



POLICY AND PROCEDURES

INLAND EMPIRE SWIMMING, INC. revised March 2018

TABLE OF CONTENTS:

SECTION 1.....	JURISDICTION P.2
SECTION 2.....	MEMBERSHIP, REGISTRATION & AFFILIATION P.2
SECTION 3.....	RECRUITMENT OF SWIMMERS P.3
SECTION 4.....	CLUB SAFETY P.4
SECTION 5.....	ADMINISTRATIVE AND TECHNICAL RULES OF COMPETITION P.5
SECTION 6.....	RECORDS AND SWIMMER RECOGNITION P.12
SECTION 7.....	IE ALL-STAR /ZONE TEAMS P.13
SECTION 8.....	FINANCIAL ASSISTANCE PROGRAM P. 18
SECTION 9.....	OFFICIALS P. 21
SECTION 10.....	FINANCE COMMITTEE P. 23
SECTION 11.....	IE PUBLICATIONS AND COMMUNICATIONS P. 24
SECTION 12.....	IE EQUIPMENT P. 25
SECTION 13....	FUNDING FOR USA SWIMMING ANNUAL MEETING P. 25
SECTION 14.....	COMPLAINT RESOLUTION P. 25
APPENDIX A.....	IE MEMBERSHIP FEE SCHEDULE P. 26
APPENDIX B.....	IE 2018 CONTACTS P.26

SECTION 1 JURISDICTION

(See Article 601.3 of Inland Empire Swimming Bylaws)

- 1.1** This handbook is published by Inland Empire Swimming, Inc. (IE) for the purpose of administering USA Swimming competition and support activities within the geographical boundaries of IE. IE is a Local Swim Committee (LSC) assigned to Region12 in the Western Zone. See 603 of USA Swimming Rules and Regulations.
- 1.2** This handbook may be amended by the IE Board of Directors (BOD) as deemed necessary. Proposed changes and/or additions to the Policy and Procedures may be submitted to the General Chairman. Any changes to Policy or Procedures not proscribed by USA Swimming must be adopted by a majority vote of the BOD.
- 1.3** USA Swimming Rules and Regulations, IE Bylaws (Bylaws) and such other rules and/or directives as may be issued by or recognized by USA Swimming and/or IE shall govern the conduct of all competition sanctioned or approved by IE and other activities mentioned herein.

SECTION 2 MEMBERSHIP, REGISTRATION & AFFILIATION

**(See 302,303 & 502 of USA Swimming Rules and Regulations,
& Article 602 & 603 of IE Bylaws)**

- 2.1 Membership** – USAS Membership is required for all athletes, clubs, affiliated groups, coaches, officials, meet directors, specified administrators, Club Board of Directors, and those who meet the Safe Sport criteria for mandatory membership. Membership is optional for parents of swimmers and others.
- 2.2 Membership Duration** - All memberships must be applied for annually except for life memberships. Registration is effective upon receipt of the proper registration forms/files and fees by the IE Membership/Registration Chairman. Annual fees are listed in the appendix.
 - .1 Seasonal Athletes:
Seasonal memberships for IE athletes cover continuous period of not more than 150 days beginning the day of registration.
 - .2 Annual:
Annual memberships cover the calendar year, except when they are applied for on or after September 1, in which case they are effective through December 31 of the following year.
 - .3 Single-Meet Open Water:
Single-meet open water memberships cover a specific date of an open water competition. The athlete must compete in an unattached status. There is no limit on the number of single-meet open water memberships an individual may obtain during a registration year.
 - .4 Life members
Those members who have received a “lifetime” membership with USA Swimming.
- 2.3 Membership Fees** - Membership fees are comprised of a national fee established by USA Swimming and a fee established by IE (See Appendix for current fees). Protocol for payment of fees is described each year in August in information provided by the IE Membership/Registration Chairman.
- 2.4 Transfer of Affiliation** - To transfer, a completed transfer form must be submitted to the IE Membership/Registration Administrator. The transfer is effective upon receipt of the proper transfer form and fee by the IE Membership/Registration Chairman.
- 2.5 False Registration** –

- .1 A club or individual submitting a signed form (meet or other) which falsely claims a swimmer is registered shall be fined. The fine schedule is as follows:
 - A. A \$15.00 fine per swimmer per meet for the first offense of the calendar year.
 - B. A \$50.00 fine per swimmer per meet for the second offense of the calendar year.
 - C. The fine and registration must be received by the IE Membership/Registration Chairman within one week of the notice or will be assessed a \$100 fine per swimmer.
- .2 A club or individual submitting a signed form (meet or other) which falsely claims a coach is registered shall be fined. The club or unattached coach shall be fined as follows:
 - A. A fine of \$50.00 per coach per meet for the first offense of the calendar year.
 - B. A fine of \$100.00 fine per coach per meet for the second offense of the calendar year.
 - C. The fine and registration must be received by the IE Membership/Registration Chairman within one week of the notice.
- .3 Failure of the meet host to exercise due diligence regarding registration of entrants, including those who deck enter, into their meet shall result in penalties to the meet host as follows: A \$50.00 fine per swimmer per meet.

2.6 Membership Responsibilities – It shall be the responsibility of each group member to assist in the governance of the LSC and in the conduct of its programs.

- .1 A fine of \$50 shall be imposed against any registered year-round club that fails to have at least one voting delegate in attendance at each scheduled IE House of Delegates meetings. (Spring & Fall) Special consideration may be allowed by the General Chairman with prior notice.
- .2 Fines may be established by the Board of Directors and imposed against group members who fail to fulfill their assigned duties in the conduct of LSC programs.

2.7 Failure to Pay IE Fees

- .1 Members (individuals and/or group) who are delinquent in payment of money owed to IE shall be notified by mail of the amount owed. Members shall be given an opportunity either to pay the amount due or to request a hearing if the amount is in dispute. The deadline for payment or filing for a hearing shall be fourteen (14) days from the date of notice.
- .2 Failure to pay monies owed to IE or to file for a hearing by the deadline shall result in the member's loss of membership in good standing. As such, any or all privileges of membership may be suspended at the discretion of the Board or its designee until such time as membership in good standing is restored.
- .3 To restore membership in good standing, the member shall pay the amount owed and a reinstatement fee to IE.
 - A. Reinstatement fees for group members shall be \$50.00 or 10% of the amount owed, whichever is greater.
 - B. Reinstatement fees for individual members shall be \$15.00 or 10% of the amount owed, whichever is greater.

SECTION 3
RECRUITMENT OF SWIMMERS
 (See 304.3.17 of USA Swimming Rules and Regulations)

- 3.1** The purpose of this policy is to specify boundaries within which IE coaches and swimmers may operate when seeking to have swimmers join a club or change club attachment, and to protect the rights of swimmers, clubs and coaches.
- 3.2** An IE Registered Coach **may not**;
 - .1 Contact an IE registered swimmer or the family of the swimmer directly or indirectly (phone, letter, personal visit, email, etc.) for the purpose of recruiting the swimmer, nor may that coach ask another coach, manager, parent or swimmer to do the same.

- .2 Discuss their team or practice squad (if applicable), the team's or practice squad's present standing, the team's or practice squad's set-up, or any other information regarding the team or practice squad that the coach represents.
 - .3 Discuss, with an IE registered swimmer or parent of an IE registered swimmer, that the swimmer come and practice with the coach (as part of a Team or Practice Squad). Such discussions will be considered a recruiting tactic and shall be considered a violation of the swimmer contact restriction.
- 3.3** An IE registered coach may;
- .1 Answer questions if the first contact is initiated by the swimmer or the swimmer's family. Such conversation is at the swimmer's discretion and may be held with a parent in attendance.
 - .2 Utilize advertising directed solely to the public.
- 3.4** When a swimmer initiates contact with the intent of changing clubs, an IE coach should
- .1 Talk to the swimmer on an individual basis; the swimmer's parents may be in attendance.
 - .2 Honor the swimmer's right to terminate the discussion at any time.
 - .3 Encourage the swimmer to inform the current coach of intent to change teams.
 - .4 Not offer inducements that cannot be fulfilled.
- 3.5** Swimmer's Rights - A USA Swimming athlete may
- .1 Contact another team for the express purpose of obtaining information regarding program operation, practice times, team philosophy, etc.
 - .2 Request that another family member be present during contact.
 - .3 Terminate the contact at any time.
 - .4 Request printed material concerning the team.
 - .5 Refuse any request that the coach makes during or after the contact.
- 3.6** Those found in violation of this policy will be brought before the IE Board of Review and subjected to censure, fine, suspension, expulsion or other action deemed necessary.

SECTION 4 CLUB SAFETY

- 4.1 Responsibility** - Safety is the responsibility of every member of each IE group member. Each IE member club shall be responsible for implementing and monitoring its own safety program which shall be structured in a manner consistent with the goals, guidelines, and restrictions provided by USA Swimming and its insurance carriers.
- 4.2 Safety Coordinator** - Each IE member club, Team or Practice Squad, shall appoint a safety coordinator whose responsibilities shall be:
- .1 Promoting safety awareness among all persons connected to the club, including board members, coaches, parents, and swimmers;
 - .2 Encouraging coaches and facility staff to maintain a hazard-free venue; and
 - .3 Develop emergency action procedures in cooperation with coaches, swimmers, parents, and facility personnel.
- 4.3 Coaches** - IE Registered Coaches shall;
- .1 Supervise all practices, and
 - .2 Maintain current certifications in all safety courses required by USA Swimming and IE.
- 4.4 Reports of Occurrence**
- .1 Any occurrence including, but not limited to, any accident or incident involving a member athlete, a member non-athlete, a guest, spectator, tenant, other entities, or property shall be reported promptly to the proper authorities through the submission of a Report of Occurrence.
 - .2 The filing of Reports of Occurrence shall be the responsibility of IE coaches and club officials.

- A. Reports of Occurrence shall be mailed to USA Swimming, or submitted online at www.usaswimming.org/ROO the USA Swimming insurance carrier, and the IE Safety Committee Chairman as soon as possible after the conclusion of the meet and the IE Office [Administrator: info@ieswim.org](mailto:info@ieswim.org).

SECTION 5

ADMINISTRATIVE AND TECHNICAL RULES OF COMPETITION

5.0 Meet Scheduling

- .1 Meets shall be bid at the Spring House of Delegates (HOD) Meeting.
- .2 Bids shall be submitted by the deadline published by the Scheduling Committee.
- .3 Conflicting meets shall not be scheduled unless a waiver is granted by the Board and agreed upon by the prospective meet hosts at the Spring HOD Meeting or in the case of a problem arising at a time outside of the bid process, by the General Chair's and Board of Directors' approval.
- .4 Conflicting Bids
- A. Sanctioned meets generally will be given priority over approved meets.
- B. Where there are conflicting bids for sanctioned meets, the Scheduling Committee shall determine which bid will be awarded based on but not limited to the following criteria:
- (1) What is best for the swimmers in terms of meet format and pool facility;
 - (2) Ability and experience of the meet host in conducting competitions;
 - (3) Tradition of meet (all other things being equal, priority shall be given to the bidder who conducted the competition on the same weekend in previous years); and
 - (4) LCS Geographic location.
- C. Appeal - Any member of IE may appeal the decision of the Scheduling Committee.
- (1) Appeals must be made within seven (7) days of the decision of the Technical Planning Committee (following the Spring HOD).
 - (2) Appeals must be in writing and delivered to the Scheduling Committee Chairman. A special meeting shall convene of the Executive Board to consider the appeal.
 - (3) A \$50.00 Appeal Fee (payable to IE) shall accompany each appeal.
 - (4) The filing fee shall be returned if the appeal is upheld but forfeited if it is rejected.
- D. Meet Scheduling Committee - The Scheduling Committee shall be comprised of the Administrative Vice-chairman (who shall chair the committee) and selected members. The Scheduling Committee shall also include the Sanctions Chairman.
- .5 Teams that fail to hold a scheduled meet shall be subject to fines as deemed reasonable by the Board of Directors.
- .6 Procedures for changing an accepted bid;
- A. Any changes to a scheduled meet brought forth by the host team (i.e., time standards, venue, entry limitations, events, awards, etc.) after its bid has been accepted must be approved by the General Chairman or its designee(s).
- B. Any changes to a scheduled meet brought forth by IE (i.e., time standards, venue, entry limitations, events, awards, etc.) after it has accepted a bid shall be presented to the meet host at least sixteen (16) weeks prior to the meet. The meet host must agree to the changes or withdraw its bid without penalty within fifteen (15) weeks prior to the meet. Any requests from IE for changes that are not provided at least sixteen weeks in advance of the meet are optional.

5.1 Sanctions

- .1 Sanctions will be awarded only to IE or to current group members of USA Swimming.

.2 Application

A. Deadline - Application for sanction should be submitted to the IE Sanction Chairman no later than 60 days prior to the start of the meet, including dual meets or closed competition. Meet hosts shall have completed the sanction process and have their meets ready for posting on the IE website.

B. Requirements of Sanction - Sanctions are issued, withheld, or withdrawn in accordance with Article 202.2 of USA Swimming Rules and Regulations. The Sanctions Chair shall be responsible for reviewing all elements of the sanction report, and, all reports must be filed by the prescribed deadlines and the following must be included with the request for sanction and the entry information:

- (1) A sanction request form.
- (2) Meet entry information and associated electronic text file;
- (3) Relevant sections of the IE scratch rule;
- (4) A copy of the schedule of events and associated electronic event file for export to TM;
- (5) Pre-meet information to be sent out to all IE Clubs;
- (6) List of minimum club-provided officials necessary to run a meet (MR, AQ, STR, & 4 S&T). *Official Certification expiration is not required for approval of the meet sanction as all certifications (coaches and officials) are reviewed by the MR at the time of the meet.
- (7) Sanction Fee Deposit is paid on the post meet financial form. (see Sanction Fees below)
- (8) Emergency evacuation plan.

.3 Changes to Entry Information – Any change(s) to the approved sanctioned meet information involving a change in time standards, venue, events, awards, entry limitations, or date must be submitted to the Board of Directors or its designee(s) for approval. Approved changes shall be forwarded to the Sanction Chair by the Board and a new sanction will be issued. Minor revisions to meet information including typos, meet personnel, etc. must be submitted in writing to the Sanction Chair.

.4 Conditions of Sanction - Any event for which a sanction is granted is subject to the conditions set forth in Article 202.3 of USA Swimming Rules and Regulations and the following:

- A. The assigned sanction number must appear on the published entry information and final results.
- B. Conduct of the sanctioned event must conform in all respects to all current IE technical and administrative rules.
- C. Meet Host shall verify current coach and official membership of all persons acting in a coaching capacity or as an official at the meet.

.5 Sanction Fees:

A. A sanction fee will be charged.

The fee schedule is as follows:

1. 60 days or more in advance of the meet; \$25 on all types of meets (invitational, developmental and championship)
2. If a sanction for a meet on the meet schedule is received 59 days or less in advance of the meet, the sanction fee is \$100.

*A sanction may be given closer than 60 days (at a regular sanction fee) for special "Last Chance Qualification Meets", Time Trial meets and Developmental meets - not on the published meet schedule – based on approval of the General Chairman.

.6 Reports and Remittances

- A. Entry (pre-meet) – A complete meet backup from the meet management software shall be furnished by the meet host to the IE Membership/ Registration Chairman at least five (5) days prior to the start of the meet.
- B. Entry (post-meet) - A complete meet backup from the meet management software shall be furnished by the meet host to the IE Membership/ Registration Chairman within one (1) days of the conclusion of the meet.
- C. Registration –On-deck registrations are not allowed.
- D. Surcharge - A meet surcharge of \$12.00 per swimmer and the Surcharge Report shall be mailed to the IE Treasurer within ten (10) days of the conclusion of the meet. Failure to submit the monies and surcharge report within ten (10) days will result in an additional monetary penalty in the amount of \$100 of the total owed.
- E. Financial Statement - The financial statement, sanction work sheet, and sanction fee balance shall be mailed to the IE Treasurer within ten (10) days of the conclusion of the meet. Forms are available on the IE website.
- F. Reports of Occurrence - Reports of Occurrence shall be mailed to USA Swimming, or submitted online at www.usaswimming.org/ROO the USA Swimming insurance carrier, and the IE Safety Committee Chairman and the IE Office Administrator as soon as possible after the conclusion of the meet.
- G. Final Results
 - (1) Final results in the form of a Meet Manger back-up file shall be provided to the IE Membership/ Registration Chairman within one (1) day of the conclusion of the meet to be posted to the IE website and to the IE Times Coordinator to be sent to USA Swimming SWIMS database.
 - (2) Final results may be mailed out at the conclusion of any meets. Teams may request the electronic files from the meet director at the meet. Results will be posted on the IE website for no less than the course of the season.
 - (3) Final results must include the complete name (first and last), age, and team affiliation of each swimmer. Exception: First initial may be used in lieu of first name where meet software is designed to accept only the first initial or where the meet is conducted without benefit of meet management software.
 - (4) Final results shall be in the format prescribed by the IES Records Committee

Failure to comply with “A”, “B” “C” and/or “G” will result in a penalty of \$50.00 to the meet host.

5.2 Developmental Meets

Teams are limited to holding 2 developmental meets during the Short Course season and 1 long course meet. Any number of teams may participate but to qualify for the developmental fee of \$7.00 per swimmer they must meet the 4-hour rule. If the meet is oversubscribed and goes over the 4-hour time limit they must pay the normal IE invitational fees.

5.3 Approvals

- .1 Approvals may be issued to USA Swimming member clubs, LSCs, non-member clubs, or organizations for meets conducted in accordance with USA Swimming technical rules.
- .2 A list of meet officials should be submitted to the IE Officials Chair for approval at least one week prior to the start of the event.
- .3 Application:
 - Application for approval must be submitted in accordance with Article 202.4 of USA Swimming
 - A. Requirements for Approval:
 - Approval of competition may be issued, withheld, or withdrawn by IE in

Accordance with Article 202.4 of USA Swimming Rules and Regulations. Approval is not granted until USA Swimming reviews the sanction and grants approval.

.4 Conditions of Approval:

The assigned approval number must appear on the published entry information and final results.

.5 Reports and Remittances

- A. The financial statement, approval worksheet and approval fee balance shall be mailed to the IE Treasurer within 10 (10) days of the conclusion of the competition. Failure to submit the financial statement, approval worksheet and approval fee balance within 10 (10) days will result in an additional monetary penalty in the amount of 10% of the total owed.
- B. A complete meet backup from the meet management software shall be furnished by the meet host to the IE Membership/Registration Chairman within one (1) day of the conclusion of the meet. Final results shall be available on the IE website.

5.4 Observed Swims

- .1 An observed swim is defined as a swim observed by assigned USA Swimming officials for conformance with USA Swimming technical rules in a meet conducted under other than USA Swimming rules and must be in accordance with Article 202.5 of USA Swimming Rules and Regulations. Contact the IE Times coordinator or the www.ieswim.org/forms for Observed Meet forms and requirements

5.5 Officials

- .1 All competitions sanctioned in IE shall be officiated by officials certified by IE. Officials certified in any other LSC may be assigned to deck positions at the discretion of the Meet Referee.
- .2 The minimum number of certified officials per session at any meet sanctioned by IE shall be determined by the IE Officials Chairman based on the entry, facility, format, and events for that meet.
- .3 The IE Officials Chairman will assist in the assignment of a Meet Referee for every sanctioned competition if requested.

5.6 IE Championships

- .1 IE championship competitions shall be determined by the Board in accordance with 205.8 of USA Swimming Rules and Regulations.
- .2 IE may host the competitions or may solicit bids from IE group members.
- .3 The meets shall be conducted according to guidelines established by IE.
- .4 Surcharge - A meet surcharge of \$17.00 per swimmer and the Surcharge Report shall be mailed to the IE Treasurer within ten (10) days of the conclusion of the meet. Failure to submit the monies and surcharge report within ten (10) days will result in an additional monetary penalty in the amount of \$100 of the total owed.
- .5 IE will reimburse a Championship Meet host (SC, 14 and under, LC) \$4,500 for facility charges upon receipt of an invoice from the facility post-meet y which includes a breakdown: pool rental fees, Lifeguard fees, and any other facility charges.
- .6 Eligibility
 - A. Only athlete members of IE shall be eligible for entry into IE championship meets. For any meets that are combined LSC championships, only member athletes of those LSCs shall be eligible.
 - B. All swimmers must have met qualifying time standards for the specific events in which they compete.

5.7 Conduct of Sanctioned Competitions

- .1 All meets sanctioned by IE shall be conducted in accordance with the rules and regulations of USA Swimming (Parts One, Two, and Three of USA Swimming Rules and Regulations).
- .2 All hosts of meets sanctioned by IE shall verify coach membership requirements by implementing the following procedure: (*effective January 1, 2011*)
 - A. Meet Host shall conduct coach registration at the meet at which time coaches shall sign in, have their coaching credentials verified, and receive a deck pass designed for that meet. IE Membership/Registration Chairman may provide a list of certified coaches to the meet host. Deck Pass and/or a team's Club Portal may be used as proof of certification.
 - B. Meet Host shall require that all persons acting in a coaching capacity at the meet display the deck pass designed for that meet. Such deck passes shall be furnished by the host team.
 - C. Meet Host shall monitor the deck and remove any persons without authorized deck passes.
 - D. Any coach receiving a deck pass for the meet, who shares that deck pass or otherwise allows it to be displayed by an unauthorized individual, shall be subject to a fine of \$500 and loss of IE membership.
- .3 Warm-up shall be conducted in accordance with the guidelines published by the IE Safety Committee.
 - A. No diving shall be permitted during warm-up except in those lanes designated for sprint starts or relay exchange practice.
 - B. A minimum of two (2) warm-up marshals per course in addition to the Meet Safety Director shall be in position before warm-up may begin.
 - C. Continuous Warm-up
 - (1) During competition, where a course is set up to allow continuous warm-up and warm-down, a lifeguard may function as a warm-up marshal if the lifeguard has been properly instructed about IE warm-up rules and procedures.
 - (2) There shall be no diving during continuous warm-up.
 - (3) A minimum of two warm-up marshals must be in position during continuous warm-up [See 5.7.2C (1)] when there is no lifeguard available.
 - D. Length of Warm-up
 - (1) Where continuous warm-up is not available, a warm-up period of at least ten (10) minutes shall be provided prior to the swimming of individual events 400 yards/meters or longer, excepting those meets where only individual events 400 yards/meters or longer are offered.
 - (2) Warm-up for timed finals sessions or preliminary sessions shall be a minimum of forty-five (45) minutes in length, unless warm-up is split by age group, gender, or any other means, in which case warm-up shall be a minimum of thirty (30) minutes per group. The meet referee may begin competition before the scheduled conclusion of warm-up if athletes have completed their warm-up and all scheduled swimmers for the first heat are available. General warm-up may be conducted concurrent with the competition where a continuous warm-up is available.
 - (3) Warm-up for any finals session shall be a minimum of thirty (30) minutes.
 - (4) The Board or its designees may waive requirements for length of warm-up.
 - E. Upon request, the Meet Referee shall assign a coach to supervise swimmers who do not have a coach present during warm-up.
 - F. An announcer shall be on duty at all times during warm-up.
 - G. Coaches must supervise their swimmers at all times. Any coach who does not comply with the coach's responsibilities after a warning from the Meet Referee or designee

may be penalized by the Meet Referee who is authorized to unattach the swimmers on that coach's team for the entire meet.

- H. Conduct of Specific Warm-up – The final 20 minutes of a 45-minute warm-up or the final 15 minutes of a 30-minute warm-up shall be conducted as follows:
- (1) For a 10-lane pool:
 - (a) Lanes 1 & 10 push/pace from the start end of the pool (or general warm-up at the discretion of Meet Referee or his/her designee).
 - (b) Lanes 2 & 9 sprint lanes for racing starts from the starting block end of the pool, one length only and exiting the pool
 - (c) Lanes 3-8 general warm-up, no diving or racing starts. Any or all of these lanes may be converted to sprint lanes at the discretion of the Meet Referee or his/her designee.
 - (2) For an 8-lane pool:
 - (a) Lanes 1 & 8 push/pace from the start end of the pool (or general warm-up at the discretion of the Meet Referee or his/her designee).
 - (b) Lanes 2 & 7 sprint lanes for racing starts from the starting block end of the pool, one length only and exiting the pool
 - (c) Lanes 3-6 general warm-up, no diving or racing starts. Any all of these lanes may be converted to sprint lanes at the discretion of the Meet Referee or his/her designee.
 - (3) For a 6-lane pool:
 - (a) Lane 1 push/pace from the start end of the pool (or general warm-up at the discretion of Meet Referee or his/her designee).
 - (b) Lanes 2 & 5 sprint lanes for racing starts from the starting block end of the pool, one length only and exiting the pool.
 - (c) Lanes 3, 4, and 6 general warm-ups, no diving or racing starts. Any or all of these lanes may be converted to sprint lanes at the discretion of the Meet Referee or his/her designee.

.4 Time Standards

- A. Meets sanctioned in IE may establish qualifying time standards that swimmers must have achieved before entering events.
- B. For meets with “slower-than” time standards, swimmers may not compete in an event in which they are faster than the listed time standard as of the meet entry deadline.
- C. For meets with “faster-than” time standards,
 - (1) Swimmers should enter the event only if they have achieved the listed time standard for that event.
 - (2) Teams of swimmers who fail to achieve the qualifying time at the meet will receive a notice of those times that cannot be verified in the SWIMS database. Teams shall submit proof of time or a fine of \$10.00 for each swim listed in the notice. Failure to resolve time verification issues within one week of receipt of notice shall result in a debit to the team’s account in the amount of the fine and shall be paid prior to the next scheduled HOD meeting. Unattached swimmers will receive similar notice.
 - (3) Qualifying times for 50 yards/meters events shall be waived for swimmers with a disability. At the discretion of the meet referee, a swimmer with a disability may swim a lesser yardage event combined with a longer event within the same age group and gender if that swimmer’s time for the lesser yardage satisfies the qualifying time standard for the longer event.

.5 Entry Deadline - The due-date for entries electronic or otherwise for meets sanctioned by IE shall

be no earlier than two Wednesdays prior to the first day of the scheduled competition.

.6 Event and Session Start Times

- A. Fifteen (15) minutes must elapse between the end of the first session and the start of warm-up for the second session, except where the first session is trials and the second session is finals. This requirement may be waived by the Meet Referee and Meet Safety Director if, in their opinion, canceling the 15-minute break would help to alleviate a safety concern.
- B. There shall be a minimum of ninety (90) minutes between the conclusion of the last event of the preliminary session and the start of finals competition.
- C. Except as noted under exceptions below, there shall be a minimum time interval of fifteen (15) minutes between the conclusion of a specific age group event and the start of the next event of the same age group. (Where "open" is a replacement classification for older age groups, it shall be an age group.) Exceptions:
 - (1) Where it can be demonstrated that no swimmer is involved in consecutive age group events;
 - (2) Following events of 50 yards/meters or less;
 - (3) Where a majority of coaches in attendance at a meet agree;
 - (4) Prior to relays, except at championships or "A"-level meets.

.7 Length of Competition – It is mandated (USA Swimming Rules and Regulations 205.3.F), that with the exception of championship meets, all age group competition be planned to allow the events for swimmers 12 years and younger to be completed in four (4) hours or less for a timed finals session or in a total of eight (8) hours or less per day for a preliminaries and finals meet. Meet hosts in violation of the mandated limits shall be referred to the IE Board of Review which may censure, fine, or deny further sanctions to the meet host. It is further recommended that all sessions, regardless of the age of competitors, be limited to four (4) hours or less.

.8 IE timing equipment shall be made available to scheduled meets. If two meets occur on the same weekend that each require timing equipment, prior meet bid arrangements shall prevail.

.9 Awards - Meet hosts shall be responsible for purchasing and distributing their own awards at their meets in accordance with the following limitations:

A. Meet hosts and swimmers should be aware that a swimmer's present or future school athletic eligibility to compete could be affected by prize cost or value.

B. No individual high point awards shall be awarded in the 8-under age group.

.10 Seeding – A positive check-in may be required for all individual events 400 Y/M or longer. Any individual failing to check in shall not be seeded.

.11 Heat Sheets - The price of heat sheets shall be determined by the meet host.

.12 Individual/Relay Scratch Rule: Each swimmer/relay team shall be aware of the meet starting time and shall report to the proper meet authorities promptly upon call. Only a current USA Swimming certified head coach or his/her appointed designee can make changes in a swimmer's events/schedules.

A. Pre-Seeded Meets - Each swimmer/relay team shall report promptly to the Clerk of Course or starting blocks prior to the race in which the swimmer/relay team is entered. Any swimmer/relay team not reporting for or competing shall not be penalized.

B. Events Seeded on the Deck –

(1) Events seeded on the deck shall be closed for seeding no earlier than thirty (30) minutes prior to the start of the session. Host may provide alternate methods of check-in (such as email, phone, fax) for swimmers who do not plan to arrive before the scratch deadline.

(2) Any swimmer who has checked in for an individual event 400 yards/meters or longer must swim in the event unless the swimmer notifies the Clerk of Course or Administrative Official

before the seeding of the event has begun that the swimmer wishes to scratch. Failure to scratch prior to seeding and not swimming the event will result in a fine of \$5.00 to the swimmer, except as noted in "Exceptions for Failure to Compete" (below).

- (3) Any agent of a team (coach, parent, swimmer, etc.) who checks in a swimmer for any event when that swimmer is not present at the meet without that swimmer's consent, may cause a fine of \$2.00 per swimmer per day to be levied against that team.
- (4) Events seeded on the deck and swum as a timed final with one or more heats swimming with finals shall provide the swimmer the opportunity to indicate their desire to swim only during the preliminary session by indicating this desire by placing a "P" next to their name on the sign in sheet. Any swimmer failing to indicate this desire and does not compete during the finals session, shall be subject to a fine of \$5.00, except as noted in "Exceptions for Failure to Compete" (below).

C. Scratching from Bonus Finals, Consolation Finals and Finals

(1). Any swimmer qualifying for a C, B, or A (bonus and consolation final or) final race in an individual event who fails to compete in said final race shall be barred from further competition for the remainder of the meet, except as noted below in "Exceptions for Failure to Compete". A declared false start or deliberate delay of meet is not permitted and will be regarded as a failure to compete.

(2). In the event of withdrawal or barring of a swimmer from competition, the referee shall fill the C, B, or A (bonus and consolation final or) final, when possible, with the next qualified swimmer(s). Alternates shall be announced along with the final qualifiers. These alternates shall not be penalized if unavailable to compete in the finals.

(3). Where C and B (bonus and consolation) finals have not yet been swum and a barring or withdrawal is known to the Referee, the Referee shall re-seed the C, B, and A (bonus final and consolation final and the) final, if necessary, to insert the alternate(s) in the appropriate lane(s), filling all lanes in the final. The Referee shall only be required to attempt to fill vacancies to the 4th alternate

(4). If the C and B (bonus and consolation) final have already been contested, the A (championship) final shall be swum without reseeding for the empty lanes.

D. Exceptions for Failure to Compete - No penalty shall apply for failure to withdraw or compete in an individual event if;

- (1) The Referee is notified in the event of illness or injury and accepts the proof thereof.
- (2) A swimmer qualifying for a consolation final or final race following preliminaries notifies the Referee or designee within thirty (30) minutes after the announcement of the qualifiers for that race that the swimmer may not intend to compete. The swimmer must declare within thirty (30) minutes following his last individual preliminary event a final intention to scratch or swim.
- (3) It is determined by the Referee that failure to compete is caused by circumstances beyond the control of the swimmer.

SECTION 6

RECORDS AND SWIMMER RECOGNITION

6.1 IE Swimmer Records

- .1 A swimmer record may be achieved by any athlete member of IE who swims the time at any competition sanctioned or approved by any LSC or at any meet approved for USA Swimming observation where the swim is observed and approved for conformance to USA Swimming technical rules, provided that the swimmer is a member of IE at the time of the swim, and his/her place of residence is within the boundaries of IE Times achieved outside the boundaries of IE must be submitted to the IE Records Chairman and proven by final results.

- .2 Times achieved in a freestyle event are recorded as freestyle only, even if another stroke is performed.
- .3 Record times may be achieved in initial splits of individual swims and lead-off legs of relays, provided that the official split is recorded by automatic timing or by three (3) hand-held watches and is observed by the officials for a legal finish.
- .4 Records will be maintained for all events in yards and LC meters in the following categories: Girls and Boys 10-under, 11-12, 13-14, 15-16, 17-18, and Open.
- .5 Times achieved by a swimmer or relay group in an open or expanded age group will revert to the swimmer's or relay group's appropriate age group. The open record will always reflect the fastest time achieved in that event by an athlete member(s) of IE, regardless of whether it is achieved in an open or age group event.

6.3 IE Top 10 Times

- .1 Times achieved by member athletes of IE in any sanctioned or approved competitions shall be considered for inclusion in Top 10. Times must be in the USAS SWIMS database. Times achieved at Observed meets for USA Swimming shall not be considered for inclusion in Top 10.
- .2 Times achieved in a freestyle event are recorded as freestyle only, even if another stroke is performed.
- .3 Times may be achieved in initial splits of individual swims and lead-off legs of relays, provided that the official split is recorded by automatic timing or by three (3) hand-held watches and is observed by the officials for a legal finish.
- .4 Top 10 listings will be maintained for all events in the following categories: Girls and Boys 10-under, 11-12, 13-14, 15-16, 17-over.
- .5 Times achieved in an open or expanded age group will revert to the swimmer's age group.
- .6 Top 10 listings will be published at the conclusion of the short course season (May 1 of the previous year through April 30 of the current year) and at the conclusion of the long course season (September 1 of the previous year through August 31 of the current year).

6.4 IE Swimmer Recognition Awards

- .1 Women's Swimmer of the Year and Men's Swimmer of the Year shall be recognized annually based on the criteria established by the Board.
- .2 Swimmer of the Year shall be recognized annually based on criteria established by that year's selection committee, which shall be comprised of coaches of senior swimmers.
- .3 Plaques shall be awarded annually to IE swimmers establishing IE event and/or swimmer records.

Section 7

IES ZONE/ALL STAR TEAM

7.1 The IE Zone/All Star Team Program is created by the approval of the Board and shall be under the direct supervision of the IE Age Group Vice-Chairman.

.1 The IE Age Group Vice-Chair shall serve as the IES Zone/All Star Team Manager. The Executive Committee may appoint another individual to the position of Team Manager if it is determined it is needed/necessary to properly support the team or if the Age Group Vice Chair is unable to attend.

7.2 Funding for the IE Zone/All Star Team Program shall be determined by the Board, as outlined in Section 8 of the Policy and Procedures of Inland Empire Swimming, Inc.

7.3 All athlete participants must be year-round athlete members of USA Swimming and must have satisfactorily participated in at least 3 IE Sanctioned Meets during the current eligibility period, as determined by the Age Group Vice-Chairman.

.1 Athletes will be considered members of the IE Zone/All Star Team for the period that begins with the acceptance of their application until the meet entry deadline of the following year in which they:

- A) Do not meet the qualifying standard
- B) Have turned 15 years old

.2 Athletes may be removed by the IE Age Group Vice Chairman for violations of IE Policy and Procedures, IE/USA-S Code of Conduct and IE Team Travel Policy, or any other disciplinary reasons described in Section 7.9 at any time during the period outlined above.

7.4 All Non-Athlete Participants must be non-athlete members of USA Swimming and shall satisfactorily complete the Level 2 background screening as administered by USA Swimming.

1. Non-Athlete Participant is defined as: IE Age Group Vice Chair, Zone/All Star Team Coaches, Committee members (if appointed), Chaperones, and any Parent or Legal Guardian that accompanies athletes under the age of 10.

2. Non-Athlete Participants will be considered members of the IE Zone/All Star Team from the time their application is accepted until August 31 following the conclusion of the Western Zones Swimming Championship Meet.

3. Non-Athlete Participants may be given reimbursement for travel, lodging, and food for attending the Western Zones Swimming Championship Meet, as determined by the Board.

A. The Parent/Legal Guardian of a 10&U Athletes are shall not receive any financial reimbursement for travel, lodging, or meals or any other expenses incurred as part of their requirement to attend IE Zone/All Star Team functions, as described in Section 7.8.1.

B. Non-Athlete Participants may elect to have family members accompany them to an IE Zone/All Star Meet. However, the following conditions apply:

- (1) IE will not cover any food, clothing or any other expenses of the accompanying family member.
- (2) Accompanying family members should refrain from contact with all participants of the IE Zone/All Star Team, unless the participant is a family member. (The accompanying member is not a designated chaperone and has not met all the requirements of a Team Member.)
- (3) Accompanying family members will not, under any circumstances, enter the hotel room of any participant, including the family member.
- (4) An accompanying family member must never be alone with any participant that is not a family member.

4. If a Non-Athlete Participant either resigns or is removed from the IE Zone/All Star Team for any reason, it will be the responsibility of the IE Age Group Vice Chair to replace that position, in consultation with the IE Executive Committee. This includes any coaching, chaperone, or other leadership position.

7.5 All athlete and non-athlete participants shall be required to sign and adhere to the IE Zone/All Star Team Code of Conduct, Medical Declaration and Team Travel Policy. Parents are required to accurately report, in writing, any medical concerns and conditions prior to departure. Team leadership can't be held responsible for information not reported prior to the commencement of the trip.

7.6 Any athlete or non-athlete participant found to be in delinquent payment of any monies and/or fees due to IE and/or their attached club, and/or who otherwise does not meet any of the certification/registration requirements of IE or USA Swimming, are hereby not eligible for participation in any function of the IE Zone/All Star Team Program until satisfactorily resolved, as determined by the IE Zone/All Star Team Committee.

7.7 All Administration and Arrangements of the IE Zone/All Star Team Program shall be administered by the IE Age Group Vice Chair.

.1 The Age Group Vice Chair may opt to create, with the approval of the executive board, a committee to help conduct the development of a successful IE Zone/All Star Team trip.

A. The Age Group Vice-Chairman shall serve as Co-Chairman of the Committee, with the IE Zone/All Star Team Manager acting as the other Co-Chairman.

B. There shall be no less than 5 and no more than 7 total members of the Committee. If there are 5 members, 1 must be an athlete, and if there are 6 or 7 members, then 2 must be athletes. The total number of Committee members is determined by the IE Age Group Vice-Chairman.

C. The term of appointment to the IE Zone/All Star Committee shall be from September 1 until August 31.

(1) There are no term limits specified at this time. However, it is recommended that no member, aside from the IE Age Group Vice-Chairman, serve for more than 3 years.

D. At no time shall there be more than two (2) members of the IE Zone/All Star Team Committee that are registered and/or affiliated with the same IE Club or Practice Squad. This provision includes the IE Age Group Vice-Chairman.

.2 Committee Duties

A. At the Fall HOD Meeting, present, for Board Approval, the appointment of the IE Zone/All Star Team Manager.

B. At the Fall HOD Meeting, present:

- (1) The Western Zones Championship Swimming Time Standards
- (2) IE Zone/All Star Team Head Coach and Assistant Coaches.
- (3) The IE Zone/All Star Team Athlete Application
- (4) The IE Zone/All Star Team Chaperone Application
- (5) A calendar for upcoming IE Zone/All Star Team functions and deadlines
- (6) A preliminary itinerary for the Western Zones Swimming Championship Meet
- (7) Any and all other relevant information

C. At the Spring HOD Meeting, present:

- (1) The IE Zone/All Star Team Coaching Application for the following year
- (2) IE Zone/All Star Team Athletes, subject to additions
- (3) IE Zone/All Star Team Chaperones
- (4) Any IE Zone/All Star Team Committee resignations or appointments for the upcoming term
- (5) Any requests for recommended changes to IE Policy and Procedures, IE Code of Conduct, and/or IE Team Travel Policy
- (6) Any request for budgetary changes to the IE Zone/All Star Team Program
- (7) Any and all other relevant information

D. Organizing and administrating the affairs of the IE Zone/All Star Team Program, which includes, but is not limited to:

- (1) The transportation, lodging, meals, uniforms, and team entry for the Western Zone Swimming Championship Meet.
- (2) Any additional activities approved by a majority vote of the IE Zone/All Star Team Committee and/or approved by the IE Age Group Vice-Chairman.

7.8 Conduct of Specific Events

.1 The IE Zone/All Star Team shall annually participate in the Western Zone Swimming Championship Meet.

A. All athlete and non-athlete members of the IE Zone/All Star Team shall be properly qualified and credentialed, as set forth by the USA Swimming, Western Zone Handbook, IE Policy and Procedures, and in the meet entry information.

(1) Any athlete who does not meet the current year's qualifying times may petition the IE Zone/All Star Team Committee to use the previous year's qualifying times for participation in the Western Zones Swimming Championship Meet. The Committee shall only consider such a petition if it, along with the Head Coach, determine that qualified swimmers from the current rankings are not available. Any athlete granted participation must adhere to all other requirements outlined in the IE Policy and Procedures, IE Code of Conduct, and IE Team Travel Policy.

B. All athlete and non-athlete members of the IE Zone/All Star Team must travel, lodge, and eat with the IE Zone/All Star Team until the conclusion of the Western Zone Team Trip or an agreed upon time of withdrawal from the Team Trip. The IE Zone/All Star Team Committee may grant exceptions to this policy with the agreement of the IE Executive Board.

(1) All Athletes under the age of 10 must be accompanied by a Parent or Legal Guardian during all IE Zone/All Star Team functions.

(2) All Athletes under the age of 10 and their Parent/Legal Guardian shall make every effort to travel, lodge, eat, and otherwise fully participate in IE Zone/All Star Team functions.

(3) Parent/Legal Guardians of Athletes under the age of 10 must meet the qualifications of a Non- Athlete Participant, as defined in Sections 7.4-7.6. They are also subject to Disciplinary Procedures, as outlined in Section 7.9

(4) Parent/Legal Guardians who are listed as the escort of Athletes under the age of 10 are ineligible to apply for IE Zone/All Star Team Manager and IE Zone/All Star Team Chaperones.

(5) The Parent/Legal Guardian escorting a 10&U Athlete shall not receive any financial reimbursement for travel, lodging, or meals or any other expenses incurred during participation in IE Zone/All Star Team functions, as described in Section 7.4.3(A).

C. The IE Age Group Vice-Chairman or a designee of shall be the only person permitted to submit meet entries for the IE Zone/All Star Team.

(1) Swimmer's preferences shall be given the highest priority when selecting and entering individual events.

(2) Relay participation shall be determined by the IE Zone/All Star Team Head Coach in consultation with the IE Zone/All Star Team Assistant Coaches. IE policy is that the Head Coach shall maximize relay participation to the best of his/her ability.

7.9 Discipline of IE Zone/All Star Team Program Members

.1 Any violation of the USA Swimming Code of Conduct, IE Zone/All Star Team Code of Conduct and Team Travel Policy, and/or any other reasonable written law or code of conduct reported other than during the Western Zones Swimming Championship Meet shall be investigated by the IE Zone/All Star Team Committee and/or a designee of as determined by the IE Age Group Vice Chair. This action shall require notification of the IE Executive Board.

.2 Any disciplinary hearing taking place other than during the Western Zones Swimming Championship Meet, must be recommended by the IE Zone/All Star Team Committee and sanctioned by the IE

Executive Board. Any disciplinary hearing shall abide by the IE Policy and Procedures and/or outlined by USA Swimming.

- .3 Any violation of the USA Swimming Code of Conduct, IE Zone/All Star Team Code of Conduct and Team Travel Policy, and/or any other reasonable written law or code of conduct reported during the Western Zones Swimming Championship Meet shall be reported to and investigated by the IE Zone/All Star Team Manager or a designee of.
- .4 Failure to accurately report known medical conditions on the IE Zones Medical Declaration Form shall be considered a violation of IE Policy and Procedures and may result in the swimmer being removed from the IE Zone/All Star Team Program if the issue becomes a compliance issue.
- .5 The decision to remove an athlete or non-athlete Participant on these grounds shall be determined by the IE Age Group Chair in consultation with the IE Zone/All Star Team Leadership and the IE Executive Committee.
- .6 The IE Age Group Vice Chair may elect to follow the procedures outlined below for a disciplinary hearing. However, due to the sensitive nature of the medical conditions, the IE Age Group Chair, in consultation with IE Zone/All Star Team Leadership and the IE Executive Committee is allowed to make a final decision on this issue without a disciplinary hearing.
 - A. If the violation is determined to be relatively minor and does not require a penalty outlined in Section 7.9.3B of the IE Policy and Procedures, the IE Zone/All Star Manager and/or IE Zone/All Star Head Coach shall require and enforce a penalty of their choosing.
 - (1) Since relays are determined by the IE Zone/All Star Head Coach, as outlined in Section 7.8.1C2, removal from a relay due to a minor violation is permissible and is at the discretion of the coaching staff.
 - (2) Repeated minor violations can become cause for seeking the penalties listed in Section 7.9.3B, in which case, the course of action outlined in Sections 7.9.3C, 7.9.3D, 7.9.4, and 7.9.5 must be followed.
 - B. The IE Zone/All Star Team Manager, in consultation with IE Zone/All Star Head Coach, may determine that a violation or series of violations (as indicated in Section 7.9.3A2), is severe enough to warrant a penalty that includes: an athlete, chaperone, or coach being removed from the team and sent home or an athlete to be scratched from an event.
 - C. If Section 7.9.4B is warranted, the person in violation shall be notified by the Zone Manager of the reported violation, the penalty sought, be given the opportunity to present his/her case before a disciplinary panel, and that he/she has the right to an expedited hearing pursuant to Section 7.9.4D, Section 7.9.5, and Section 7.9.6 of the IE Policy and Procedures.
 - D. Any athlete accused of a violation outlined in Section 7.9.4B shall be entitled to ask an adult to serve as his/her advocate. If an athlete does not select an advocate, the IE Zone/All Star Team Manager shall assign an advocate on his/her behalf. Non-athletes shall represent themselves, unless otherwise determined by the IE Zone/All Star Team Manager.
 - (1) If, after such notification and after consultation with an advocate, the individual elects to acknowledge their violation and accept the penalty recommended by the IE Zone/All Star Team Manager, the penalty shall be enforced, and no hearing shall be held.
 - (2) If, after such notification and after consultation with an advocate, the individual elects to contest the violation and/or the recommended penalty, a hearing in front of a disciplinary panel shall take place.
- .4 Any disciplinary hearing taking place during the Western Zones Swimming Championship Meet may be called for by the IE Zone/All Star Team Manager upon the conclusion of a satisfactory investigation and in consultation with the IE Zone/All Star Head Coach, as outlined in Section 7.9.3 of the IE Policy and Procedures. The authority to convene such a disciplinary hearing is granted by USA Swimming Rules and Regulations Article 71, paragraph 571.2(2).

- A. The disciplinary panel shall be made up of no less than 3 persons who is 12 or older, one of which must be an athlete, and no more than 5 persons, one of which must be an athlete who is 12 or older.
 - B. The disciplinary panel shall not include the Team Manager or the investigating person or persons.
5. Conduct of Disciplinary Proceedings During the Western Zone Swimming Championship Meet
- A. The Disciplinary Proceedings shall be held in private and shall not include anyone but relevant persons. All relevant persons will keep all proceedings confidential to non-relevant persons. Any violation of the confidentiality of the proceedings may subject that person to action outlined in Section 7.9.1.
 - B. The Team Manager and/or designated staff member, on behalf of IE, shall present the facts of the violation(s) to the panel. The person presenting has the right to recommend a penalty.
 - C. Both IE and the Individual shall have the opportunity to present any additional evidence considered relevant and may call witnesses.
 - D. Upon hearing the relevant facts and testimony, the panel shall determine if the individual was acting in violation, and, if found in violation, shall either accept the recommended penalty or assess a penalty deemed appropriate by the panel.
 - E. The panel's findings shall be the final say in the matter. The Team Manager shall be responsible for enforcing any penalty assessed by the panel.
 - 1) Since Athletes under the age of 10 are required to have a parent or legal guardian present at all functions, as outlined in Section 7.4, any such non-athlete participant removed from the team shall also have their athlete removed as well.
 - F. A report, written by the panel, outlining the proceedings and its conclusions, shall be submitted to the IE Zone/All Star Team Manager to be shared with the IE Executive Board and the IE Zone/All Star Team Committee. That report shall be confidential to all non-relevant persons, unless otherwise determined by the IE Age Group Vice-Chairman.

SECTION 8 IE FINANCIAL ASSISTANCE PROGRAMS

A. Purpose.

The primary purpose of the IES Financial Assistance Program is to encourage IES swimmers to compete in higher-level meets by paying for part of the travel costs. Eligible meets are Age Group and Senior Zone Championships, USA Junior Championships and National Championships/Trial meets, Grand Prix meets, NCSA Junior Nationals, and Disability Championship meets. Other purposes include: a) providing some assistance to teams who send their coaches to senior zone **and national level meets to accompany the team's qualifying athletes**, and b) **providing limited** scholarships to two Inland Empire swimmers annually who plan to swim in college, and c) providing some financial support to Coaches for continuing education.

B. Inland Empire Age Group Zone Team Financial Support

1. Swimmer Support.

Inland Empire will provide support in the amount of one share of the Zone Fund to each Age Group Zone team swimmer. Parent and/or individual swimmer sponsors are expected to pay the balance **for the swimmer. Payment in full is required prior to the Age Group Zone team's departure.**

2. Total Age Group Zone Team Cost.

The total Age Group Zone team cost includes: a) transportation, lodging, and meals for the swimmers; b) apparel, required by the Age Group Zone team which might include and is not limited to suits, caps, jackets and t-shirts for the swimmers; c) all entry fees; d) special events hosted by the Age Group Zone meet sponsors (such as an ice cream social); and e) group entertainment planned for the entire team. It is the joint responsibility of the Zone Team Manager and Inland Empire Treasurer to accurately compute the total Age Group Zone team cost in line with the budget and bill the parents and/or individual swimmer sponsors in a timely manner.

3. Coaches and Chaperones Support

Inland Empire will pay all costs for coaches and chaperones appointed by IES. IES may provide a modest per diem amount to the coaches and chaperones. A per diem is not included in the total cost calculation outlined in the previous paragraph. If paid, it will be in total by the association.

4. Reimbursement Payment Procedure

After the completion of the Age Group Zone meet, the Senior and Age Group Vice-Chairman will submit a list of all swimmers eligible to receive funds from the Zone Travel Fund to the IES Treasurer for reimbursement. Reimbursement checks will be written to teams of those swimmers that are eligible. Swimmers who fill out an Unattached Swimmer Exemption Form will have the reimbursement check written directly to the family, provided travel receipts are received.

C. Inland Empire Senior Zone Team Financial Support

1. Swimmer Support

Inland Empire will provide support in the amount of one share of the Zone Fund to each Senior Zone team swimmer.

2. Coaches Support

Inland Empire will provide support in the amount of one share of the Zone Fund to each coach of a registered team that has at least one swimmer attending the Senior Zone meet. If a team has 10 or more swimmers, then Inland Empire will provide support for an additional share for a second coach.

3. Reimbursement Payment Procedure

After the completion of the Senior Zone meet, the Senior Vice-Chairman will submit a list of all swimmers and coaches eligible to receive funds from the Zone Travel Fund to the IES Treasurer for reimbursement. Reimbursement checks will be written to teams of those swimmers and coaches that are eligible.

D. Inland Empire Athlete and Coach Support for National and Trials Meets.

1. Swimmer and Coach Support.

IES shall reimburse qualifying swimmers and coaches from the National Fund. The National level meets and the number of shares for each meet will be determined at the Fall HOD meeting.

2. Reimbursement Payment Procedure

After the completion of the final National meet of the season, the Senior Vice-Chairman will submit a list of all swimmers and coaches eligible to receive funds from the Senior Travel Fund to the IES Treasurer for reimbursement. Reimbursement checks will be written to teams of those swimmers and coaches that are eligible. Swimmers who fill out an Unattached Swimmer Exemption Form will have the reimbursement check written directly to the family, provided travel receipts are received.

3. Swimmer Eligibility

The eligibility will be determined separately for year-round IES swimmers and IES alumni (e.g., returning summer-only swimmers who attend a college or university during the academic year).

a. Year-Round IES Swimmers

Three conditions must be met: USA Swimming membership plus member of an IES club for a minimum of one year immediately preceding the national meet plus participation in at least 3 IES sanctioned meets.

b. Returning Alumni

Three conditions must be met: USA Swimming membership plus current member of an IES club for the summer plus past membership of an IES club for at least twelve continuous months during the junior/senior years of high school.

c. Unattached Swimmer Exemption

Swimmers who are not attached with a team, may request file an Unattached Exemption Form. This form is located on the IES website: <http://www.ieswim.org/forms>. If all the eligibility criteria (see D3a) is met and the Unattached Exemption Form is filed with the Senior Vice-Chairman, swimmers may be eligible to receive IES funds. In addition to the Unattached Exemption Form, swimmers will be required to turn in receipts for their travel expenditures.

4. Coach Eligibility

Inland Empire provides limited travel assistance to coaches accompanying a swimmer on his/her team to national meets and trials meets. Coaches must be a certified coach of a registered IES team. Only one coach per team per meet is eligible for IES support. The reimbursement should not be viewed as additional compensation or a form of bonus for the coaches.

E. IES Scholarship Program

Annually, IES presents two \$250 scholarships, one to a graduating female swimmer, and one to a graduating male swimmer.

1. Eligibility

The scholarship is open to graduating seniors who are registered USA Swimming athletes and have been continuous members of an IES club through their junior and senior years of high school. Priority consideration will be given to those applicants who plan to swim in college.

2. Selection Committee.

The scholarship committee shall consist of the IES Executive Committee. The IES Senior Vice-Chairman shall chair the committee and is responsible for publicizing the scholarship and soliciting applications.

3. Announcement of the Recipients and Payments of Scholarship

The recipients will be announced at the IES annual meeting. Funds shall be forwarded to the college after the athlete has enrolled.

F. Western Blue Section Financial Assistance Program

1. Swimmer Eligibility and Funding.

Each active member organization shall be reimbursed for each eligible qualifier who attends the USA Swimming Junior and/or Senior Championships (Winter or Summer). Participation in the preceding Western Regional Section Championship meet is required.

2. Application for Reimbursement.

Application for reimbursement funds shall be made to the Western Regional Section Treasurer, in writing, within fifteen days following the USA Swimming Championship meet. The application must **contain the swimmer's name, organization name, and addresses and the Championship Meet** name and events in which the swimmer competed.

3. Eligibility

a. Individual Qualifier

To be eligible to apply for National travel reimbursement, each individual qualifier must compete in the Championship meet. The swimmer must have competed in an individual or relay event in the preceding Senior Western Regional Section Championship meet.

b. Relay Swimmers

National "relay only" swimmers will receive (in total) reimbursement equal to one individual share for that meet.

c. Coaches

Coaches receive shares for each USA Swimming Championship they attend with one or more athletes from their team/club. However, no more than one coach per team will receive reimbursement for a given meet. Financial assistance will only be paid to Registered IES Teams. No payment shall be made directly to any registered athlete or coach from IES. **(No Exceptions)**

G. Coaches Continuing Education Financial Assistance Program

1. Coaches Eligibility and Funding.

Each active member Coach may be reimbursed for attending an eligible Continuing Education conference. Examples of which are the annual ASCA Coaches Conference

2. Request for Reimbursement.

Request for reimbursement funds shall be submitted by an eligible IES coach, to the IES Coaches Representative. (Appendix) The IES Coaches Representative will verify eligibility and forward requests for reimbursements to the IES Treasurer. The request must contain the Coaches name, dates of attendance and all applicable receipts.

3. Eligibility

A Maximum of two (2) IES Coaches from individual IES Registered Clubs are eligible to apply for reimbursement for attendance at an eligible Continuing Education conference per year.

4. Funding

IES shall budget each year, \$2500 funding for Continuing Education unless another amount of funding is proposed by the IES Coaches Committee and approved by the IES House of Delegates.

a. Amount of Funding Available

Eligible IES Coaches may request reimbursement from the Continuing Education fund not to exceed \$250 per coach, per year. Receipts must be submitted with all reimbursement requests and reimbursements shall not exceed the amount of submitted receipts up to the maximum reimbursement.

Financial assistance will only be paid for Coaches of IES Registered teams **(No Exceptions)**. The reimbursement will be paid to the teams of those Coaches who attended.

SECTION 9 OFFICIALS

9.1 Officials Committee

.1 Members:

The members of the Officials Committee shall be the Appointed Officials Chairman and the selected committee members. All Committee members must be current non-athlete members of IES.

.2 Duties and Powers:

The duties and powers of the Officials Committee shall be in accordance with those listed in Article 607.4.4 of the Bylaws.

.3 Meetings:

The Officials Committee shall meet at least twice a year at the scheduled House of Delegates Meetings. Additional meetings shall be scheduled and conducted in accordance with Article 607.7-607.16 of the Bylaws.

9.2 Officials Chairman

The duties and the powers of the Officials Chairman shall generally be those listed in Articles 607.2.2C and 607.5.

In addition, the Officials Chairman shall;

.1 Select the Officials Committee Members either on an Annual or bi-Annual basis.

.2 Submit an application for "National Certification" of officials at Officials Qualifying Meets (OQM) approval as sanctioned in IES and the coordination with those Meets;

In conjunction with an OQM, arrange, or cause to be arranged, the request for an Evaluator / Observer in accordance with procedures of USA-S.

.3 Maintain the Officials Tracking System data collection, input and report for the benefit of IES officials to include the following:

Initiate listings of officials and progress toward certification in the OTS module

Track official's certifications and provide periodic listing of IES officials and their certification levels

Designate Training qualified officials

Maintain information on the IES Website with assistance of the IES webmaster

.4 Monitor IES Club compliance with the Minimum Officials Requirements established in the IES Rules. Actions include the following;

Review all sanctions prior to their approval for compliance with minimum officials' rules and verification that certified officials are listed

Promulgate the minimum officials' requirements prior to hosted meets Record compliance and recommend corrective actions per IES Rules

Recommend changes to the Minimum Officials Requirements for action

.5 Store, maintain and coordinate the delivery, use and return of the IES radios and charging equipment;

.6 Coordinate with the IES Equipment Chairman any rental or usage fees associated with the use of IES Officiating Equipment;

.7 Assign Key Meet Officials for all IES sanctioned Championship Competitions. The assigned positions include the Meet Referee Administrative, Referee and Team Lead Chief Judge.

.8 Provide input to the annual budget formulation cycle and be responsible for conducting expenditures in accordance with the approved Officials budget line item.

.9 Select the Official of the Year for presentation at the Fall House of Delegated meeting.

.10 Attend any Annual USA Swimming's Officials Chair meetings or Clinics as funded by IES.

The Officials Chairman may be eligible to attend the Annual USA Swimming Convention, providing there is sufficient funding available and the Board of Directors determines that there is a benefit to IES.

.11 Designate an Officials Committee member to attend any USA Swimming's Officials Chair Meeting or Clinic should the Chairman be unable to attend;

.12 Designate two IES Referees to attend the annual USA Swimming's Referee Clinic each year.

9.3 Certification of Deck Officials (Stroke & Turn, Chief Judge Starter)

.1 Requirements

A. Qualifications:

Officials must be at least 18 years of age. Upon completion of the requirements for certification, become non-athlete members of USA Swimming. Satisfactorily complete Level 2 Criminal Background screening and Athlete Protection Training established by USA Swimming.

B. Testing:

Officials shall pass the appropriate USA Swimming Officials On-line tests for Stroke and Turn or Starter, with a minimum score of 80%.

C. On-Deck Training:

Complete the required On-Deck Training under the supervision of certified USAS Officials at IES sanctioned meets or as established by the Officials Committee.

.2 Certification shall be granted in accordance with the standards and procedures established and published by the Officials Committee.

9.4 Certification of Referees

.1 Requirements

A. Qualifications:

Referees must be at least 21 years of age. Must have been a certified Starter for at least one (1) year.

B. Testing:

Officials shall pass the appropriate USA Swimming Officials On-Line test for Referees with a minimum score of 90%.

C. Recommendations:
Secure and provide to the Officials Committee, two (2) recommendations from currently certified IES Referees.

D. Apprenticeship:
Referees must apprentice on deck in accordance with the guidelines, standards, and procedures established and by the Officials Committee.

.2 Certification shall be granted in accordance with the standards and procedures established and published by the Officials Committee.

9.5 Recertification shall be determined and administered in accordance with the guidelines, standards, and procedures established and published by the Officials

SECTION 10 FINANCE COMMITTEE

10.1 Long Term Investment Guidelines

A. Purpose: The Board of Directors (Board) of Inland Empire Swimming (IES) does hereby establish the following Statement of Investment Policies and Guidelines (Guidelines) for all funds held for investment.

B. Delegation: The Board delegates supervisory authority over its investing affairs to its Finance Committee. The Finance Committee is responsible for, in addition to its other duties, regular investment reports to the Board. In carrying out its responsibilities, the Finance Committee, and its Portfolio Manager(s) (if used), will act in accordance with the Guidelines and all applicable laws and regulations. *The Board reserves exclusive right to revise the Guidelines.* Furthermore, the Board may grant exceptions to the Guidelines when appropriate.

C. Philosophy: To seek investments that take only sensible risks, to run at a sustainable rate of return and to concentrate on a long-term investment horizon. Four factors that enhance this philosophy

1. Adopt a value-oriented approach.
2. Study investment research.
3. Consult multiple investment advisors.
4. Seek a fee structure (expenses) below industry averages.

D. Objectives: The primary investment objective is to preserve and protect the assets of IES and earn a total return on its funds that is appropriate considering; the IES time horizon, its liquidity needs, and its risk tolerance. Thus, the investment objectives are as follows:

1. To match or exceed the policy index "Benchmark(s)" through the market cycle. The "Benchmark(s)" are as follows:

- a. Equities----- S & P 500
- b. Fixed Income ----- Lehman Brothers Bond index
- c. Cash equivalents-----Ninety-day T-Bill

2. On an annualized basis, exceed the rate of inflation, as measured by the Consumer Price Index, by 5% on the total Portfolio.

3. Maturity of the bond holdings should range from 7-10 years and should be evaluated on an annual basis to repeat the then current yield to maturity.

E. Asset Mix: To accomplish IES's investment objectives, guided by its investment philosophy, the Finance Committee and Portfolio Manager(s) are authorized to utilize equity securities, common stocks, etc. with emphasis on equity mutual funds, fixed income securities, and short-term (cash) investments.

F. Asset Quality:

1. Common Stocks: quality rating of all common stocks should be B+ or better as rated by Standard & Poors, no investment in non-rated stocks is allowed.
2. Convertible preferred stock and convertible bonds: the quality rating must be investment grade or better. The common stock into which both may be converted must be rated or specified according to the standards stated in item 1 above.
3. Fixed income securities: The quality rating of bonds and notes must be investment grade or better. The portfolio may consist of only traditional principal and interest obligations (no derivatives i.e., puts, calls or futures). Every effort should be made to "Ladder" the bond portion of the portfolio.
4. Short-Term reserves: The quality rating of Commercial paper must be A-1 as rated by Standard and Poors.
5. Mutual Fund: A 'Morningstar' risk rating, by category, will be used to evaluate a fund's performance and mix.

G. Asset Diversification: As a general policy reasonable diversification shall be maintained at all times: Reasonable guidelines are as follows:

H. Category Percentage of Portfolio

Equity (or equity mutual funds)	50%-70%
Fixed Income (including cash equivalents)	30%-50%

The IES time horizon and liquidity needs, as determined by the Board, will determine the asset allocation by category. Also, investments in the equity securities of any one company shall not exceed 6 percent of the portfolio value. Furthermore, reasonable sector allocations and diversifications shall be followed. In that regard, no more than 20 percent of the entire portfolio may be invested in the securities of any one-industry sector.

I. Portfolio Managers Accountability:

1. Transactions: no margin transactions, short selling, or commodity transactions are authorized.
2. Reporting requirements:
 - a. Quarterly: The portfolio manager(s) shall provide the Finance Committee detailed information about: (1) asset allocation, (2) investment performance, and (3) any other matters of interest.
 - b. Annually: The portfolio manager(s) shall provide the Finance Committee an annual summary of all transactions, together with a report of investment performance for the year and recommended future investment strategies.

J. Expenditure Guidelines

All expenditures and use of the Long-Term Investment Reserves (LTIR) shall be approved by the Finance Committee. Requests for such expenditures must be received, in writing, at least fifteen (15) days prior to the anticipated expenditure date. For requests totaling **less than** thirty percent (30%) of the total LTIR, approval of a minimum of three (3) members of the Finance Committee is required. For requests totaling thirty percent (30%) or greater of the LTIR, approval of by all (100%) of the members of the Finance Committee is required.

SECTION 11 IE PUBLICATIONS AND COMMUNICATIONS

- 11.1** **IE Bylaws** shall be published on the IE Web Site at www.ieswim.org and distributed to all IE Registered Clubs.
- 11.2** **Policy and Procedures Handbook** shall be published on the IE Web Site at www.ieswim.org and distributed to all Registered Clubs.
- 11.3** **Newsletters** shall be published as needed and distributed to all club contacts and to others as appropriate.
- 11.4** **Top 10 listings** shall be published in accordance with Section 6.3.6 and posted on the IE Web Site at www.ieswim.org.
- 11.5** **Website** shall be maintained by the IE Webmaster at webmaster@ieswim.org

SECTION 12 IE EQUIPMENT

- 12.1** The Finance Committee shall maintain an inventory of all physical property of IE.
- 12.2** IE shall be responsible for the initial purchase of any equipment and for the cost of all subsequent routine maintenance and repair of equipment. It shall be the responsibility of the officer or committee chairman in possession of IE equipment to oversee its necessary maintenance. The officer or committee chairman shall return all IE equipment in their possession to IE within 30 days of leaving office.
- 12.3** IE shall maintain a library of materials such as books, videos, etc. and post a listing of available materials on the IE website.

SECTION 13 FUNDING FOR USA SWIMMING ANNUAL CONVENTION

- 13.1** The Board shall determine the selection of individuals to be funded to attend the USA Swimming Annual Meeting in accordance with the IE Bylaws and the budget and needs of the LSC. The coaches' representative (or designee) shall be funded annually.
- 13.2** To be eligible for funding, Board Members and Committee Chairmen, must attend 70% of the required meetings held between June 1 and May 31 during the year preceding the USA Swimming Annual Convention. The Board may waive these attendance requirements only if there are extenuating circumstances.
- 13.3** Funding to any individual may be in whole or in part for travel expenses, hotel, registration and meals as determined by the Board of Directors.

SECTION 14 COMPLAINT RESOLUTION

- 14.1** At the discretion of the General Chair and/or the Chair of the Board of Review, a panel may be assigned to investigate any matter brought to their attention by the submission of a written complaint.
- 14.2** The Executive Board shall determine if there is sufficient merit to justify a hearing by the IE Board of Review and shall notify the Chair of the Board of Review of their finding. The Chair of the Board of Review shall either schedule a hearing in accordance with Article 610 of the Bylaws of Inland Empire Swimming or shall notify the complainant in writing of the decision to dismiss, i.e., not to hear the matter. Any decision of the Chair of the Board of Review to dismiss a matter shall be binding on the whole LSC Board of Review and may be appealed to the National Board of Review in accordance with Article Four of the USA Swimming Rules and Regulations.

- 14.3** Where appropriate, an investigative panel may work with the complaining party to broker a solution to a problem. Where a satisfactory solution cannot be effected, the complaint shall continue through the Board of Review process in accordance with Article 610 of the Bylaws.

APPENDIX A

IE 2018 MEMBERSHIP FEE SCHEDULE

2018 Annual Club Registration Fee: \$150.00 (After December 1: \$250)

USA-S Athlete Registration Fee:

2018 Annual Fee \$73.00

2018 Athlete Outreach Fee \$7.00

2018 Seasonal Athlete Registration Fee \$38.00

2018 Single Meet Open Water Athlete: \$12.00

USA-S Non-Athlete Registration Fee:

2018 Annual Fee \$63

USA-S Criminal Background Check Fee

Initial Bi-Annual Fee \$38.50

Renewal \$19.00

APPENDIX B

IE 2018 CONTACTS

John Pringle General Chair, coachjohn@velocity-swimming.com
Keith Lambert Administration Vice- Chair, klamber707@gmail.com
Dan Lawson Senior Chair, coachdan@goldmedalswimming.org
Kevin Eddy Age Group Chair, kevineddy@gmail.com
Bob Wood, Coach Representative, strokespecific@earthlink.net
Rod Richeson, Officials Chair, rodr@desmodue.com
Jack Griffith, Safety Chair, Jack E Griffith@RL.gov
David Cutter, Sanctions Chair, david.cutter@yahoo.com
Karen Byers, Membership/Registration Chair, info@ieswim.org
website: www.ieswim.org