



West Texas Swimming, Inc. Policies and Procedures Manual

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West Texas Swimming, Inc. (WTSI) operates under its Bylaws, Policies and Procedures, and the USA Swimming Rules and Regulations.

Article 1 GOVERNANCE

1.1 Mission Statement

West Texas Swimming, Inc. (WTSI) shall promote swimming at the regional and national levels for the benefit of swimmers of all ages and abilities as well as for officials and volunteers.

1.2 Vision Statement

Our vision is to provide a safe, rewarding environment for swimmers to learn, advance, and compete in the sport of swimming.

1.3 Website Management and Privacy Policy

www.westexaswimming.com

This website is used for informing, educating, and communicating with the members of West Texas Swimming and those within the West Texas jurisdiction interested in promoting, developing, or learning about competitive swimming. The webmaster will be the person(s) with administrative access to the website content. At no time will individual information or private data be housed on the LSC website.

1.4 Organizational structure

The Board is composed of the General Chair, Administrative Vice Chair, Senior Vice Chair, Age Group Vice Chair, Secretary, Treasurer, Technical Planning/Sanctions Chair, and Membership/Registration Chair, Diversity, Equity, and Inclusion Chair, Financial Chair, Officials Chair, Athlete Representatives, Coach Representative, Safe Sport Chair, and Club Development Chair each elected by the House of Delegates. In addition to these members, the Board appoints a National Times Chair and Safety Chair.

Elections are held every 2 years in even numbered years at the annual House of Delegates Meeting

The responsibilities of the WTSI Board are as follows:

GENERAL CHAIR:

Elected: by the House of Delegates in *even* numbered years

Term: 2 year; limited to 4 consecutive years

Voice: No vote

Authority: Shall oversee and have general charge of the management, business, operations, affairs, and property of WTSI and general supervision over its officers and agents; shall call meetings when and where deemed necessary; shall preside at all meetings; and, except as otherwise provided in the WTSI Bylaws and with the advice and consent of the Board of Directors, shall appoint committee chairs and members for standing and special committees or coordinators as may be necessary to permit WTSI to effectively, efficiently, and economically conduct its affairs. He/She shall report to the Board of Directors all matters within the General Chair's knowledge that the Board of Directors should consider in the best interests of WTSI.

Primary Functions Goal: Sets goals and objectives for WTSI based on its mission statement, absent specific direction from the House of Delegates (HOD). Sets the tone for the conduct of WTSI business.

Board Meetings: Sets agenda for Board and HOD meetings and facilitates these meetings so they are efficient and effective.

Division Oversight: Ensures the major functions of WTSI are being conducted properly and timely.

USA-S Annual Meetings: Approves selected delegates to USA Swimming's annual meetings.

General: Resolves issues that arise, either individually or through delegation to others.

ADMINISTRATIVE VICE CHAIR:

Elected: by the House of Delegates in *even* numbered years

Term: 2 year; limited to 4 consecutive years

Voice: voting position

Authority: shall conduct meetings in the absence of the General Chair and, at the request of the General Chair or in the event of the disability of the General Chair, shall perform all of the duties of the General Chair, and when so acting shall have all of the powers of the General Chair.

Primary Functions Goal: Oversight and maintenance of rules and regulations, by-laws, and related LSC policies and procedures, including timely updates to documents and posting materials to website.

Bylaws: Preparation and oversight of bylaws for HOD approval and subsequent National Rules Committee approval of any bylaw revisions.

Fine (\$) Letters: Assist Secretary in the preparation and management of the fine letter process, including the coordination of distribution of letters to appropriate LSC officers.

USA-S Annual Meetings: Oversees the final selection of delegates to the USA-S annual convention.

SENIOR VICE CHAIR:

Elected: by the House of Delegates in even numbered years

Term: 2 year term; limited to 4 consecutive years

Voice: voting position

Authority: shall chair and have general charge of the affairs and property of the Committee that develops and conducts the senior swimming program of WTSI.

Primary Functions: Serves as the liaison to the Athlete Representatives and the Athletes Committee to the HOD, and shall be responsible to see that the Athlete Representatives elections are held in accordance with the WTSI Bylaws.

AGE GROUP CHAIR:

Elected: by the HOD in even numbered years

Term: 2 years; limited to 4 consecutive years

Voice: voting position

Authority: Shall chair and have general charge of the affairs and property of the Committee that develops and conducts the age group swimming program of WTSI.

Primary Functions: Oversee age-group development program of swimmers to age 18 both regular season age group meets and the series of age group championship meets, as well as adaptive and open water programs.

Meet Schedule: Work with Technical Planning Chair to ensure meet schedule provides adequate and appropriate opportunities for age-group swimmers at all levels.

WTSI Zone Teams: Coordinate entries and logistics for the long course Southern Zones meet.

National: Liaison with USA-S Age Group Planning Committee

SECRETARY:

Elected: by the HOD in even numbered years

Term: unlimited terms

Voice: voting position

Authority: shall be responsible for keeping a record of all meetings of the House of Delegates and Board of Directors, conducting official correspondence, issuing meeting and other notices and making such reports to USA Swimming as are required by Article 608 of these Bylaws and shall perform the other duties incidental to the office of Secretary. The Secretary or staff of WTSI's permanent office shall be custodian of the records and seal of WTSI, and attest the execution of all duly authorized instruments. The Secretary shall cause to be kept at WTSI's permanent office copies of all minutes, official correspondence, meeting and other notices, and any other records of WTSI. The Secretary's custody of the minute books and other records shall be as a fiduciary for WTSI.

Primary Function: Takes attendance and the minutes for all BOD meetings and HOD meetings. Ensures that all BOD members prior to the next meeting send the minutes for review. Makes any corrections necessary for final approval. Ensures that a draft and final copy of the minutes are sent to the WTSI webmaster for posting on the WTSI website. Maintains the minutes of all Board meetings electronically and via hard copy for future review and archiving. Sends out reminders to all Board members of any upcoming meetings/events when necessary.

Fine (\$) Letters: Works in conjunction with the Registration and Technical Planning and sends out fine letters as appropriate. Maintains documentation of such and ensures WTSI rules are followed in the process of collection such fines. Sends out any and all correspondence necessary. Maintains accurate records and copies of all correspondence.

HOD Meetings: Attends all HOD meetings and assists in the registration of all members and issuance of voting credentials. Ensures each team is represented appropriately. Takes minutes of the meeting and ensures these are posted in a timely manner.

TREASURER:

Elected: by the HOD in even numbered years

Term: unlimited terms

Voice: Voting position

Authority: Shall be the principal receiving and disbursing officer of WTSI. Except as otherwise directed by the Board of Directors, the Treasurer, or the Administrative Assistant shall receive all moneys, incomes, fees, and other receipts of WTSI. The Treasurer shall pay all bills, salaries, expenses, and other disbursements approved by the LSC Administrative Assistant, committee chair, coordinator, the Board of Directors, or the House of Delegates. The Treasurer shall be a member of the Finance Committee but may not be its chair. The Treasurer shall call issue a quarterly report listing the current budget variances by line item, all receipts, all expenditures, and the current fund and account balances for the preceding quarter and for the fiscal year to date, together with such other items the General Chair or the Board of Directors may direct.

Primary Functions: Ensure that invoices are paid timely, that receipts are deposited within a timely manner.

Bank Statements: Reconcile bank statements monthly and correct any discrepancies.

Financial Records: Keep a set of books that accurately presents the status of WTSI financial position and actual expenditures to budget.

Reports: Present current financial information to the Board of Directors at its meetings.

Budget: Prepare a budget for the upcoming fiscal year in June for the July House of Delegates meeting.

Tax Returns: Ensure that tax returns and any other tax or financial required filings are submitted timely.

National: Send USA Swimming the required financial and tax information as they require.

TECHNICAL PLANNING/SANCTIONS CHAIR:

Elected: by the HOD in even numbered years

Term: unlimited terms

Voice: voting position

Authority: shall develop and coordinate the conduct of all swimming programs for all levels of swimming in WTSI including the awarding of meet sponsorships to Club Members. The Technical Planning/Sanctions Chair is also responsible for the development of long-range plans for swimming programs.

Primary Functions: *Meet procedures* - Develop, update, and maintain LSC Meet Procedures. *Meet schedule* - Develop the meet schedule and present it to the BOD and HOD for review and approval.

ATHLETE REPRESENTATIVES:

Elected: by the HOD in even numbered years

Term: 2 year term, limited to 4 consecutive years

Voice: voting position

Primary Functions: Reports to the Senior Chair and is at least 16 years of age or a Sophomore in high school, currently competing, or have competed within the three (3) immediately preceding years, in the program of swimming conducted by WTSI or another LSC. He/She must have his/her place of permanent residence in the WTSI Territory and expect to reside therein throughout at least the first half of the term (other than periods of enrollment in an institution of higher education). The Athlete Rep represents the WTSI's athletes' views and desires and coordinates athlete legislation within the WTSI. The WTSI Athlete Rep represents West Texas Swimming's athletes to USA Swimming. The WTSI Athlete Representatives shall serve as the liaison between the athletes who are members of WTSI and the Board of Directors and House of Delegates. The Senior Athlete Representative shall chair the Athletes' Committee. The Junior Athlete Rep assists the Senior Athlete Rep.

COACH REPRESENTATIVE:

Elected: by the HOD in even numbered years

Term: 2 year term, limited to 4 consecutive years

Voice: voting position

Authority: shall serve as the liaison between the coaches who are members of the WTSI and the Board of Directors and House of Delegates.

Primary Functions: responsible for conveying information from the Coaches' Committee to the Board of Directors. He/She represents WTSI's coaches and their positions to the BOD and House of Delegates regarding the LSC's policies and procedures and coaching direction. *Coach Awards* - Oversee collection of nominations and voting for annual Coach of the Year Award. *Coach Education* - Research and distribute coach training information to coaches on age group swimmer development.

OFFICIALS CHAIR:

Elected: by the HOD in even numbered years

Term: 2 year term, limited to 4 consecutive years

Voice: voting position

Authority: certification testing and evaluation, as well as managing the program to ensure apprentice candidates for all levels of officials receive the appropriate training, evaluation, and certification testing via on-line or in-person methods.

Recruitment: Provide information or ideas to clubs to enhance official candidate recruitment efforts.

Educational Clinics: Schedule and/or host officials training clinics periodically throughout the swim season to provide the opportunity for all officials to enter the apprenticeship program, recertify annually, or plan for advancement opportunities. Provide all the necessary training materials to support the conduct of the clinics.

Liase with National Office(s): Request rule clarifications and distribute rule interpretations as provided by the Rules and Regulations Committee. Determine invitees and arrange for the LSC level officials to attend the annual official's clinics sponsored by USA Swimming.

Policies/LSC Rules: Create policy or recommend WTSI rule changes as they pertain to officials or meet conduct.

Meet Observations: Perform meet observations upon request to ensure timing adjudication and stroke rules conform to the USA-S Rules and Regulations.

Officials Evaluations: Make recommendations to national office for officials who request to work national championship level meets. Coordinate local official's evaluations for starter and referee positions to determine when apprentice is ready for the written examinations.

Meet Referee: Perform the duties of the Meet Referee at the West Texas Swimming Championship Meet and coordinate officials for the LSC sponsored championship meets.

DEI CHAIR:

Elected: by the HOD in even numbered years

Term: 2 years, limited to 4 consecutive years

Voice: voting position

Primary Functions: develops and implements minority recruiting policies for WTSI and clubs to follow in order to foster an atmosphere conducive to attracting swimmers from disadvantaged social/economic conditions.

CLUB DEVELOPMENT CHAIR:

Elected: by the HOD, in even numbered years

Term: unlimited

Voice: voting position

Primary Functions: Assists potential new clubs in becoming registered West Texas Swimming Clubs and educates new and existing WTSI clubs in resources available to build their clubs.

SAFETY CHAIR:

Elected: by the HOD in even numbered years

Term: 2 years, limited to 4 consecutive years

Voice: voting position

Primary Function: oversees the WTSI's safety policies and procedures. The WTSI Safety Coordinator also conveys safety information from USA Swimming to WTSI member clubs and individuals for implementation in our day-to-day practices and meets to help make WTS a safer place to swim and compete! The Safety Coordinator, along with the team safety coordinators, shall be responsible for coordinating safety enhancement and training opportunities as needed and for the dissemination of USA-S safety education information to all Group Members, athletes, coaches and officials of WTSI. The Safety Committee shall develop safety education programs and policy for WTSI and make recommendations regarding those programs and policies and their implementation to the applicable division chairs and the WTSI Board of Directors. When approved by the Board of Directors, the Safety Committee shall be responsible for the coordination of their implementation by the Club Members.

SAFE SPORT CHAIR:

Elected: by the HOD in even numbered years

Term: 2 years, limited to 4 consecutive years

Voice: voting position

Primary Function: provides awareness and education for all WTSI athletes, parents, coaches, volunteers, and staff.

OPERATIONS RISK CHAIR:

Elected: by the HOD in even numbered years

Term: 2 years, limited to 4 consecutive years

Voice: voting position

Authority: responsible for coordinating safety enhancement and training opportunities as needed and for the dissemination of USA-S safety education information to all Group Members, athletes, coaches, and officials of WTSI. Shall develop safety education programs and policy for WTSI and make recommendations regarding those programs and policies and their implementation to the Board of Directors and the House of Delegates.

Primary Functions: Develop, update, and maintain the LSC Operational Risk Guidelines and Warm-Up Procedures. Responsible for arranging and/or conducting water safety training opportunities as needed in the LSC.

1.5 BOD/HOD meeting schedule

The Board of Directors meets at least twice per year at each championship meet (short course in February and long course in July) and from time to time as the need arises. The House of Delegates meets within two weeks following the Texas Swimming Association Annual Meeting (usually the second Saturday in October).

1.6 Open Meeting policy

All meeting the BOD or HOD are open to any registered member of USA swimming or any parent of a registered swimmer in a registered club within the LSC. From time to time, the Executive Committee may request a meeting in “Executive Session” to discuss sensitive matters (these will always be pre-announced), but all meetings will have official meetings posted on the West Texas Swimming website for public access.

1.7 Conflict of interest policy

Each LSC Board Member, Committee Chair or Member shall be required to sign and acknowledgement of receipt and understanding of this policy. Such acknowledgement must be made annually and will be held by the LSC Secretary. The policy and signature form may be found on the WTSI website.

Those who choose to serve West Texas Swimming, whether as volunteers or paid professionals, are held to a high standard of conduct. Those who serve 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 or perceived conflict of interest.

While no set of guidelines can completely define acceptable behavior, the principles that guide behavior in this area, is 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 West Texas Swimming must accept the burdens of public disclosure and public scrutiny.

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

The following items reflect specific expectations by WTS of people signing this agreement. These items cannot and do not however completely define what is acceptable. They are intended rather as guidelines and not a precise road map to what is acceptable conduct.

1. A good faith effort must be exercised by those signing this statement to conduct the business of West Texas Swimming in observance of both the spirit and letter of applicable federal and state laws.
2. West Texas Swimming properties, services, opportunities, authority and influence are not to be used for private benefit.
3. All individuals who participate with West Texas 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 West Texas Swimming resources for individual use.
4. Gifts, cash, travel, hotel accommodations, entertainment, or favors are neither to be given (except with full approval of the Board of Directors) 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 West Texas Swimming.
5. Expenses incurred in the furtherance of West Texas 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 West Texas 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.

1.8 Convention delegates and procedures

The US Swimming Convention delegates are elected by the Board at the summer meeting. The Administrative Vice Chair will seek nominations from the LSC prior to the meeting and the potential slate of candidates will be voted on by the Board.

1.9 Creation of ad hoc committees and task forces

From time to time, ad hoc committees and task forces are required. These will be formed at the direction of the General Chair and approved by the BOD.

1.10 SWIMS access and responsibilities

The times chair(s) shall have sole editorial access to the SWIMS database. All times additions to the database will be through the chair(s). Meet directors will have access to download times from the database (but not make alterations) in order to check times against stated time standards.

1.11 Code of conduct

Any member or prospective member of USA Swimming or West Texas may be denied membership, censured, placed on probation, suspended for a definite or indefinite period of time with or without terms of probation, fined or expelled from USA Swimming if such member violates the provisions of the West Texas Swimming Code of Conduct, or aids, abets or encourages another person to violate any of the provisions of the West Texas Swimming Code of Conduct.

The following shall be considered violations of the USA Swimming Code of Conduct:

1. Violation of the right to compete provisions set forth in 301.1 through 301.4 of the USA Swimming By-laws,
2. Violation of the anti-doping provisions set forth in 303.3 or 303.4 of the USA Swimming by- laws,
3. Discrimination in violation of Part Five of the USA Swimming Corporate Bylaws or any other section of the USA Swimming Rules and Regulations, or in violation of Section 201(b)(6) of the Amateur Sports Act which requires that West Texas Swimming must provide: "an equal opportunity to amateur athletes; coaches, trainers, managers, administrators, and officials to participate in amateur athletic competition, without discrimination on the basis of race, color, religion, age, gender, or national origin"

4. Conviction of, imposition of a deferred sentence for, or any plea of guilty or no contest at any time, past or present, or the existence of any pending charges, for (i) any felony, (ii) any offense involving use, possession, distribution or intent to distribute illegal drugs or substances, or (iii) any crime involving sexual misconduct
5. Any sexual conduct, advance or other inappropriate sexually oriented behavior or action directed towards an athlete by (i) a coach member or other non-athlete member, or (ii) any other adult participating in any capacity whatsoever in the affairs or activities of West Texas Swimming (whether such adult is a member or not). Any nonconsensual physical sexual conduct, or pattern of unwelcome advances or other sexual harassment in connection with or incidental to a West Texas Swimming-related activity by any person participating in the affairs or activities of USA Swimming (whether such person is a member or not) directed toward any member or other person participating in the affairs or activities of West Texas Swimming
6. The sale or distribution of illegal drugs or the illegal sale or distribution of any substance listed on FINA's recognized list of banned substances
7. The use of illegal drugs in the presence of an athlete, by a coach, official, trainer of, or a person who, in the context of swimming, is in a position of authority over, that athlete
8. The providing of alcohol to an athlete by a coach, official, trainer, manager or any other person where the athlete is under the legal age allowed to consume or purchase alcohol in the state where the alcohol is provided
9. The abuse of alcohol in the presence of an athlete under the age of 18, by a coach, official, trainer of, or a person who, in the context of swimming, is in a position of authority over that athlete
10. Physical abuse of an athlete by any person who, in the context of swimming, is in a position of authority over that athlete
11. Any act of fraud, deception or dishonesty in connection with any West Texas Swimming-related activity
12. Any non-consensual physical contact, obscene language or gesture, or other threatening language or conduct directed towards any meet official and which is related to any decision made by such official in connection with a USA or West Texas Swimming-sanctioned competition
13. Action, other than through general advertising, by a coach, owner, officer, volunteer, representative, or employee of a swim club, or a USA Swimming or LSC employee, either through direct contact with an athlete or the encouragement of others, to recruit or otherwise encourage an athlete who is already a member of a USA Swimming member swim club to leave that club, unless the acting party receives prior written approval to recruit or encourage the athlete to change affiliation from the designated club representative of the athlete's existing USA Swimming-member swim club or

contact is initiated by the athlete, the athlete's parent or authorized representative.
General advertising includes any information that is:

A. Distributed to an identifiable general population where there is a reasonable expectation that the majority of that population are not current members of USA Swimming, or

B. Placed in or on any item that is sold. In the event of a violation of this section, a sanction may be imposed against any coach, owner, officer, volunteer, representative or employee of a swim club, or against any such club, or any combination thereof, as appropriate.

14. Violation of any team misconduct rule as established by the USOC, USA Swimming, any Zone or LSC team authority

15. Any other material and intentional act, conduct or omission not provided for above, which is detrimental to the image or reputation of USA Swimming, a LSC or the sport of swimming.

1.12 Crisis Management Plan

This policy shall be implemented when any incident requires communication with the public on behalf of West Texas Swimming. Only the individual listed in this policy and acting within the scope and procedure below are authorized to make any statements. All other individuals shall refer the media to the Crisis Management Representative.

Crisis Communication Team:

Crisis Management Representative
Legal Council
USA Swimming

Back Ups:

Administrative Vice Chair
Legal Counsel

Process:

Crisis Management Representative gathers and confirms all the information from relevant sources

Determine what happened, when & where

Determine who is affected

Identify Cause

Determine reaction to incident and possible repercussions

Determine when there will be more information/update

Convene Crises Communication Team or notify by phone

Team determines appropriate response to crisis and develops timetable

Determine what needs to be done and when

Determine what to say, who will say it, to whom it will be said, when it will be said, and by what means it will be said

Spokesperson makes any necessary statements to news media, membership, or others as appropriate

Stakeholders to be notified:

- Board of Directors — by email or phone
- Clubs — by email, phone, or website
- WTSI Membership — use WTSI website
- Media/Public — contact local newspaper and television networks

Article 2

FINANCIAL & FIDUCIARY

2.1 Business records management policy

The Treasurer will maintain the financial records of West Texas Swimming. The records will be kept in proper order with sufficient documentation of income and expenses so as to be easily identifiable by an outside auditor. All financial records with information that identifies individual members will be kept confidential, with only summary information provided for periodic review.

2.2 Financial policies and controls

The Executive Board is responsible for financial oversight and setting appropriate policy for financial control. The Treasurer will provide financial information (subject to audit) sufficient for the Board to exercise its fiduciary responsibility. The Board may, from time to time, request additional information from the Treasurer to address specific questions and/or business proposals.

2.3 Contracts

Contracts can be negotiated by the General Chair or their designee, but cannot be executed and made official without a vote from the Board.

2.4 Financial policies, including audits and reviews

At each regular meeting of the Board, the Treasurer will provide a complete Treasurer's report including explanation of income and expenses. Finally, the Treasurer will provide an annual statement of financial condition at the House of Delegates meeting. Each year, an audit committee consisting of the Administrative Vice Chair, the Treasurer, and one non-Board, non-athlete member will conduct a review and audit of the accounts.

2.5 Budget process

Each year for the House of Delegates meeting, the Treasurer will prepare a preliminary annual budget. This budget will serve only as a guideline for West Texas Swimming expenditures and subject to revision through the year as the need arises. The House of Delegates will review, but formal approval is not necessary.

Article 3 MEMBERSHIP

3.1. Registration and Membership

Membership is open to anyone interested in swimming. West Texas Swimming encourages diversity in membership, and no one will be denied membership on the basis of race, ethnicity, gender, age, citizenship, income, ability, or sexual orientation. Please see the West Texas Swimming website for a current membership applications and rates.

3.2 Outreach Membership Policy

In order to promote the sport of swimming and provide the broadest access to the sport, West Texas offers a reduced price membership of \$35.0 per year. To qualify, a swimmer only needs to provide evidence of enrollment in free or reduced-price lunches at their local school or other evidence deemed appropriate by the Executive Board in the event the swimmer is not enrolled in a public school.

Article 4 OFFICIALS

4.1. Officials training and certification

Individuals wishing to become or participate as officials must undergo the required training as prescribed by USA Swimming. This includes an online test of knowledge or

rules and on-deck apprenticeship with certified officials. The amount of on-deck apprenticeship time depends on the level of certification. Please contact the Officials Chair if you are interested by visiting the WTSI website. On-deck observation opportunities are available at every West Texas Swimming sanctioned meet at every officiating level. In addition, West Texas Swimming offers several hours of classroom instruction at each championship meet (short- and long-course).

4.2. Meet management training and certification

Meet management training and certification will be conducted in accordance with USA Swimming rules. In most cases, meet management observation is available at every West Texas Swimming sanctioned meet. Those wishing to gain meet management experience can request assistance from the Officials Chair, who will identify a mentor manager to assist in training opportunities and certification.

Article 5 Background check

In accordance with USA Swimming rules, each regular volunteer (not including timers) must submit to a background check. For officials and coaches, West Texas Swimming will pay the cost of the background check. In the event that a background check is failed, that individual is not allowed on deck until the issue is resolved (if appealed). Athlete/child protection is the primary goal of West Texas Swimming and no tolerance is allowed on the background check.

Article 6 Athlete Protection

Each official, coach, volunteer, and athletes 18 years and older will participate in the required athlete protection training provided by USA Swimming. This training comes at no cost (other than time) to the volunteer, but it required to maintain your certification as an official or coach within West Texas Swimming. For athletes, times cannot be recorded for times swum until APT is completed.

Article 7 Travel Policy

In accordance with the USA Swimming Rulebook, club travel policies must be signed and agreed to by all athletes, parents, coaches, and other adults traveling with the West Texas Swimming, Inc. Team. In the event that an athlete violates the travel policy or

code of conduct, the Head Coach shall report violations to the appropriate West Texas Swimming leadership and to the parent or legal guardian of any affected athlete. Violations of a severe nature will result in more severe consequences, including (but not limited to) the swimmers' immediate return home, barring the swimmer from future All-Star/Zone Teams, or barring the swimmer from future West Texas Swimming competitions.

1. Team managers and chaperones must be members of USA Swimming and have successfully passed a USA Swimming administered criminal background check.
2. 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).
3. 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.
4. 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 athlete in male athlete's rooms at any times.
5. Team members and staff traveling with the team will attend all team functions including meetings, practices, meals, and meet sessions.
6. Swimmers are expected to remain with the team at all times during the trip.
7. Curfews shall be established by the team or West Texas staff each day of the trip and no team member may leave their room after curfew.
8. Any damage or thievery at the hotel will be the responsibility of the offending swimmer. No loud or obnoxious behavior will be tolerated in hallways or public areas.
9. Team members are expected to behave in an exemplary manner at all times. When visiting public places, swimmers should be polite and courteous to employees and other visitors. In restaurants, leave a 15% tip (minimum).
10. The coaching staff and West Texas may establish any other rules as deemed necessary. The directions and decisions of coaches and chaperones are final.

Article 8

SWIM MEET PREPARATION, OPERATION, AND SANCTIONS

8.1 Sanctions

1. Host teams requesting a sanction from WT Swimming must submit a sanction request form to the Sanctions Chair a minimum of 21 days prior to the proposed meet date. A sanction request must include the following information:

Head official

Meet Director

Altitude

Meet Dates Pool depth, length, lanes, and timing information

Scoring information

Award information

Warm-up information

Entry deadlines and fees

Contact information

Any other information required by USA Swimming Rules 202.3.3-202.3.7 and 202.4.14 D

2. Sanction request must include a check for the sanction fee (contact the Sanctions Chair for the current fee structure). See WTSI website for the current WTSI Application for Sanction form.

3. Upon approval of the sanction and receipt of fees, the meet information will be distributed at least to all West Texas teams (intra-squad, time trials, and dual meets are exempted) and to the WT Swimming webmaster for posting on the LSC website.

4. Immediately after closing of entries and/or three days prior to the meet, the host team will provide a reconciliation file to the Registration Chair for USA Swimming registration verification. The host team will also provide a list of certified teams and coaches to attend the meet. The Registration Chair will inform the host team of any registration errors. It is the host team's responsibility to insure that all registrations are in order prior to commencement of the meet.

5. After completion of the meet, the host team will provide the results file to the SWIMS Chair to upload the results to USA Swimming as well to the WT webmaster for posting on the LSC website. A Splash Fee report will also be generated by the host, and payment of Splash Fees and a backup file will be sent to the LSC Treasurer within two weeks of meet completion.

6. Those requesting approved and/or observed meet sanctions should submit a request to the sanctions chair at least 14 days in advance prior to the event. The meets must comply with USA Swimming Rules and Regulations for times to be approved. It is the responsibility of the host team to provide meet information (described above) in the sanction request along with an adequate description of the governing rules and official training to insure swims comply with USA swimming rules. Please see Appendix D of this manual for copies of WTSI's current Meet Approval Application and Observed Meet Procedures.

7. Sanction fees are waived for all UIL/TISCA events. All other events must pay a flat fee (Contact the Sanctions Chair for the current fee structure). Host teams are

responsible for notifying participating teams that the meet is sanctioned. Host teams are responsible for recording official times and posting those times in SWIMS if requested by participating teams.

8. Fines

A. Effective October 20, 2011, late fees for unpaid sanction fees 31-60 days late will be an additional 50% of the sanction fees.

B. Greater than 60 days add 100% of the sanction fees.

C. Any teams with an outstanding balance past 60 days (or at the following LSC meeting) will not be allowed to sanction another meet until all fees and fines are paid in full.

9. Meet fees will be limited to a maximum of \$3.00 over the current LSC splash fee per individual event and double the individual event maximum for relay events.

8.2 Procedures for Observed Meets

1. The meet director will send a copy of the meet information and the proper request form to the National Time Verifications Officer 10 days prior to the start of the meet. There are two options for observed meets: Non-season culminating meet (example – High School Invitational) or Season culminating meet (example – District or State Championship). A non-season culminating meet will be processed on a Requested for Observation Form A and a season culminating meet will be process on Request for Observation Form B. (All necessary forms can be obtained through request of the NTV officer.)

2. The meet director will fill out the appropriate form and include a copy of the meet information. All information must be filled out correctly and submitted to the NTV officer.

a. Form A- a letter of explanation for the request, requires a minimum of four USA certified officials, phone numbers of all officials that will observe the competition and requires approval from the NTV officer and the Programs Operation Officer or LSC designee.

b. Form B- requires a minimum of two USA officials.

3. After approval by all necessary officers the NTV officer will notify the meet director of the approval of the meet or what steps need to be taken to a get approval. All approved forms will be kept on file by the NTV officer or LSC designee.

4. At the end of the competition, the meet director will send a SWIMS file to the NTV to be uploaded into the SWIMS database.

National Time Verification Officer
Trey Hayes coachhayes@lubbockswimclub.org

Article 9

LSC CHAMPIONSHIP MEETS

1. Entry into short course and long course West Texas Champs must be by Hy-Tek Team Manager or compatible entry file.
2. “No Time” entries are not permitted in the West Texas Champs except for bonus events, but are permitted in the “C” Champs.
3. All entry fees must be turned in to the Entry Chair before the first session of competition in which a team is participating. Entry fees shall be \$4.00 for individual events and \$8.00 for relay events.
4. Scratch Procedure
 - A. The Scratch Rule for West Texas Champs events that have prelims and finals shall be the same as that found in the current USA Swimming Rules 207.7.9 D unless otherwise noted below.
 - B. Swimmers entering more than their full complement of three individual events must scratch with the Clerk of Course no later than 30 minutes prior to the start of a preliminary session. They may scratch as many events as they want, but may not deck enter another event.
 - C. Any swimmer who fails to compete in an individual heat in which such swimmer has entered and has not been scratched in accordance with 7.4 B above will be charged with an event swum but no other penalty.
 - D. Swimmers qualifying for finals have 30 minutes after the event results are announced to scratch.
 - E. 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 7.4 D above 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. The only exceptions are noted below:
 - i. The referee is notified in the event of illness or injury and accepts the proof thereof.

- ii. It is determined by the referee that failure to compete is caused by circumstances beyond the control of the swimmer.

Article 10

SOUTHERN ZONE TEAM

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 to 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 Texas Swimming Inc. (WTSI) swimmers are eligible to participate if they have not made a Speedo Junior National or higher time standard.

The team size is restricted by SZ rules to eight boy and girls swimmers in each age group.

1. WTSI is committed to supporting team participation at the SZ Age Group Championships.

A. WTSI will provide one coach for ten or fewer swimmers; two coaches for 11-20 swimmers; and three coaches for 21 or more swimmers.

B. WTSI will provide a uniform for each WTSI participant as determined by the LSC on an annual basis.

C. Each swimmer will be responsible for all individual event entry fees, and WTSI will be responsible for all relay entry fees.

D. Each swimmer is responsible for the cost of transportation to and from the meet. Participants will stay in shared hotel rooms at a hotel determined by the Age Group Vice- Chair and SZ team coaches. Swimmers will not stay with parents. SZ Team swimmers will be notified as to room assignments and their share of the cost for housing.

E. WTSI may organize team travel and each swimmer will be responsible for their portion of the cost of such travel arrangements.

F. WTSI may choose to assist with travel expenses for SZ swimmers. This will be a decision made annually by the BOD.

2. Selection Criteria

A. Swimmers will be selected from the WTSI Short Course Championships, SC Sectionals, SC TAGS and observed high school meets. A minimum of 10 points is required to participate based on the following:

B Time: 1 point

BB Time: 2 points

A Time: 3 points

B. The 1st place finisher in each of the following events will receive an automatic invitation: 100 Free, 100 Back, 100 Breast and 100 Fly.

C. Swimmers that age up between the WTSI Championship meet and the Zone Championship Meet will be integrated into the high point ranking at the SC Championships. If they make the top eight in the new age group, they will be invited.

D. All swimmers wishing to participate in the SZ Championship meet must turn in a signed Travel Policy/Code of Conduct form, a release form, a uniform size form and best times report by a date determined annually (no later than May 15 each year) by the Age Group Vice-Chair.

3. Participant Requirements and Responsibilities

A. SZ Team swimmers are expected to attend all preliminary and finals sessions unless specifically released by the SZ team coach(es).

B. SZ Team swimmers are expected to participate in both pool and open water events.

C. Any selected swimmer dropping from the team after the team uniform order has been placed will be responsible for the full cost of the uniform.

Article 11 REIMBURSEMENTS

1. Junior National, National and Trials Athlete Reimbursement Criteria

A. An athlete may receive a maximum of 1 reimbursement from WTSI per season (Short Course and Long Course) in any calendar year.

B. An athlete will receive only the reimbursement for their highest level supported meet in each season.

C. An athlete must appear in the results of the supported meet in order to receive a reimbursement.

D. Request for reimbursement must be submitted to the Senior Vice-Chair by the athlete's Head Coach within 30 days of completion of the supported meet.

E. New swimmers or swimmers transferring into the WTSI LCS in the middle of a season are not eligible for support during the season in which they join the WTSI LSC.

F. College swimmers are not eligible for support without proof of residency in the WTSI LSC and training with a WTSI LSC member club for at least six months prior to the supported meet.

2. Supported Meets

NCSA Junior Nationals

USA Swimming Junior Nationals

USA Swimming Nationals

USA Swimming US Open

USA Swimming Olympic or World Championship Trials

3. Support levels

Three to four day meet - \$600.00

Five to six day meet - \$800.00

Seven day and longer meet - \$1200.00

4. Coach(es) Stipends

A. WTSI SZ Head Coach shall receive a stipend of \$400.00

B. WTSI SZ Assistant Coaches shall receive a stipend of \$200.00

C. WTSI All-Star Camp Coaches shall receive a stipend of \$200.00