annual Officials Meeting and Continuing Education Session is conducted at the Short Course Championship in the Spring. Teleconferencing capabilities are offered for those who do not attend that meet in person. Stroke and Turn officials are required to attend the meeting every other year; starters, referees and administrative officials are required to attend annually.

**APPENDIX**

**OUTREACH APPLICATION**

**WEST VIRGINIA SWIMMING, Inc.**

**ATHLETE NAME: (L) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (F) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (M) \_\_\_\_\_\_**

**STREET: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**CITY: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_STATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ZIP: \_\_\_\_\_\_\_\_\_\_\_\_**

**BIRTHDATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ SEX: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**MUST COMPLETE BELOW BY CIRCLING THE QUALIFCATION THAT APPLIES:**

**QUALIFICATION:**

 **FOOD STAMPS YES**

 **LUNCH/Breakfast PROGRAM YES**

 **Primary Breadwinner Out of Work (more than 6 months) YES**

**Provide proof or statement of participation in the program circled above.**

**I understand that in order for me to participate in the USA Swimming Outreach program, I must be a recipient of either Food Stamps, the Lunch/Breakfast Program or the primary breadwinner has been out of work for more than six months. I certify that I am a recipient of one of these requirements and the above information if true and correct to the best of my knowledge and belief.**

**SIGNATURE \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ PHONE \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **(athlete, parent or guardian)**

**Send athlete form, outreach form, copy of Food Stamps, Lunch/Breakfast Program or statement of out of work and $7.00 (Payable to WVS) to:**

 **Rick Johnson, WV Swimming Administrative Vice-Chair**

 **537 Watson Street, Bridgeport, WV 26330**

 **(304) 669-2339**

 **Email: rjgolfn18@gmail.com**

**STATEMENT OF PRINCIPLES**

**ON ETHICAL BEHAVIOR AND CONFLICT OF INTEREST**

**WEST VIRGINIA SWIMMING, Inc.**

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

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

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

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

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

1. The business of WV Swimming is to be conducted in observance of both the spirit and letter of applicable federal and state laws.
2. USA Swimming properties, services, opportunities, authority and influence are not to be used for private benefit.
3. All individuals who participate with WV Swimming will disclose the nature and extent of an actual or potential conflict of interest when it occurs in the evaluation of an issue and will avoid evaluating or voting on the matter involved. This includes the award of contracts, the purchase of goods and services, the award of contracts for professional services, and the allocation of WV Swimming resources for individual use.
4. Gifts, cash, travel, hotel accommodations, entertainment, or favors are neither to be given nor received, except those of nominal value exchanged in the normal course of business. Gifts and favors of more than one hundred dollars ($100.00) value should not ordinarily be accepted. If circumstances render it awkward to refuse such a gift, the donor should be thanked and told the gift is being accepted on behalf of and will be delivered to WV Swimming.
5. Expenses incurred in the furtherance of WV Swimming business are to be reasonable, necessary and (if twenty-five dollars or more) substantiated.
6. All are expected to exhibit honesty, loyalty, candor and professional competence in their relationships with WV Swimming and with each other.
7. Each individual has the responsibility to maintain the confidentiality of the organization. This includes both proprietary and sensitive information.

*ACKNOWLEDGEMENT OF RECEIPT AND UNDERSTANDING*

I acknowledge receipt and understanding of WV Swimming’s Statement of Principles on Ethical Behavior and Conflict of Interest, and I pledge my full support of the spirit and the letter of the requirements contained therein.

Print Name

Signature

Date Committee

**UNITED STATES SWIMMING APPLICATION FOR SANCTION**

**WEST VIRGINIA SWIMMING, Inc.**

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, apply on behalf of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (organization) for a sanction to hold swimming competitions, exhibitions, Swim-a-Thons or clinics:

Site: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dates: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

The sanction fee has been WAIVED, a copy of the event information, event entry form and Event file are attached.

As a condition of obtaining a sanction, I and the above organization, which I represent agree to abide and govern this event under the rules and regulations of United States Swimming, Inc and West Virginia Swimming, Inc (Local Swimming Committee), and all other terms and conditions upon which this sanction may be granted. These terms specifically include all local rules and regulations and those set forth in Article 202 of the current edition of U.S. Swimming Rules. A copy of Sections 202.2 and 202.3 will be provide upon request.

In granting this sanction it is understood and agreed that USA Swimming shall be free from any liabilities or claims for damages arising by reason of injuries to anyone during the conduct of the event.

**Applications for sanctions must be received at least 30 days before the first day of the meet** and must include the MM event file.

Officials:

It is a West Virginia LSC rule that four certified USA Swimming, Inc. officials (Referee, Admin Referee, and two deck officials) be assigned to this meet. **A list of officials must be submitted one week prior to the above meet or the sanction will be null and void.**

**Referee: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Admin. Referee: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Deck Official 1: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Deck Official 2: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Meet Information & Results:

A copy of the meet information must be sent to the West Virginia LSC Treasurer before the meet and a financial statement and check must be sent within two weeks of the conclusion of the meet. A Meet Manager backup file must be sent to the West Virginia LSC Times Coordination within two weeks of the conclusion of the meet.

Signature and Date are required on the back side of this form.

Signed:

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Club President Date

Signed:

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Club Representative Date

MAIL SANCTION TO: Sarah Nisewarner

WV Swimming Administrative Chair

 4072 Stillwell Rd

 Davisvill, WV 26142

 Email: **sarah.nisewarner@gmail.com**

OFFICE USE ONLY

Approved / Not Approved (circle one) Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Sanction Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Issued: \_\_\_\_\_\_\_\_\_\_/\_\_\_\_\_\_\_\_\_\_/\_\_\_\_\_\_\_\_\_\_

**If the sanction application is Not Approved, the petitioner has the right to appeal as specified under Section 202.3 of the USA Swimming Rules.**

**UNITED STATES SWIMMING REQUEST FOR APPROVED OR OBSERVED MEET**

**WEST VIRGINIA SWIMMING, Inc.**

Host Team (YMCA or other):

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

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

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

Name of Meet: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Meet Dates: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Meet Director: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

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

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

Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

YMCA Sanction Number: (if applicable) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

The host requests that the above named meet be designated as a USA Swimming Approved Meet. We confirm that the meet will be conducted in accordance with the requirements of Article 202.4 of the USA Swimming Rules and Regulations.

Attached is a complete copy of the meet invitation for your review.

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Meet Director Date

In granting this approval it is understood and agreed that USA Swimming and WV Swimming shall be free and held harmless from any liabilities or claims for damages arising of injuries to anyone during the conduct of the event.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Approval Date

We observed the conduct of the above-named meet and attest that it was carried out in accordance with Article 202.4 of the Swimming Rules and Regulations.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

USA-S Certified Official LSC Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

USA-S Certified Official LSC Date

This signed form must be returned along with a copy of the meet results to the Sanction Chair. The MeetManager® back-up file must be sent to the SWIMS Chair within 1 week of the meet date. The meet host is responsible for insuring that swimmers USA ID are accurate. The SWIMS Chair will not process any incorrect ID’s.

**SOUTHERN ZONE TEAM CODE OF CONDUCT**

**WEST VIRGINIA SWIMMING LSC**

The undersigned athlete/coach/chaperon/staff who are participating as a member of the West Virginia Swimming Southern Zone All-Star Team agree to abide by the standards of conduct as outlined below. Additional standards {policies; rules and/or regulations} may be established by the WV Coaching Staff as specific situations demand!

1. Will comply with the team uniform requirements as established by the WV LSC and the coaching staff.
2. Athletes should be dressed appropriately to reflect positively on our sport and LSC. Items that are not acceptable when traveling with the team outside the competition venue include the following:
	1. Jogging/running/cut-off shorts (or any other shorts or similar article of clothing shorter than mid-thigh);
	2. Skirts or dresses shorter than mid-thigh;
	3. Underwear as outerwear;
	4. Inappropriate sheer, tight or short clothing;
	5. Garments (e.g. midriffs, halter tops, backless clothing, 'tube' tops, garments made of fishnet, mesh or similar material, tank tops, 'muscle' tops, etc.) that inappropriately bare or expose traditionally private parts of the body including but not limited to, the stomach, buttocks or breasts;
	6. Sagging clothing;
	7. Any clothing, paraphernalia, grooming, jewelry, accessories or body adornments that contain advertisement, symbols, words, slogans, patches, or pictures that are sexually suggestive; that are drug, tobacco or alcohol related; or that are obscene, profane, vulgar, lewd, indecent or plainly offensive.
3. Will adhere to all established curfew times.
4. The use, abuse or possession of alcohol, tobacco or any non-prescription drugs is strictly prohibited.
5. Attendance at all team meetings; competitions and training sessions at the discretion of the WV Coaching Staff is required.
6. All athletes are expected to follow and adhere to all directions of the WV Coaching Staff and/or the WV Chaperons.
7. Swimmers are expected to remain with the team at all times during the trip. Swimmers are not to leave the competition venue, the hotel, a restaurant, or any other place at which the team has gathered without the permission/knowledge of the coach or chaperone.
8. Swimmers may not leave the team competition early without prior written consent, exceptions may be granted for medical or family emergencies as deemed necessary by the coaching staff.
9. Failure to comply with the “Code of Conduct” may result in the swimmer not being permitted to participate in some or all team activities, including competition in the meet or related meet activities.
10. If a swimmer is excluded from competition for the above, he/she may be responsible for full reimbursement of costs to WV Swimming.
11. If any athlete has knowledge of any violations of the WV “Code of Conduct,” the athlete has 24 hours to report the violation to the Head Coach OR the athlete will be considered an equal partner relative to the violations that have occurred.
12. Upon notification of any violation of the “Code of Conduct,” a Review Committee, consisting of the Head Coach, one chaperon and two (2) swimmers shall promptly investigate the circumstances of the violation, shall notify the individual(s) charged of the violation of the time for the hearing, and shall conduct an informal hearing on the evidence. The Review Committee shall then promptly determine the disciplinary action, if any, to be taken.
13. The Head Coach or his/her designee shall make a written report of travel policy or code of conduct violations to the appropriate club, the WV Swimming Age Group Chair, and the parent or legal guardian of any affected minor athlete.
14. There may be a team room provided for relaxation and recreation whenever possible as designated by the Head Coach.
15. WV Zone Team Members and Staff will refrain from any illegal and/or inappropriate behavior that would detract from positive image of the WV Zone All-Star Team or be detrimental to its performance objectives.
16. WV Zone Team Members will display proper respect and sportsmanship toward coaches, officials, administrators, fellow competitors and the general public.
17. Any additional guidelines for the WV Zone Team will be established as needed/necessary by the Head Coach; Zone Director; or Zone Coordinator.

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **Signature of Athlete Date**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **Signature of Athlete's Parent(s) Date**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **Signature of Head Coach; OR Zone Director; OR Zone Coordinator; OR Chaperone Date**

**PLEASE RETURN TO ADDRESS LISTED BELOW ON OR BEFORE 12:00PM ON MAY 1:**

Rick Johsnon

Age Group Vice-Chair

114 Pinewood Ave.

Bridgeport, WV 26330

(304) 669-0685

rjgolfn18@gmail.com

**TRAVEL POLICY**

**WEST VIRGINIA SWIMMING, Inc.**

**Protection of athletes is a top priority for WV Swimming. Athletes may periodically travel on behalf of WV, both for competitive and non-competitive, events. When athlete members travel on behalf of WVS, the following policy shall apply:**

1. The WV travel policy must be signed and agreed to by all athletes, parents, coaches and other adults traveling with the LSC. (USA Swimming Rules 305.5.); the Travel Policy Form is on the WV website.
2. Team managers and chaperones must be members of USA Swimming and have successfully passed a USA Swimming administered criminal background check. (USA Swimming Rules 305.5.)
3. Regardless of gender, a coach shall not share a hotel room or other sleeping arrangement with an athlete (unless the coach is the parent, guardian, sibling, or spouse of that particular athlete). (USA Swimming Rules 305.5.)
4. When only one athlete and one coach travel to a competition, the athlete must have his/her parents’ (or legal guardian’s) written permission in advance to travel alone with the coach. (USA Swimming Rules 305.5)
5. During team travel, when doing room checks, attending team meetings and/or other activities, two-deep leadership and open and observable environments should be maintained.
6. Athletes should not ride in a coach’s vehicle without another adult present who is the same gender as the athlete, unless prior parental permission is obtained.
7. During overnight team travel, if athletes are paired with other athletes they shall be of the same gender and should be a similar age. Where athletes are age 13 & Over, chaperones and/or team managers would ideally stay in nearby rooms. When athletes are age 12 & Under, chaperones and/or team managers may stay with athletes. Where chaperones/team managers are staying in a room with athletes, they should be the same gender as the athlete and written consent should be given by athlete’s parents (or legal guardian).
8. To ensure the propriety of the athletes and to protect the staff, there will be no male athletes in female athlete’s rooms and no female athletes in male athlete’s rooms (unless the other athlete is a sibling or spouse of that particular athlete).
9. A copy of the Club Code of Conduct must be signed by the athlete and his/her parent or legal guardian.
10. When visiting public places such as shopping malls, movie theatres, etc. swimmers will stay in groups of no less than three persons. 12 & Under athletes will be accompanied by a chaperone.

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Athlete Name (Print)

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Athlete Signature Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent Name (Print)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent Signature Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Witness Name (Print)

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Witness Signature Date

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Coach Name (Print)

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Coach Signature Date

**MEDICAL RELEASE FORM**

**WEST VIRGINIA SWIMMING, Inc.**

I am the parent, guardian, or custodian of the swimmer named herein, and I consent to medical and surgical treatment during an emergency involving an immediate danger to the health and safety of the swimmer.

I authorize and empower the representatives West Virginia Swimming to act on my behalf during an emergency involving an immediate danger to the health and safety of the swimmer and those representatives are authorized to consent to medical and surgical treatment.

I hereby release, indemnify, and agree to hold harmless West Virginia Swimming and its representatives from any claims arising from such emergency medical treatment and from any source whatsoever during the period that the swimmer is participating in any trip sponsored or conducted by any other LSC.

Swimmer's Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Swimmer’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent/Guardian’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent/Guardian’s Printed Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Home Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Work Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Cell Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Swimmer's Physician: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Physician’s Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Physician’s Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Insurance Coverage: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Policy Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Attach copy of front and back of Insurance Coverage Card)

Any Known Food or Drug Allergies: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

List of Current Medications:

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**REQUIREMENTS FOR MEET INFORMATION**

Application for sanction must be accompanied by a copy of the complete meet announcement

that must include the following:

1. A statement of the nature of prizes to be awarded (USAS Rule 205.5).
2. A complete schedule of lanes and times for all warm-up procedures which must be adhered to by all participants.
3. 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.
4. The following statement: "Any swimmer entered in the meet must be certified by a USA Swimming member-coach as being proficient in performing a racing start or must start each race from within the water. When unaccompanied by a member-coach, it is the responsibility of the swimmer or the swimmer's legal guardian to ensure compliance with this requirement."
5. A statement that no swimmer will be permitted to compete unless the swimmer is a member as provided in Article 302. A statement indicating whether on-deck registration will be permitted and under what conditions.
6. One of the following two statements:
	1. The competition course has been certified in accordance with 104.2.2C(4). The copy of such certification is on file with USA Swimming; or
	2. The competition course has not been certified in accordance with 104.2.2C(4).
7. The following statement: "Use of audio or visual recording devices, including a cell phone, is not permitted in changing areas, rest rooms or locker rooms."
8. The following statement: “Deck changes are prohibited.”
9. The following statement: “Operation of a drone, or any other flying apparatus, is prohibited over the venue (pools, athlete/coach areas, spectator areas and open-ceiling locker rooms) any time athletes, coaches, officials and/or spectators are present.”

Exceptions may be granted with prior written approval by the Program Operations Vice Chair.

1. The following statement: “Held under the sanction of USA Swimming.”
2. The following statement: “It is understood and agreed that USA Swimming shall be free from any liabilities or claims for damages arising by reason of injuries to anyone during the conduct of the event.”

[The following are to appear on the cover page]

**Meet Logo**

**Host Name**

**Dates**

**Sanction Nr.: WVxxxx-yy**

[ The following can appear on the cover or independently on page 2]

* Prizes for this meet comply with USAS Rule 202.5.
* Warm-ups: lanes are in the control of the coaches using that lane. By mutual consent, dive starts/one-way swim may be done at any time providing there is no circle swimming still going on in the lane. Warm-ups start at **x:xx** and the pool will be cleared at **y:yy.**
* 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 is **xx** feet to **yy** feet.
* Any swimmer entered in the meet must be certified by a USA Swimming member-coach as being proficient in performing a racing start or must start each race from within the water. When unaccompanied by a member-coach, it is the responsibility of the swimmer or the swimmer's legal guardian to ensure compliance with this requirement.
* No swimmer will be permitted to compete unless the swimmer is a member as provided in Article 302.
* On-deck registration will only be permitted if the Registration Chair or his/her designate are present at the meet. It is the responsibility of interested participants to check with the Meet Director to see if this is possible one day prior to the start of competition.
* The competition course **HAS/HAS NOT** been certified in accordance with 104.2.2C(4). In the case of certification, the certification is on file with USA Swimming.
* Use of audio or visual recording devices, including a cell phone, is not permitted in changing areas, rest rooms or locker rooms.
* Deck changes are prohibited.
* Operation of a drone, or any other flying apparatus, is prohibited over the venue (pools, athlete/coach areas, spectator areas and open-ceiling locker rooms) any time athletes, coaches, officials and/or spectators are present.

*Exceptions may be granted with prior written approval by the Program Operations Vice-Chair.*

* Held under the sanction of USA Swimming.
* It is understood and agreed that USA Swimming shall be free from any liabilities or claims for damages arising by reason of injuries to anyone during the conduct of the event.

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 | ***Meet Name & Dates*** |
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| **FACILITY LOCATION:** |   |
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| **SANCTION NO.: WV-2019-04** | Held under the Sanction of USA Swimming and West Virginia Swimming, Inc |
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| In granting this sanction it is understood and agreed that USA Swimming shall be free from any liabilities or claims for damages arising by reason of injuries to anyone during the conduct of the event. |
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| **ENTRIES OPEN** | *Day & Date* |
| **ENTRIES CLOSE** | *Day & Date* |
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| **MEET DIRECTOR** |  | Phone:  | Email:  |
| **MEET ENTRY CHAIR** |  | Phone:  | Email:  |
| **OFFICIALS CONTACT** |  | Phone:  | Email:  |
| **MEET REFEREE** |  | Phone:  | Email: |
| **MEET ADMIN** |  | Phone:  | Email:  |
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| **SESSIONS** | WARM-UP TIME | MEET STARTS |
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| **EVENTS** | This meet will be conducted in accordance with the attached schedule of events. |
| **ENTRY LIMIT** | *Add appropriate language* |
| **ENTRY FEES** | Individual Events: |   | Relay Events: |   |
| Surcharge Travel: |   | Surcharge Facility: |   |
| **MAIL CHECKS & REPORTS** |   |   |
| **CHECKS PAYABLE TO:** |   |
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| **ENTRY PROCEDURES:** |   |
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| *Add appropriate language* |
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| UNATTACHED SWIMMERS: IT IS THEIR RESPONSIBILITY, PRIOR TO THE DAY OF THE MEET, TO OBTAIN A COACH WHO WILL SUPERVISE THEM ON DECK DURING WARM-UPS & WARM-DOWNS BEFORE, DURING OR AFTER THE MEET. THIS INFORMATION SHOULD BE PROVIDED WITH THEIR ENTRIES. FAILURE TO DO SO WILL RESULT IN NOT BEING ENTERED IN THE MEET. |
| **DECK ENTRIES:** | *Add appropriate language* |
| **PROOF OF TIMES:** | This meet *will / will not* require Proof of Times. |
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| **SCORING:** | Individual: | *Add* | Relays: | *Add* |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **AWARDS:** | Individual Awards: | *Add* | Relays | *Add* |
|
| Participation: | Bag Tags |
| Team: | *Add* |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **USA SWIMMING RULES:** | Prizes for this meet comply with USAS Rule 202.5. |
| Water Depth: | *Specify* |
| Any swimmer entered in the meet must be certified by a USA Swimming member-coach as being proficient in performing a racing start or must start each race from within the water. When unaccompanied by a member-coach, it is the responsibility of the swimmer or the swimmer's legal guardian to ensure compliance with this requirement. |
| No swimmer will be permitted to compete unless the swimmer is a member as provided in Article 302. On-deck entries must show proof of USA-S membership. |
| On-deck registration will only be permitted if the Registration Chair or his/her designate are present at the meet. It is the responsibility of interested participants to check with the Meet Director to see if this is possible one day prior to the start of competition. On-deck entries will only be permitted if they do not add another heat |
| The competition course **HAS NOT** been certified in accordance with 104.2.2C(4). |
| Use of audio or visual recording devices, including a cell phone, is not permitted in changing areas, rest rooms or locker rooms. |
| Deck changes are prohibited. |
| Operation of a drone, or any other flying apparatus, is prohibited over the venue (pools, athlete/coach areas, spectator areas and open-ceiling locker rooms) any time athletes, coaches, officials and/or spectators are present. |
| *Exceptions may be granted with prior written approval by the Program Operations Vice Chair.* |
| Warm-ups: |  |
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| *Add appropriate language* |
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| **SCRATCH PROCEDURE:** | *Add appropriate language* |
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| **MEET OFFICIALS:** | *Add appropriate language* |
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| **CONCESSION:** | *Add appropriate language* |
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| **FINAL RESULTS:** | *Add appropriate language* |
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| **COACHES/TEAM REP MEETING:** | *Add appropriate language* |
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| **OTHER:** | *directions, hotels, etc.* |
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**WV DOCUMENT DESTRUCTION POLICY**

**The following table provides the minimum requirements.**

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| *This information is provided as guidance in determining your organization’s document retention policy.* **Type of Document** | **Minimum Requirement** |
| Accounts payable ledgers and schedules | 7 years |
| Audit reports | Permanently |
| Bank Reconciliations | 2 years |
| Bank statements | 3 years |
| Checks (for important payments and purchases) | Permanently |
| Contracts, mortgages, notes and leases (expired) | 7 years |
| Contracts (still in effect) | Permanently |
| Correspondence (general) | 2 years |
| Correspondence (legal and important matters) | Permanently |
| Correspondence (with customers and vendors) | 2 years |
| Deeds, mortgages, and bills of sale | Permanently |
| Depreciation Schedules | Permanently |
| Duplicate deposit slips | 2 years |
| Employment applications | 3 years |
| Expense Analyses/expense distribution schedules | 7 years |
| Year End Financial Statements | Permanently |
| Insurance Policies (expired) | 3 years |
| Insurance records, current accident reports, claims, policies, etc. | Permanently |
| Internal audit reports | 3 years |
| Inventories of products, materials, and supplies | 7 years |
| Invoices (to customers, from vendors) | 7 years |
| Minute books, bylaws and charter | Permanently |
| Patents and related Papers | Permanently |
| Payroll records and summaries | 7 years |
| Personnel files (terminated employees) | 7 years |
| Retirement and pension records | Permanently |
| Tax returns and worksheets | Permanently |
| Timesheets | 7 years |
| Trademark registrations and copyrights | Permanently |
| Withholding tax statements | 7 years |