**2015 WSI POLICIES AND PROCEDURES MANUAL**

**(Proposal for 11-15-2015 HOD Meeting))**

**Policies & Procedures**

# I. Adoption and Amendment of Policies & Procedures

A. AUTHORITY FOR ADOPTION

These policies and procedures are adopted by the House of Delegates (HOD) of Wyoming Swimming, Inc. pursuant to Sections 601.4 “Jurisdiction” and 604.4 “Duties and Powers” of the Bylaws of Wyoming Swimming, Inc. (“WSI”).

B. AMENDMENTS

 These policies and procedures may be amended by majority vote of the HOD or by the WSI Board of Directors between meetings of the HOD, subject to the exercise by the HOD of its powers of ratification or prospective modification or rescission at the next HOD meeting, pursuant to 605.6.1 “Duties and Powers” of the WSI Bylaws.

C. PURPOSE

 These policies, and procedures are adopted to govern the specific circumstances within WSI, and are intended to supplement the USA Swimming Rules and Regulations as applicable.

# II. Member Registration

A. REGISTRATION THROUGH CLUB REGISTRARS

Each athlete registering with WSI shall submit to his/her club registrar, or if unattached, to the WSI Registration Coordinator, a completed USA Swimming Application form, the USA Swimming registration fee and the WSI registration fee.

B. DUTIES OF CLUB REGISTRARS

Each WSI club registrar is authorized to accept registration payments on behalf of WSI, provided that the club registrar shall forward to the Registration Coordinator the registration information, the USA Swimming registration fee and WSI registration fee postmarked within 14 days following receipt by the club registrar. Failure of a club registrar to forward to the Registration Coordinator the registration information and payment within the required time may result in a $25 fine per swimmer, at the discretion of the Board of Directors, but shall not affect the validity of the particular registration.

C. EFFECTIVE DATE

The effective date for WSI registration shall be the date when the club registrar receives a properly completed and signed registration form and payment of the USA Swimming and WSI registration fees.

# III. Non-Championship WSI Meets

*This Section provides the policies and procedures generally applicable to all meets held within WSI’s jurisdiction*.

## EVENTS

1. The events for all age group or senior meets will be established by the Host Club subject to review by the Sanctions Chair, or his/her designee. Consideration should be given to the frequency with which swimmers in the various age groups will have to swim. If the total time for the meet is anticipated to be more than four (4) hours, the age groups should be divided into at least two (2) separate sessions.

2. Whenever events or age groups to be swum are not listed in the USA Swimming Rules and Regulations, special permission must be obtained from the Age Group or Senior Vice-Chair or his/her designee prior to submitting the sanction application. The non-standard events or age groups shall be specially noted in the Meet Announcement (e.g., 150-yard races, mixed- sex relays).

3. For meets with time standards, the appropriate qualifying times shall be listed for all applicable events. The times in the USA Swimming Rules and Regulations should be used for these standards in sanctioned meets. For events not listed in the USA Swimming Rules and Regulations (e.g., relays), the Host Club may set its own time standards.

4. The events for any WSI Junior Olympic meet will be established by the Age Group Vice-Chair or his/her designee.

B. MEET ENTRIES

 1. For all priority and championship meets, each Host Club shall forward to the WSI office a “Hytek meet event file” for posting on the WSI website at least fourteen (14) days prior to the entry due date.

2. At least one (1) copy of the Meet Announcement must be postmarked (or emailed) to all invited clubs no less than thirty (30) days prior to the closing date for entries for two (2) or three (3) day meets; and should be postmarked (or emailed) fifteen (15) days prior to the closing date for entries for one (1) day meets.

3. Host Clubs may not require that entries be received more than nine (9) days before the first day of the meet (Thursday for meets beginning on Saturday of the next week). Any entries postmarked eleven (11) days or more before the first day of the meet shall not be rejected (in case of delay in delivery these entries may be seeded as “no time”).

4. Entry forms, cards and/or master sheets shall be required. If any of the required information fails to reach the Meet Director, the entire entry may be rejected. Meet Announcements shall specify that entry forms or cards be completely filled out, giving first and last names, age as of the first day of the meet, USA Swimming number, and best time. Relay entries should include the first and last names of eligible swimmers when possible.

5. The fastest time ever swum by the swimmer for the event should be submitted for seeding purposes. All “No Time” entries will be randomly seeded in the slowest heats. Entry times for meets held in yard pools should be submitted in yard times. Entry times for meets held in meter pools should be submitted in meter times.

6. For meets with time standards, the date and location of the meet where the standard was met shall be included with the entry. Failure to do so may be corrected before the first event of the meet. If not corrected, the swimmer may not swim that event.

7. USA Swimming Time Standards

a. Any swimmer who achieves a letter level for a specific stroke distance will be considered to be at that level in all courses. (For example, a swimmer that is AA in the 100-yard freestyle is also considered to be AA in both the long course and short course 100-meter freestyle.)

b. Swimmers may achieve these time standards in USA Swimming sanctioned or approved meets and in observed high school, junior high school, middle school or college competition.

c. When swimmers move up tothe next age group they carry with them their times and are automatically considered to have made the appropriate new age group USA Swimming letter timestandard.

d. In swim meets having a mixture of letter time-standards, a swimmer achieving the next highest level in an event in the meet will be considered for individual awards in the new time-standard level.

8. Each Host Club shall send by email to the Registration Coordinator, an “SD1 export file” from “Meet Manager” listing the meet registrants at least three (3) days prior to the meet. A hard copy shall not be accepted.

9. Any club entering a swimmer in a sanctioned meet who is not an Athlete Member in good standing of USA Swimming pursuant to 602.1.2 “Individual Members” of the WSI Bylaws, prior to the start of the meet, shall be fined one hundred dollars ($100) for each non-compliant swimmer entered.

C. ENTRY FEES

See Section IX, Fee Schedule, for the maximum amount that may be charged as an entry fee.

D. MEET ANNOUNCEMENT

The Meet Director shall electronically submit a draft Meet Announcement conforming to the template provided in Section X, Forms, to the Sanctions Chair and the Meet Referee at least thirty (30) days prior to the first day of the meet.

E. SANCTIONS AND APPROVALS

1. All swimming competitions and benefits, exhibitions, clinics and entertainment involving competitive swimming shall be sanctioned/approved except those held by and on the premises of a member club and limited to members of the club. Intra-squad meets cannot be sanctioned. (USA Swimming Rules and Regulations, 202.1)

2. If a club has a swimming related event that has a participation fee, there will be a sanction/approval fee. (See Section IX, Fee Schedule.) If there is no charge to participants, then there will be no fee for the sanction/approval. If the Host Club holds a unsanctioned meet or unapproved event that would require a sanction/approval under this Section, the Host Club may be subject to a $2,500 fine and it will not be granted a sanction/approval until payment is received.

3. The Meet/Event Director shall send to the Sanction Chair a completed application for sanction on the form provided in Section X, Forms, along with a copy of the draft Meet/Event Announcement, and a check payable to WSI no less than thirty (30) days prior to the first day of the meet/event.

4. Sanctions shall be issued only to clubs currently registered with WSI.

5. Sanctions shall be issued only in accordance with the meet dates selection procedure in Section F below.

F. PRIORITY AND NON-PRIORITY MEET DATES

1. The HOD shall select “Priority Meet” dates during the Summer Championship Meet between the preliminaries and finals on Saturday.

2. Prior to the Summer Championship Meet, clubs desiring a priority meet must confirm in writing that the facility to be used is available. Clubs should have facility-approved back up dates in case they do not receive their first choice of date.

3. The names of clubs who have submitted written confirmation of facility availability shall be drawn randomly and allowed to choose their priority meet date in the order they are drawn. After each club desiring a priority meet has received a date, other dates may be selected.

4. No two (2) clubs may host an invitational or open meet within two hundred (200) miles of each other on the same dates without approval from the club with the earliest request for the date. WSI-sponsored meets and closed meets (e.g., league or dual meets) are exempt from this distance separation restriction. All priority meets shall be open to all WSI clubs and swimmers.

5. If, after the priority meet selection process concludes, two (2) or more clubs request the same date for a non-priority meet, the club with the earliest application for sanction shall prevail.

6. Selection of a meet date will not alter the sanction process or procedures.

7. The Host Club must have submitted all required moneys, reports, and final results for previous meets to WSI prior to receiving another sanction. If a Host Club disputes whether any fees are owed, the Host Club must send a valid check in the amount of the disputed fees to the General Chair to be held for adjudication by the Administrative Review Board before another sanction can be issued.

G. CONDUCT OF MEETS

### 1. Meet Safety Committee

The Meet Safety Committee shall consist of the Meet Referee, Meet Director and the Host Club Safety Coordinator acting as the Meet Safety Director. This committee shall prepare and implement an action plan to ensure safety is considered during warm‑up sessions and swimming competition. The committee shall review the warm-up procedures with the coaches and marshals monitoring the warm‑up sessions.

### 2. Coaches

Coaches shall instruct their swimmers regarding safety guidelines and warm-up procedures at meets.

Coaches shall supervise their swimmers throughout the pre-meet warm-up session. Coaches must remain on deck during the warm-up periods of their swimmers.

Coaches shall display their USA Swimming credentials at all times during warm-ups and competition. Failure to do so may result in disciplinary action (such as swimmers for that club entered as "unattached" and the coach not allowed on deck).

A coach can be approved by the Meet Safety Committee to supervise activities at the continuous warm-up pool.

### 3. Marshals

A minimum of four (4) marshals (two (2) for dual meets), who report to and receive instructions from the Meet Referee, Meet Director and/or Head Marshal, shall be on deck during the entire warm-up session to enforce safety guidelines for warm-up procedures. Marshals shall actively supervise the warm-up to ensure that proper procedures are followed. The marshals shall report to the Meet Safety Committee unsafe conditions or activities and any disciplinary actions they have taken to enforce safety.

Marshals shall be clearly identified. The marshals shall be responsible and capable of performing the assigned duties, but need not be a registered member of USA Swimming.

Marshals shall have the authority to remove from the deck, for the remainder of the warm-up session, any swimmer or coach who is in violation of safety guidelines for warm-up procedures.

## 4. Warm-Up Procedures

a. Modifications

Host Clubs may, with the consent of the Meet Safety Committee, modify the time schedule or lane assignments depending on pool configuration, number of swimmers, or other considerations so long as safety is not compromised. Any such changes shall be announced and posted prominently in the area.

b. The first 20-30 minutes of the warm-up session shall be general warm-up. Swimmers must enter the water feet first. No sprinting or pace work. All lanes will be used for general warm-up.

c. The last 10-15 minutes of the warm-up session shall be specific warm-up. Each team will be assigned a lane. Diving will only be allowed from starting end of the pool (attached blocks). Diving will include a one-length swim. Swimmers will then climb out of the pool and walk back to continue. No one is allowed on the starting block until a backstroker has executed his/her start.

d. A USA Swimming Certified Coach must be present at each lane to ensure safety between swimmers. Coaches should maintain as much contact with their swimmers as possible, verbal and visual, throughout the warm-up periods.

5. In meets with preliminaries and finals, the finals may not begin less than one (1) hour after the last heat of the session during which the preliminaries have been conducted, (even if the last event of the session is a timed final).

6. In meets with preliminaries and finals, the announcer shall introduce each swimmer in heat of finals by name and club just before the heat is swum.

7. For all events using the forward start and which finish at the start end of the pool, “flyover starts” shall be used. A “flyover start” means that the finishing swimmers shall stay in their lanes, in the water, close to the wall, while the next heat is called to the blocks and started. After the subsequent heat has completed the start, the finished swimmers shall immediately exit the pool.

8. Awards

a. All awards shall conform to the current USA Swimming Rules and Regulations.

b. In meets with consolation and championship finals, there shall be awards for all finalists.

c. Club awards shall not be given where swimmers have been excluded from the meet due to having achieved times faster than the time standards for the meet.

9. Meet Results and Financial Reports

a. Within fourteen (14) days following the conclusion of each meet, the Meet Director shall email the final results, (in the “Meet Manager” file format), to the Reportable Times Chair, the Sanctions Chair, and each competing club. A Host Club will be fined $25.00 if results of the meet are not timely emailed to the Reportable Times Chair and Sanctions Chair. An additional $25 fine shall be assessed against the Host Club for each thirty (30)-day period following the first deadline and prior to the actual submission. Hard copies will not be accepted.

b. Published meet results shall contain the following:

1. The title of the meet, the location, the elevation, the type and length of pool, the date, and the club scores (if kept).

2. The first and last names and the club for all swimmers in each event.

3. All preliminary and final times except in the case of a disqualified swimmer. Only the note of the disqualification is made in the results.

4. If there is a swim-off to determine an entry in either the consolation or championship finals, times of the swim off should be listed at the bottom of the event.

5. The names and ages of all relay swimmers.

c. Within fourteen (14) days following the conclusion of the meet, the Host Club shall mail a Participation Report and payment of participation fees to the Sanctions Chair. A Host Club will be fined one hundred dollars ($100) if the Participation Report and payment are not timely submitted to the Sanctions Chair.

**IV. WSI Championship Meets**

*This Section provides the procedures that apply specifically to WSI championship meets and supersedes any inconsistent procedures in Section III.*

 A. TWO CHAMPIONSHIP MEETS – DATES

During the swimming year, September through August, WSI shall conduct two championship meets, the Winter Championships (Winter State) and the Summer Championships (Summer State). The State Meet dates will be finalized at the Summer HOD meeting each year. The Winter State Meet shall be held the weekend following the Wyoming High School Boys State Swimming & Diving Championship taking into account the dates of any USA Swimming zone or sectional championships. The Summer State Meet shall be held as late in July as possible, taking into account the date and location of the any USA Swimming sectional and zone long course meets.

 B. POOLS

The Winter State Meet shall be held in a short course pool, 25 yards or meters, with at least 6 lanes, and an automatic timing system. The Summer State Meet will be held in a 50-meter pool, when available, with at least 6 lanes, and an automatic timing system.

 C. HOST CLUB

1. The Host Club shall be determined each year by vote of the HOD. Bids to host the Winter and Summer State Meets shall be submitted to the General Chair and the Age Group Vice-Chair at least 14 days prior to the Summer HOD meeting. Bids shall include written confirmation of pool availability from the pool administrator for the date.

2. The Age Group Vice-Chair shall distribute to each WSI club a list of bidders together with any information provided by the bidders. Absentee ballots may be submitted to the General Chair for those clubs not attending the summer HOD meeting.

D. REVENUES AND EXPENSES; DIVISION OF RESPONSIBILITIES

1. WSI shall pay a stipend of $6000 to the Host Club thirty (30) days in advance of a State Meet. The Host Club shall be responsible for:

a. Facility Charges

b. All printing charges related to programs and heat sheets

c. Office and administrative supplies

d. All expenses related to money raising activities such as t-shirts and concessions.

e. The Host Club shall retain income from concessions, t-shirts and other fundraising activities as well as, advertisement money, any remaining balance of the stipend and one-half (1/2) of the program sales.

2. WSI is responsible for:

a. Awards (which shall remain consistent from year to year).

 b. WSI shall retain all income from entry fees and one-half (½) of the program sales.

 3. If clubs choose to host a designated “B” Championship meet, WSI shall provide awards to the club. The club will be responsible for all expenses related to the meet and will retain all income from entry fees and any fundraising activities.

 E. MEET REFEREE AND MEET DIRECTOR

The Officials Chair or his/her designee shall be the Meet Referee. The Meet Director shall be provided by the Host Club and must be a non-athlete member of USA Swimming.

 F. SANCTION

There is no sanction fee for the State Meets but the Meet Announcement and the Meet Schedule must be submitted to the Sanctions Chair for final approval at least forty-five (45) days before the start of the meet. WSI clubs are to receive this material at least thirty (30) days before the start of the meet.

 G. SWIMMER ELIGIBILITY

WSI State Meets are open to all swimmers registered with WSI for the current year. Proof of registration must be available for all swimmers. To participate in relays and compete for club awards, clubs must be current members of WSI.

 H. QUALIFYING TIMES

1. Each year, the Reportable Times Chair shall prepare the qualifying times for both State Meets. For each event, the qualifying time will be the faster of the 24th place time from the previous year’s State Meets or the USA Swimming national “B” motivational time. Altitude adjusted times will not be accepted.

2. Qualifying times for both State Meets must have been swum during the period beginning the day following the same meet one year earlier.

 I. BONUS SWIMS

Swimmers with a qualifying time in one (1) event may swim up to two (2) bonus events. Swimmers with qualifying times in two (2) events may swim one (1) bonus event. Swimmers with qualifying times in three (3) or more events may not swim bonus events. Bonus events shall not exceed 200’s in length. “No time” entries will not be accepted for any bonus swim.

 J. AGE GROUPS

1. Age groups for individual events at both State Meets shall be: 8-under, 10-under, 11-12, 13-14, 15-16, and 17 & Over. Age as of the first day of the meet will determine the age group designation for the entire meet. A swimmer may not swim the same event in more than one age group in the same meet.

2. Age groups for relay teams at both State Meets will be 8-under, 10-under, 12-under, 13-14, 15-16, and Open.

 K. ENTRY LIMITS

1. 8 and under swimmers may enter and swim no more than five (5) individual events per day for a total of nine (9) events. All other swimmers may enter and swim no more than three individual events per day for a total of nine events.

2. Each club may enter two teams in each relay event. Individuals with non-qualifying times are eligible to swim in relay events.

 L. ENTRY TIMES, DEADLINES, FEES

1. The Host Club may specify whether yard or meter, short or long course times are to be submitted. If a qualifying time occurred in a different length pool than the one specified, the qualifying time of the swimmer shall be entered without conversion. After the Host Club has verified the entry times, the “Hytek” conversion procedure shall be used to convert times to the same course for seeding purposes.

The date and location of the meet where the qualifying time was swum must be provided with the entry form for each entry. Failure to do so before the first event of the meet will prevent the swimmer from swimming in the events where the date and location are not provided.

The Host Club will provide the appropriate entry forms for the computer software being used for the meet and will designate to whom the entries and entry fees are to be sent. The name, address and phone number of this individual are to be given.

2. The entry deadline for the State Meets shall not be earlier than the Wednesday of the week before the meet; however, swimmers with first-time qualifying times, for a given event, will be able to use times achieved the weekend prior to the State Meets to qualify for the State Meets the following weekend. Entry times may not be updated and/or improved after the entry deadline for swimmers who have previously swum a qualifying time. First time qualifying swims and times achieved the week prior to the State Meets must be faxed/emailed the day after the meet but no later than 12:00 PM (noon) the Monday prior to the State Meet. All other entries postmarked the Monday of the week before the meet will be accepted. Entries delayed in the mail may have to be seeded as the slowest entries if the meet program has already been printed.

3. See Section IX, Fee Schedule, for the entry fees. The WSI participation fee for three-day meets will be charged. Relay only swimmers will also be subject to the WSI participation fee.

M. RELAYS

In “Team Unify” and “TM”, relay participants may be declared but it is not required. 8 & under relay cards must be submitted by the start of preliminaries each day. All other relays (swam during finals) must submit relay cards by the start of finals. Changes are permitted up until the heat is closed.

Clubs shall provide the Meet Director with a list of all eligible relay swimmers for each relay. Swimmers aged 16 & under swimming in Open relays must have a 17 & Over qualification time in an individual event. The qualification time achieved, date, and name of the meet at which it was achieved must be noted on the eligible relay swimmer list.

N. SEEDING

Events will be pre-seeded according to the entry time submitted. 8 and under events will be seeded for timed finals. Events for 10 and over, including Open, will be seeded for either timed finals or preliminary and finals as shown on the Meet Event Schedule. The 1500/1650, 500 free and 400 IM events at State Meets will be swum fastest to slowest with positive check in.

 O. MEET SCHEDULE

1. At least one (1) hour will be allowed for warm‑up before all sessions, including the evening finals. The schedule for individual teams will be determined by the Host Club and included in the program for the meet. The Host Club will inform out-of-town clubs of their warm-up schedule for the first day of the meet in time for them to arrange their travel schedule.

2. Warm-ups for finals on Sunday of state meets shall start immediately after last heat of the morning preliminary session.

3. Preliminaries for all age groups will be swum as one session.

4. The start time for finals for 10 and up will be estimated by the Host Club and included in the Meet Announcement.

## 5. Because of the number of events offered varies from day to day the stroke events will be rotated in the following sequence.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | **2015 Winter****2018 Winter****2021 Winter** | **’15 Summer****‘18 Summer****’21 Summer** | **2016 Winter****2019 Winter****2022 Winter** | **’16 Summer****’19 Summer****’22 Summer** | **2017 Winter****2020 Winter****2023 Winter** | **’17 Summer****’20Summer****’23 Summer** |
| Fri. | Long Fly | Long Back | Long Breast | Long Fly | Long Back | Long Breast |
|  | Short Back | Short Breast | Short Fly | Short Breast | Short Fly | Short Back |
|  |  |  |  |  |  |  |
| Sat. | Short Breast | Short Fly | Short Back | Short Fly | Short Back | Short Breast |
|  | Long Back | Long Breast | Long Fly | Long Back | Long Breast | Long Fly |
|  |  |  |  |  |  |  |
| Sun. | Long Breast | Long Fly | Long Back | Long Breast | Long Fly | Long Back |
|  | Short Fly | Short Back | Short Breast | Short Back | Short Breast | Short Fly |

6. The order of events for the State Meets shall be as follows:

**WINTER (Short Course)**

**Friday Prelims and Timed Finals (TF denotes Time Final)**

|  |  |  |
| --- | --- | --- |
| **Girls** | **Event** | **Boys** |
| 1 | 8 & Under 25 Free TF | 2 |
| 3 | 10 & Under 100 Free  | 4 |
| 5 | 11-12 100 Free  | 6 |
| 7 | 13-14 100 Free  | 8 |
| 9 | 15-16 100 Free  | 10 |
| 11 | 17 & Over 100 Free  | 12 |
| 13 | 8 & Under 25 Stroke TF | 14 |
| 15 | 10 & Under 100 Stroke TF | 16 |
| 17 | 11-12 100 Stroke TF | 18 |
| 19 | 13-14 200 Stroke TF | 20 |
| 21 | 15-16 200 Stroke TF | 22 |
| 23 | 17 & Over 200 Stroke TF | 24 |
| 25 | 8 & Under 50 Stroke TF  | 26 |
| 27 | 10 & Under 50 Stroke | 28 |
| 29 | 11-12 50 Stroke | 30 |
| 31 | 13-14 100 Stroke | 32 |
| 33 | 15-16 100 Stroke | 34 |
| 35 | 17 & Over 100 Stroke | 36 |
| 37 | 8 & Under 100 Medley Relay | 38 |
| 39 | 10 & Under 500 Free TF | 40 |
| 41 | 11 & Over 1650 Free TF | 42 |

**Friday Finals**

|  |  |  |
| --- | --- | --- |
| **Girls** | **Event** | **Boys** |
| 3 | 10& Under 100 Free | 4 |
| 5 | 11-12 100 Free | 6 |
| 7 | 13-14 100 Free | 8 |
| 9 | 15-16 100 Free | 10 |
| 11 | 17 & Over 100 Free | 12 |
| 27 | 10& Under 50 Stroke | 28 |
| 29 | 11-12 50 Stroke | 30 |
| 31 | 13-14 100 Stroke | 32 |
| 33 | 15-16 100 Stroke | 34 |
| 35 | 17 & Over 100 Stroke | 36 |
| 43 | 10&Under 200 Medley Relay | 44 |
| 45 | 11-12 200 Medley Relay | 46 |
| 47 | 13-14 200 Medley Relay | 48 |
| 49 | 15-16 400 Medley Relay | 50 |
| 51 | Open 400 Medley Relay | 52 |

**Saturday Prelims and Timed Finals**

|  |  |  |
| --- | --- | --- |
| **Girls** | **Event** | **Boys** |
| 53 | 8 & Under 25 Free TF | 54 |
| 55 | 10 & Under 50 Free  | 56 |
| 57 | 11-12 50 Free  | 58 |
| 59 | 13-14 50 Free  | 60 |
| 61 | 15-16 50 Free  | 62 |
| 63 | 17 & Over 50 Free | 64 |
| 65 | 8 & Under 25 Stroke TF | 66 |
| 67 | 10 & Under 100 Stroke TF | 68 |
| 69 | 11-12 100 Stroke TF | 70 |
| 71 | 13-14 200 Stroke TF | 72 |
| 73 | 15-16 200 Stroke TF | 74 |
| 75 | 17 & Over 200 Stroke TF | 76 |
| 77 | 8 & Under 100 Free TF | 78 |
| 79 | 10 & Under 50 Stroke  | 80 |
| 81 | 11-12 50 Stroke  | 82 |
| 83 | 13-14 100 Stroke  | 84 |
| 85 | 15-16 100 Stroke  | 86 |
| 87 | 17 & Over 100 Stroke  | 88 |
| 89 | 8 & Under 100 IM TF | 90 |
| 91 | 10 & Under 100 IM TF | 92 |
| 93 | 11-12 100 IM TF | 94 |
| 95 | 13-14 200 IM TF | 96 |
| 97 | 15-16 200 IM TF | 98 |
| 99 | 17 & Over 200 IM TF | 100 |
| 101 | 8 & Under 100 Free Relay TF | 102 |
| 103 | 11 & Over 500 Free TF | 104 |

**Saturday Finals**

|  |  |  |
| --- | --- | --- |
| **Girls** | **Event** | **Boys** |
| 55 | 10 & Under 50 Free TF | 56 |
| 57 | 11-12 50 Free  | 58 |
| 59 | 13-14 50 Free  | 60 |
| 61 | 15-16 50 Free  | 62 |
| 63 | 17 & Over 50 Free | 64 |
| 67 | 10 & Under 50 Stroke  | 68 |
| 69 | 11-12 50 Stroke TF | 70 |
| 71 | 13-14 100 Stroke TF | 72 |
| 73 | 15-16 100 Stroke TF | 74 |
| 75 | 17 & Over 100 Stroke | 76 |
| 105 | 10 & Under 200 Free Relay | 106 |
| 107 | 11-12 200 Free Relay | 108 |
| 109 | 13-14 200 Free Relay | 110 |
| 111 | 15-16 400 Free Relay | 112 |
| 113 | Open 400 Free Relay | 114 |

**Sunday Prelims and Timed Finals**

|  |  |  |
| --- | --- | --- |
| **Girls** | **Event** | **Boys** |
| 115 | 10 & Under 200 Free TF | 116 |
| 117 | 11-12 200 Free TF | 118 |
| 119 | 13-14 200 Free TF | 120 |
| 121 | 15-16 200 Free TF | 122 |
| 123 | 17 & Over 200 Free TF | 124 |
| 125 | 10 & Under 100 Stroke TF | 126 |
| 127 | 11-12 100 Stroke TF | 128 |
| 129 | 13-14 200 Stroke TF | 130 |
| 131 | 15-16 200 Stroke TF | 132 |
| 133 | 17 & Over 200 Stroke TF | 134 |
| 135 | 10 & Under 50 Stroke  | 136 |
| 137 | 11-12 50 Stroke  | 138 |
| 139 | 13-14 100 Stroke  | 140 |
| 141 | 15-16 100 Stroke  | 142 |
| 143 | 17 & Over 100 Stroke  | 144 |
| 145 | 10 & Under 200 IM TF | 146 |
| 147 | 11-12 200 IM TF | 148 |
| 149 | 13 & Over 400 IM TF | 150 |

(Events 149 and 150 will be scored in the 13-14, 15-16 and 17 & Over Age Groups.)

**Sunday Finals**

|  |  |  |
| --- | --- | --- |
| Girls | Event | Boys |
| 135 | 10 & Under 50 Stroke | 136 |
| 137 | 11-12 50 Stroke | 138 |
| 139 | 13-14 100 Stroke  | 140 |
| 141 | 15-16 100 Stroke  | 142 |
| 143 | 17 & Over 100 Stroke | 144 |

**SUMMER - (Long Course Meters)**

**Friday Prelims and Timed Finals**

|  |  |  |
| --- | --- | --- |
| **Girls** | **Event** | **Boys** |
| 1 | 8 & Under 100 Free | 2 |
| 3 | 10 & Under 100Free | 4 |
| 5 | 11-12 100 Free | 6 |
| 7 | 13-14 100Free | 8 |
| 9 | 15-16 100 Free | 10 |
| 11 | 17 & Over 100 Free | 12 |
| 13 | 8 & Under 50 Stroke | 14 |
| 15 | 10 & Under 100 Stroke | 16 |
| 17 | 11-12 100 Stroke | 18 |
| 19 | 13-14 200 Stroke | 20 |
| 21 | 15-16 200 Stroke | 22 |
| 23 | 17 & Over 200 Stroke | 24 |
| 25 | 8 & Under 200 Free | 26 |
| 27 | 10 & Under 50 Stroke | 28 |
| 29 | 11-12 50 Stroke | 30 |
| 31 | 13-14 100 Stroke | 32 |
| 33 | 15-16 100 Stroke | 34 |
| 35 | 17 & Over 100 Stroke | 36 |
| 37 | 8 & Under 200Medley Relay | 38 |
| 39 | 12 & Under 400 Free | 40 |
| 41 | 13 & Over 800 Free | 42 |

**Friday Finals**

|  |  |  |
| --- | --- | --- |
| **Girls** | **Events** | **Boys** |
| 3 | 10 &Under 100 Free | 4 |
| 5 | 11-12 100 Free | 6 |
| 7 | 13-14 100 Free | 8 |
| 9 | 15-16 100 Free | 10 |
| 11 | 17 & Over 100 Free | 12 |
| 27 | 10& Under 50 Stroke | 28 |
| 29 | 11-12 50 Stroke | 30 |
| 31 | 13-14 100 Stroke | 32 |
| 33 | 15-16 100 Stroke | 34 |
| 35 | 17 & Over 100 Stroke | 36 |
| 43 | 10 & Under 200Medley Relay | 44 |
|  45 | 11-12 200 Medley Relay | 46 |
| 47 | 13-14 400 Medley Relay | 48 |
| 49 | 15-16 Medley Relay | 50 |
| 51 | 17 & Over Medley Relay | 52 |

**Saturday Prelims and Timed Finals**

|  |  |  |
| --- | --- | --- |
| **Girls** | **Event** | **Boys** |
| 53 | 8 & Under 50 Free | 54 |
| 55 | 10 & Under 50 Free | 56 |
| 57 | 11-12 50 Free | 58 |
| 59 | 13-14 50 Free | 60 |
| 61 | 15-16 50 Free | 62 |
| 63 | 17 & Over 50 Free | 64 |
| 65 | 8 & Under 50 Stroke | 66 |
| 67 | 10 & Under 50 Stroke | 68 |
| 69 | 11-12 50 Stroke | 70 |
| 71 | 13-14 100 Stroke | 72 |
| 73 | 15-16 100 Stroke | 74 |
| 75 | 17 & Over 100 Stroke | 76 |
| 77 | 8 & Under 50 Stroke | 78 |
| 79 | 10 & Under 100 Stroke | 80 |
| 81 | 11-12 100 Stroke | 82 |
| 83 | 13-14 200 Stroke | 84 |
| 85 | 15-16 200 Stroke | 86 |
| 87 | 17 & Over 200 Stroke | 88 |
| 89 | 8 & Under 200 IM | 90 |
| 91 | 10 & Under 200 IM | 92 |
| 93 | 11-12 200 IM | 94 |
| 95 | 13-14 200 IM | 96 |
| 97 | 15-16 200 IM | 98 |
| 99 | 17 & Over 200 IM | 100 |
| 101 | 8 & Under 200 Free Relay | 102 |
| 103 | 13 & Over 400 Free | 104 |

**Saturday Finals**

|  |  |  |
| --- | --- | --- |
| 55 | 10 & Under 50 Free | 56 |
| 57 | 11-12 50 Free | 58 |
| 59 | 13-14 50 Free | 60 |
| 61 | 15-16 50 Free | 62 |
| 63 | 17 & Over Free | 64 |
| 65 | 10 & Under 50 Stroke | 66 |
| 67 | 11-12 50 Stroke | 68 |
| 69 | 13-14 100 Stroke | 70 |
| 71 | 15-16 100 Stroke | 72 |
| 73 | 17 & Over 100 Stroke | 74 |
| 105 | 10 & Under 200 Free Relay | 106 |
| 107 | 11-12 200 Free Relay | 108 |
| 109 | 13-14 400 Free Relay | 110 |
| 111 | 15-16 400 Free Relay | 112 |
| 113 | 17 & Over Free Relay | 114 |

**Sunday Prelims and Timed Finals**

|  |  |  |
| --- | --- | --- |
| **Girls** | **Events** | **Boys** |
| 115 | 13 & Over 400 IM | 116 |
| 117 | 10 & Under 200 Free | 118 |
| 119 | 11-12 200 Free | 120 |
| 121 | 13- 14 200 Free | 122 |
| 123 | 15-16 200 Free | 124 |
| 125 | 17 & Over 200 Free | 126 |
| 127 | 10 & Under 100 Stroke | 128 |
| 129 | 11-12 100 Stroke | 130 |
| 131 | 13-14 200 Stroke | 132 |
| 133 | 15-16 200 Stroke | 134 |
| 135 | 17 & Over 200 Stroke | 136 |
| 137 | 10 & Under 50 Stroke | 138 |
| 139 | 11-12 50 Stroke | 140 |
| 141 | 13-14 100 Stroke | 142 |
| 143 | 15-16 100 Stroke | 144 |
| 145 | 17 & Over 100 Stroke | 146 |
| 147 | 13 & Over 1500 Free | 148 |

**Sunday Finals**

|  |  |  |
| --- | --- | --- |
| **Girls** | **Events** | **Boys** |
| 137 | 10 & Under 50 Stroke | 138 |
| 139 | 11-12 50 Stroke | 140 |
| 141 | 13-14 100 Stroke | 142 |
| 143 | 15-16 100 Stroke | 144 |
| 145 | 17 & Over 100 Stroke | 146 |

## 6. Boys and girls 400/500 free events shall be swum separately.

P. SCORING

Individual Events:

 Six (6) lane pools 12 places

(16 13 12 11 10 9 7 5 4 3 2 1)

 Eight (8) and ten (10) lane pools 16 places

(20 17 16 15 14 13 12 11 9 7 6 5 4 3 2 1)

 Relay Events:

 Six (6) lane pools 12 places

(32 26 24 22 20 18 14 10 8 6 4 2)

 Eight (8) and ten (10) lane pools 16 places

 (40 34 32 30 28 26 24 22 18 14 12 10 8 6 4 2)

 Q. AWARDS

1. WSI will furnish the awards for both State Meets.

 Individual Events:

a. Swimmers 13 & Over:

Receive one plaque in which to place their results cards for their individual events for both Winter and Summer State Meets.

b. Swimmers 12 & Under:

Six (6) lane pools

 WSI custom medals 1 to 6

 WSI custom ribbons 7 to 12

 Eight (8) and ten (10) lane pools

 WSI custom medals 1 to 8

 WSI custom ribbons 9 to 16

 All Relay Events:

Six (6) lane pools

WSI custom medals 1 to 3

WSI custom ribbons 4 to 6

Eight (8) and ten (10) lane pools

 WSI custom medals 1 to 4

 WSI custom ribbons 5 to 8

2. The girl and boy in each age group with the most points accumulated in her/his age group will be presented the high point award for the meet.

3. Awards will be presented to the top three (3) clubs in each division. Those clubs competing in the State Meet shall be divided into three (3) equal divisions (I, II, and III) based on each club's number of splashes, with Division I being those clubs with the most number of splashes. A club shall be assessed one (1) splash for each swimmer entered in an individual event and two (2) splashes for each relay team entered. If the clubs cannot be divided into equal sized divisions, the largest number of clubs shall be in Divisions III and II.

4. The David Schmitt Award shall be given to the club exhibiting superior team spirit, sportsmanship and behavior as determined by a vote of the clubs competing at the meet. Each club shall have one vote, cast by an athlete member of the club. It shall be presented at the conclusion of both State Meets.

 R. MEET JURY

1. The Meet Referee shall appoint a Meet Jury the first day of the State Meets to hear any protests concerning points of rule. The Meet Referee will not be a member of the Meet Jury. The Meet Jury shall be comprised of one of the swimmers representatives or their designee, the Coaches Representative or his/her designee, and from 1-3 experienced officials.

2. The Meet Jury shall not hear any protest concerning judgment calls made by an official. (USA Swimming Rule 102.23.1) Members of the Meet Jury who are from the same club as the swimmer in question or the source of the protest shall recuse themselves from hearing that protest.

3. Protests must be in writing and may only be submitted by a WSI coach.

S. TIME TRIALS

WSI may sanction time trials for all State Meets. The time trails shall be swum from shortest to longest events, (i.e. 25’s first, 50’s second, 100’s third etc.) Time trials for events over 200 yards/meters will be held on Sunday only. The time trials shall be combined with all age groups and both sexes swimming in the same heats for the given length. Seeding for lane assignment shall be random and lanes assigned by the deck referee. Different stroke types for the given lengths shall be swum simultaneously, space permitting, with one lane between the swimmers using different strokes. The Officials Chair shall designate another referee as the referee for the time trial.

**V. Non-WSI Meets**

 A. APPROVED MEETS AND OBSERVED SWIMS

1. Wyoming High School State Meets are hereby designated as blanket observed meets. The WSI Officials Chair shall coordinate the WSI officials observing these meets.

2. For season culminating meets other than Wyoming High School State Meets, including high school conference championships, or meets specifically approved by the USA Swimming Program Operations Vice President pursuant to USA Rule 202.5.1 for which an observed swim is desired, a request must be made to the WSI Officials Chair at least ten (10) days prior to the meet for which an observed time is sought. WSI will attempt to provide WSI officials upon such request. At the time of the request, the party requesting the observation shall pay fifty dollars ($50) to the Sanctions Chair, however, if the requesting party supplies the USA Swimming officials for the observed or approved meet, no fee will be charged.

3. For any observed swim, and all approved meets, the meet results, indicating observation by at least two (2) USA Swimming officials, shall be provided to the Age Group Vice-Chair and Reportable Times Chair within fourteen (14) days following the meet.

 B. REGIONAL MEETS

1. Regional competition will be planned by the Age Group Vice-Chair or his/her designee in conjunction with the LSCs in the region.

2. If there is a qualifying meet it may be the appropriate state championship meet or it may be a separate meet. If it is the state championship, the state championship meet format will include at least all of the events in the regional meet.

3. If he/she is available, the coach of the WSI club having the greatest number of swimmers competing in the regional meet, shall be the WSI regional coach. The WSI regional coach will receive a mileage allowance, a per diem allowance, and an honorarium from WSI.

 C. ZONE MEETS

1. The General Chair shall appoint a Zone Coordinator. The Zone Coordinator may appoint a Zone Committee that shall include the Zone Coach to organize all aspects of the zone meet participation.

2. The WSI Coaches Representative shall serve as the Head Age Group Zone Coach and the Senior Vice-Chair shall serve as the Head Senior Zone Coach. There shall be a Selection Committee composed of the General Chair, Vice-Chair, Senior Vice-Chair or Age Group Vice-Chair (as appropriate for the meet age level), who shall select the coaching staff (other than the Head Zone Coaches) and chaperones from a pool of applicants. The Committee shall create and post an application on-line to be available for all interested WSI coaches and Non-Athlete Members. The deadline for application is May 1st.

3. The Zone Coaches will be responsible for selecting the members of the relay teams and for organizing workouts related to the zone meet. The Zone Coaches will not be paid except that they shall be reimbursed for their transportation and lodging expenses. They are also entitled to twenty dollars ($20.00) per day for meals. The Zone Coaches will travel and lodge with the zone team. If the coaches require additional chaperones, provision for their expenses will be made.

4. Each swimmer desiring to compete for Team Wyoming at the zone meet must complete and submit to the Age Group Vice-Chair the zone team application form (See Section X, Forms) Applicants must have been registered with WSI for the full year prior to the first day of the zone meet. Swimmers must have competed in at least four WSI sanctioned meets including both the Winter and Summer State Meets during the swim season beginning the September 1 immediately prior to the zone meet. These requirements may be waived by a decision of a committee comprised of the Senior Vice-Chair, the Age Group Vice-Chair and the Senior Athlete Representative. In the event of a conflict of interest of any member of this committee, the waiver shall be considered, and may be granted by, the Administrative Review Board. Swimmers desiring a waiver must make their request in writing addressed to the General Chair. Written denial or approval from the Senior Chair will be furnished to the requesting swimmer.

5. Any swimmer having achieved a Western Zones qualifying time or a National AAA time during the previous winter or summer season in an event swum at the Western Zones shall qualify for the zone meet.

6. If at least one, but less than four (4) swimmers qualify for the Western Zone Meet in a given sex and age group, the Zone Committee may select additional swimmers until there are four (4) swimmers in the sex and age group based on objective criteria to be established by the Zone Committee and approved by the Board of Directors.

 D. ALL-STAR AND SENIOR MEETS

1. As the opportunities for meets involving Wyoming swimmers as a team present themselves, such meets will be organized appropriately.

2. Swimmers competing in approved meets may receive remuneration to help defray their expenses providing the following criteria are met:

3. The swimmer must be registered with WSI for the full year prior to the first day of the elite meet.

4. The swimmer must meet the times standards established to compete.

5. Swimmers may receive up to one hundred fifty dollars ($150.00) with appropriate receipts to defray expenses.

6. Swimmers qualifying and competing in Senior Sectionals, Junior Nationals, Senior Nationals, Olympic Trials, or U.S. Open may be reimbursed to help defray the cost of entry fees and travel expenses. Swimmers will receive $250 to defray expenses for competing in the Senior Sectionals, Junior Nationals, or US Open. Swimmers will receive $500 to defray expenses for competing in the Senior Nationals or Olympic Trials. Swimmers qualifying for relays only will be reimbursed at one-quarter of the individual reimbursement rate. Swimmers qualifying for Senior Sectionals with only “B” times will not be reimbursed.

7. A swimmer seeking reimbursement must submit to the Senior Chair an application for travel reimbursement within thirty (30) days following conclusion of the meet (See Section X, Forms)

8. To be eligible for reimbursement the swimmer must have been registered with WSI for the full year prior to the elite meet and must have competed in at least four WSI sanctioned meets, including both winter and summer state championships in the twelve months prior to the meet for which reimbursement is sought; provided, however, the swimmer need not compete in a state championship if it ends less than one week prior to the start of the Sr. Sectional, Jr. National, or Sr. National meet in which the requesting swimmer is competing.

9. Reimbursement may be advanced to a qualified swimmer who applies to the Senior Vice-Chair at least fourteen (14) days prior to the elite meet. Upon receipt of such request, the Senior Vice-Chair shall notify the Treasurer of the swimmer’s qualification. Upon verification of the swimmer’s qualification the Treasurer shall advance payment to the swimmer.

10. Swimmers may be asked to provide final results as verification of having competed.

11. Swimmers accepting remuneration and not meeting the above requirements will be required to return the full amount to WSI.

12. Any of the foregoing requirements for reimbursement may be waived by a decision of a committee comprised of the Senior Vice-Chair, the Age Group Vice-Chair and the Senior Athlete Representative. In the event of a conflict of interest of any member of this committee, the waiver shall be considered, and may be granted by, the Administrative Review Board. Swimmers desiring a waiver must make their request in writing addressed to the General Chair. Written denial or approval from the Senior Vice-Chair will be furnished to the requesting swimmer.

 E. TRAVEL POLICY

1. WSI travel policies must be signed and agreed to by all athletes, parents, coaches and other adults traveling with the Team. (305.5.D).

2. Team managers and chaperones must be members of USA Swimming and have successfully passed a USA Swimming-administered criminal background check. (305.5.B).

3. Regardless of sex, 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). (305.5.A).

4. When only one athlete and one coach travel to a competition, the athlete must have his/her parents’ (or legal guardian’s) written permission in advance to travel alone with the coach. (305.5C).

**VI. Officials**

 A. OFFICIALS COMMITTEE

1. The Officials Committee shall consist of the Officials Chair and four WSI certified referees residing within the jurisdiction of WSI. (*See* Section 607.3 “Members and Ex-Officio Members of Standing Committees” for appointment of the committee members, and Section 606.2 “Elections” for election of the Officials Chair.)

 2. The Officials Committee shall meet quarterly.

 B. GENERAL PROVISIONS

1. The proper meet attire for all officials is navy blue pants, shorts, or skirts with white shirt.

 2. Officials shall display their USA Swimming registration cards in a visible location whenever on deck at a meet.

3. Officials shall work at least six (6) sessions per year to maintain their certification.

4. Every two (2) years, officials shall attend at least one approved clinic or retake the USA Swimming test.

 5. The training (on-deck) time requirements and clinics for all levels of certification may be waived or modified by the Officials Chair on a case-by-case basis.

C. QUALIFICATIONS FOR STROKE AND TURN JUDGES

 1. Be at least 18 years old.

 2. Read Article 101.1 through 101.6 and 102.13 of the USA Swimming Rules & Regulations.

3. Train for seven (7) sessions under the direct supervision of a certified official.

4. Apply for USA Swimming Non-Athlete Individual Membership through WSI.

 5. Successfully complete the stroke and turn test on the USA Swimming website.

 6. Attend an official’s clinic that covers stroke and turn judging.

 D. QUALIFICATIONS FOR STARTERS

1. Serve as a certified Stroke and Turn Judge for at least twelve (12) sessions.

 2. Read Article 102.12 of the USA Swimming Rules & Regulations.

 3. Start under the direction supervision of a certified starter for four (4) sessions.

 4. Successfully complete the Starters test on the USA Swimming website.

 5. Attend an official’s clinic that covers starting procedures.

 E. QUALIFICATIONS FOR REFEREES

 1. Be at least 21 years old.

 2. Serve as a certified starter for at least twelve (12) sessions.

 3. Read the USA Swimming Rules & Regulations in their entirety.

 4. Complete the following:

 a. Work with a meet director for one (1) meet.

b. Work with the timing system operator and computer operator for one meet.

 c. Train under the direct supervision of a certified referee for four (4) sessions.

 d. Successfully complete the referee and administrative official test on the USA Swimming website.

 e. Attend an official’s clinic that covers referee duties.

 F. MEET REFEREES’ DUTIES

For all meets in which he or she is designated as the Meet Referee, the Referee shall:

 1. Review the draft sanction for all meets and submit any concerns to the Sanctions Chair and the Meet Director.

2. Following the meet, enter the sessions worked by all officials at the meet into the USA Swimming OTS database.

 G. REIMBURSEMENT OF EXPENSES

 1. WSI officials who work at an “observed swim meet,” may request reimbursement for their reasonable expenses by submitting their expense receipts to the Officials Chair within thirty (30) days after the end of the meet.

2. WSI officials who are evaluated and promoted to an N2, N3, or initial N3 starter at any of the following meets: Senior or Age-Group Zones, Senior or Age-Group Sectionals, Futures, Nationals, Junior Nationals, or Grand Prix Meets, are eligible for payment of $25 per session. Payment to an individual official is limited to $300 per year. Applications for payment shall be submitted to the Officials Chair within thirty (30) days after the end of the meet on the proscribed form. (*See* Section X, Forms)

3. WSI officials shall receive a credit in the amount of the cost of initial and renewal background checks against their next following annual Non-Athlete Registration Fee.

**VII. Records**

A. WSI records may only be set by swimmers registered as WSI swimmers.

B. WSI records may be set in any meet sanctioned by any LSC, by USA Swimming, or by FINA, and will be recognized and recorded from meet results, certified entry cards and output tape from the timing equipment. If automatic timing equipment is not available, three recorded watch times must be used to determine the time.

C. WSI swimmers who set WSI records in meets sanctioned by another LSC shall submit to the WSI Reportable Times Chair evidence of the performance via hard copy or official meet result electronic file including the Meet Director’s name and address or email.

D. WSI will recognize records for the year beginning September 1 and ending August 31 of the next year.

**VIII. Annual Awards**

 The following awards shall be presented at the annual WSI Top Five Banquet:

A. ERIC HANSEN AWARD

Chosen by a committee of the Senior Athlete Representative, Senior Vice-Chair, Age Group Vice-Chair, and Coaches' Representative for the most improved team and awarded at the Top Five Banquet. In choosing the most improved team, consideration may be given, but not limited, to:

1. The increase in number of swimmers participating on a club;

2. The increase in the number of swimmers and “splashes” at the championship meet;

3. The competitive level of the club swimmers; and

4. The improved rank in the virtual club championship of Wyoming, using the USA Swimming Virtual Club ranking database.

B. OUTSTANDING MALE AND FEMALE SWIMMER OF THE YEAR

Nominations for the outstanding swimmers shall be made at the athlete’s caucus at the Summer State Meet. It shall be the duty of the Junior and Senior swimmer representatives to present to the General Chair a nominee list of no more than five (5) male and five (5) female swimmers. The coaches will cast votes for the awards on the final day of the Summer State Meet. Each club is entitled to one vote.

C. OUTSTANDING OFFICIAL OF THE YEAR

Nominations for the outstanding official shall be made by the WSI officials at the Winter and/or Summer State Meets and shall be chosen by vote of the officials at the Summer State Meet.

D. VOLUNTEER SERVICE AWARD

Any member of the Board of Directors can make nominations for the volunteer service award by submitting the nomination to the General Chair. The award shall be chosen by a vote of the Board of Directors prior to the Top Five Banquet.

**IX. Fee Schedule**

## A. Annual Athlete Registration

In addition to any registration fees required by USA Swimming, each athlete shall pay an annual registration fee to WSI of $5.

## b. Annual Club Registration

Each club registering with WSI shall pay an annual fee of $175; provided that those clubs with twenty-five (25) or fewer swimmers registered for the prior year shall pay $125.

## c. Meet Participation Fee

A participation fee is required of every swimmer entering a WSI sanctioned meet. The participation fee is $5.00 for a one-day meet, and $6.00 for a multiple day meet.

D. NON-CHAMPIONSHIP MEET MAXIMUM EVENT ENTRY FEE

*Reserved for Future Use*

## E. WSI Championship Event Entry Fee

The entry fee for each event of a WSI championship is $4.00

## F. Directors TRAVEL Reimbursement Fee

Members of the Board of Directors may request travel expense reimbursement from the WSI Treasurer, not to exceed $100, for attendance at board meetings (other than those conducted by telephone or teleconference).

## G. Administrative Review Board Fee

Pursuant to Section 610.4.6 of the WSI Bylaws, there shall be a $50 fee for filing a complaint or protest with the WSI Administrative Review Board.

## H. MEET SANCTION AND EVENT APPROVAL FEES

The meet sanction fee for league and dual meets is $25, and for open and invitational meets is $50. The event approval fee is $50.

**X. Forms**

*Forms for registering with WSI and USA Swimming as a club, coach, athlete, official (non-athlete) or for transferring a swimmer’s team registration are available on the Wyoming Swimming Website at:*

<http://www.teamunify.com/TabGeneric.jsp?_tabid_=13894&team=wzwyslsc>

##  a. Application For USA Swimming Meet Sanction

**USA SWIMMING APPLICATION FOR SANCTION**

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

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, apply on behalf of \_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(organization) for a sanction to hold a swimming competition, exhibition, Swim-a-Thon or clinic at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ on the \_\_\_\_\_\_day(s) of \_\_\_\_\_\_\_\_\_\_\_\_\_, 20\_\_\_.Our sanction fee of $ \_\_\_\_\_\_\_\_, a copy of the meet format/Announcement and schedule of events are attached. Also included is a complete schedule of lanes and times for all warm-up procedures that must be adhered to by all participants.

As a condition of obtaining such a sanction, I and the above organization, which I represent, agree to abide and govern this event under the Rules and Regulations of USA SWIMMING and Wyoming Swimming, Inc. (Local Swimming Committee), and all other terms and conditions upon which this sanction may be granted. Article 202 of the current edition of the USA Swimming Rules and Regulations, specific reference to section 202.4 which provides that

 “In granting this approval it is understood and agreed that USA Swimming shall be

 free and held harmless from any liabilities or claims for damages arising by reason

 of injuries to anyone during the conduct of the event.”

Officials: No competition shall be approved unless a sufficient number of USA Swimming officials certified by the Local Swimming Committee (LSC) at a minimum of Stroke and Turn level, are present to observe and certify that the conduct of competition and all times achieved in such competition were in conformance with all applicable USA Swimming technical rules as specified in USA Swimming Rules section 202.4. At least one official from the host team must be provided for this event.

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

 (Club President or Representative)

Return Sanction to:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

City/State/Zip: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

A copy of the complete meet Announcement must be mailed or emailed to**:** The WSI Official’s Chair: Cathy Fisher, 700 Paradise Valley, Riverton, W82501,cla1065@yahoo.com

**Mail or email a copy of the complete meet results to:**

WSI Registration Coordinator, Jennifer Page

**Mail this Application for Approval and related paperwork including results to:**

Jennifer Page, WSI Sanction Chair, 5844 Indigo, Cheyenne, WY 82001 jepage@bresnan.net

 (Revised 12/10)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(DO NOT WRITE BELOW THIS LINE) FOR LSC USE ONLY

Approved Disapproved Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Sanction # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Issued: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Sanction Application Checklist:**

1. A complete meet format and schedule of events must be attached. Include: (a) the statement "Held Under Sanction of Wyoming Swimming, Inc. and USA SWIMMING, Inc.;" (b) a statement that all officials, meet directors and coaches must wear their USA SWIMMING cards in plain view while on deck during warm-ups and meet events; (c) a statement regarding the current Wyoming Swimming, Inc- warm‑up procedures. If available send a complete schedule of times/lanes. A copy of the meet format and schedule of events at the same time you submit your USA Swimming Application for Sanction

2. A copy of the current USA SWIMMING Registration Cards for the Head Official and Meet Director(s) listed in the meet format.

3. A club check payable to Wyoming Swimming, Inc. ($25.00 for league meets and $50.00 for all open or invitational meets regardless of how many days).

4. If the application requirements are not met, the meet/event will not be sanctioned. Future meets/events hosted by the same club will not be sanctioned until all post meet/event requirements for prior meets have been met.

## Application For Sanction General Checklist

##

*USA & WYOMING SWIMMING APPLICATION FOR SANCTION*

*CHECKLIST (please consult the WSI website.*[*wwww.wyomingswimming.org*](http://www.wyomingswimming.org) *for the current requirement checklist)*

Prior to submitting your USA Swimming sanction (s) and related paperwork, please refer to the following checklist carefully.

\_\_\_\_\_ Meet format must conform to all rules and regulations as set forth in the current USA Swimming

 Rules and Regulations.

\_\_\_\_\_ Your club is currently registered with USA Swimming

\_\_\_\_\_ Your club has a registered official who will work the meet

\_\_\_\_\_ Meet announcement contains the statement, “Held Under Sanction of Wyoming Swimming Inc., and USA Swimming Inc.

\_\_\_\_\_ Meet announcement contains the following statement “In granting this sanction it is understood and agreed that USA Swimming and WSI, Inc. shall be free from any liabilities or claims for damages arising by reason of injuries to anyone during the conduct of the event.

\_\_\_\_\_ Meet announcement includes the names, addresses, & phone numbers of the Meet Director(s) and Head Official(s), all of whom must be current members of USA Swimming. Your meet(s) will not be sanctioned unless the Meet director(s) and Head Official (s) are all currently registered with USA Swimming.

\_\_\_\_\_ Meet announcement must include a description of the pool as well as the time and starting system to be used.

\_\_\_\_\_ Meet announcement must include one of the following two statements:

 A. The competition course has been certified in accordance with 104.2.2C(4). The copy of such certification is on file with USA Swimming; or

 B. The competition course has not been certified in accordance with 104.2.2C(4).

\_\_\_\_\_ Meet announcement shall include information about water depth measured for a distance of 3 feet 3½ inches (1.0 meter) to 16 feet 5 inches (5.0 meters) from both end walls.

\_\_\_\_\_ The meet announcement shall include the following statement: Use of audio or visual recording devices, including a cell phone, is not permitted in changing areas, rest rooms or locker rooms.

\_\_\_\_\_ Meet announcement must contain a statement requiring all coaches, officials, and meet director(s) to have their USA Swimming cards on person and in plain view while on deck.

\_\_\_\_\_ Meet announcement must include a statement advising that all swimmers must be registered members of USA Swimming and that the accompanying ***USA Registration Compliance*** form must be signed by a registered coach or club representative, or the entries will not be accepted.

\_\_\_\_\_ Meet announcement must include the statement “Any swimmer entered in the meet must be certified by a USA Swimming member coach as being proficient in performing a racing start or must start each race from within the water. When unaccompanied by a member-coach, it is the responsibility of the swimmer or the swimmer’s legal guardian to ensure compliance with this requirement.”

\_\_\_\_\_ Meet format must contain the statement “Except where venue facilities require otherwise, changing into or out of swimsuits other than in locker rooms or other designated areas is not appropriate and is strongly discouraged.”

 \_\_\_\_\_ Meet announcement includes a statement regarding the current USA/Wyoming Swimming, Inc. warm-up procedures.

\_\_\_\_\_ Meet announcement must state the entry fees for the meet including the current Wyoming Swimming, Inc. participation fee of $5.00 for a one day meet, and $6.00 for a multiple day meet.

\_\_\_\_\_ Meet announcement includes a statement regarding whether the meet will be “pre-seeded” or “deck seeded.”

 \_\_\_\_\_ Meet announcement should state whether yards, short course meters, or long course meter times

 are to be submitted for seeding.

\_\_\_\_\_ Meet announcement must contain the qualifying times for the meet, if appropriate.

\_\_\_\_\_ Meet announcement must indicate the age classes of swimmers for the meet, and state that their age on the first day of the meet will determine their age group for the entire meet. If senior or open events, the specific qualifications for these classes must be stated.

\_\_\_\_\_ Meet announcement must state the maximum numbers of events each swimmer may enter each day, and if appropriate, for the entire meet. If not stated, each swimmer may compete in a maximum of five (5) individual events if his/her classification is swimming only timed finals. If his/her classification is swimming preliminaries and finals, or a combination of timed finals and

 preliminaries and finals, then the swimmer will be limited to a maximum of three (3) individual events per day.

\_\_\_\_\_ Meet announcement must state the individual and team awards, if any, to be presented.

\_\_\_\_\_ Meet announcement must state the deadline for entries to be received by the host team. Meet hosts cannot require that entries be post-marked more than nine (9) days before the first day of the meet (i.e. Thursday for a meet beginning on Saturday of the next week). Any entries postmarked eleven (11) days or more before the first day of the meet cannot be rejected (in case of delay in transit these entries may be heated as “no time.”

\_\_\_\_\_ Meet announcement must include the method of scoring the meet if team and/or high point awards are to be awarded. (Please see the Technical Rules section 102.7 in the USA Swimming Rules and Regulations (Scoring) for specific information on scoring of a meet.)

 Examples:

 Six (6) lane pool and scoring through 6thplace: 7-5-4-3-2-1

 Relays are double

 Six (6) lane pool and scoring through 8th place 9-7-6-5-4-3-2-1

 Relays are double

Six (6) lane pool and scoring through 18th place 19-17-16-15-14-13-12-11-10- 9-8- 7-6-5-4-3-2-1

 Relays are double

Eight (8) lane pool and scoring through 3rd place: 9-7-6-5-4-3-2-1

 Relays are double

Eight (8) lane pool and scoring through 8th place: 9-7-6-5-4-3-2-1

 Relays are double

Eight (8) lane pool and scoring through 12th place: 13-11-10-9-8-7-6-5-4-3-2-1

 Relays are double

Ten (10) lane pool and scoring through 3rd place: 11-9-8-7-6-5-4-3-2-1

 Relays are double

Ten (10) lane pool and scoring through 8th place: 11-9-8-7-6-5-4-3-2-1

 Relays are double

Ten (10) lane pool and scoring through 12th place: 13-11-10-9-8-7-6-5-4-3-2-1

 Relays are double

\_\_\_\_\_ Meet announcement should state when and where officials meeting and coaches meeting will be held.

Mail completed “USA Swimming Application for Sanction,” and check in the amount of $50.00 for open or invitational swim meet, or $25.00 for league/dual/ or triangular to:

Jennifer Page

 WSI Sanction Chair

 5844 Indigo Drive

Each host team is required to mail, or fax to the Registration Coordinator (Jennifer Page), the roster of swimmers competing in your meet AT LEAST THREE DAYS PRIOR to the event. Using Meet Manager click on *Reports,* then click on *Athlete Rosters*, mark the *Athlete Roster* circle, mark *Detailed* circle, mark *Include athletes with no entries,* check *Athletes only*, check box for *Sort by Team* and click on *alphabetical.* This should produce a list of athletes according to clubs. Both relay-only and individual swimmers will be listed alphabetically under their club with their USA registration number. This is the quickest way for the Registration Coordinator to check registrations.

A preliminary Meet format sheet and Schedule of events can be emailed to the Sanction Chair to expedite your sanction. Call or e-mail the Sanction chair with any questions regarding sanction requirements. If no response to an email is received within two days, please call to make sure your email came through. Jennifer Page (Sanction Chair)

 Phone (307) 460-3468. E-mail address jepage@bresnan.net

## Short Course Event Checklist For Application for USA Swimming Sanction

**WHEN PREPARING YOUR SCHEDULE OF EVENTS, PLEASE REVIEW THE FOLLOWING CHECKLIST TO ENSURE THAT SHORT COURSE EVENTS ARE OFFERED AT YOUR SWIM MEET:**

|  |  |  |
| --- | --- | --- |
| **8 & UNDER** | **10 & UNDER** | **11-12** |
| \_\_\_\_\_ | 25 Free | \_\_\_\_\_ | 50 Free | \_\_\_\_\_ | 50 Free |
| \_\_\_\_\_ | 50 Free | \_\_\_\_\_ | 100 Free | \_\_\_\_\_ | 100 Free |
| \_\_\_\_\_ | 100 Free | \_\_\_\_\_ | 200 Free | \_\_\_\_\_ | 200 Free |
| \_\_\_\_\_ | 200 Free | \_\_\_\_\_ | 400/500 Free | \_\_\_\_\_ | 400/500 Free |
| \_\_\_\_\_ | 25 Back | \_\_\_\_\_ | 50 Back | \_\_\_\_\_ | 50 Back |
| \_\_\_\_\_ | 25 Breast | \_\_\_\_\_ | 50 Breast | \_\_\_\_\_ | 50 Breast |
| \_\_\_\_\_ | 25 Fly | \_\_\_\_\_ | 50 Fly | \_\_\_\_\_ | 50 Fly |
| \_\_\_\_\_ | 100 IM | \_\_\_\_\_ | 100 IM | \_\_\_\_\_ | 100 IM |
| **13-14** | **15-16** | **SENIOR** |
| \_\_\_\_\_ | 50 Free | \_\_\_\_\_ | 50 Free | \_\_\_\_\_ | 50 Free |
| \_\_\_\_\_ | 100 Free | \_\_\_\_\_ | 100 Free | \_\_\_\_\_ | 100 Free |
| \_\_\_\_\_ | 200 Free | \_\_\_\_\_ | 200 Free | \_\_\_\_\_ | 200 Free |
| \_\_\_\_\_ | 400/500 Free | \_\_\_\_\_ | 400/500 Free | \_\_\_\_\_ | 400/500 Free |
| \_\_\_\_\_ | 100 Back | \_\_\_\_\_ | 100 Back | \_\_\_\_\_ | 100 Back |
| \_\_\_\_\_ | 100 Breast | \_\_\_\_\_ | 100 Breast | \_\_\_\_\_ | 100 Breast |
| \_\_\_\_\_ | 100 Fly | \_\_\_\_\_ | 100 Fly | \_\_\_\_\_ | 100 Fly |
| \_\_\_\_\_ | 200 IM | \_\_\_\_\_ | 200 IM | \_\_\_\_\_ | 200 IM |
| **8 & UNDER RELAYS:** | **100 YDS/METERS** |
| **ALL OTHER AGE GROUPS:** | **200 YDS/METERS** |

## Long Course Event Checklist For Application for USA Swimming Sanction

WHEN PREPARING YOUR SCHEDULE OF EVENTS, PLEASE REVIEW THE FOLLOWING CHECKLIST TO ENSURE THAT LONG COURSE EVENTS ARE BEING OFFERED AT YOUR SWIM MEET:

|  |  |  |
| --- | --- | --- |
| **8 & UNDER** | **10 & UNDER** | **11-12** |
| \_\_\_\_\_ | 50 Free | \_\_\_\_\_ | 50 Free | \_\_\_\_\_ | 50 Free |
| \_\_\_\_\_ | 100 Free | \_\_\_\_\_ | 100 Free | \_\_\_\_\_ | 100 Free |
| \_\_\_\_\_ | 200 Free | \_\_\_\_\_ | 200 Free | \_\_\_\_\_ | 200 Free |
|  |  | \_\_\_\_\_ | 400/500 Free | \_\_\_\_\_ | 400/500 Free |
| \_\_\_\_\_ | 50 Back | \_\_\_\_\_ | 50 Back | \_\_\_\_\_ | 50 Back |
|  |  | \_\_\_\_\_ | 100 Back | \_\_\_\_\_ | 100 Back |
| \_\_\_\_\_ | 50 Breast | \_\_\_\_\_ | 50 Breast | \_\_\_\_\_ | 50 Breast |
|  |  | \_\_\_\_\_ | 100 Breast | \_\_\_\_\_ | 100 Breast |
| \_\_\_\_\_ | 50 Fly | \_\_\_\_\_ | 50 Fly | \_\_\_\_\_ | 50 Fly |
|  |  | \_\_\_\_\_ | 100 Fly | \_\_\_\_\_ | 100 Fly |
| \_\_\_\_\_ | 200 IM | \_\_\_\_\_ | 200 IM | \_\_\_\_\_ | 200 IM |
| **13-14** | **15-16** | **SENIOR** |
| \_\_\_\_\_ | 50 Free | \_\_\_\_\_ | 50 Free | \_\_\_\_\_ | 50 Free |
| \_\_\_\_\_ | 100 Free | \_\_\_\_\_ | 100 Free | \_\_\_\_\_ | 100 Free |
| \_\_\_\_\_ | 200 Free | \_\_\_\_\_ | 200 Free | \_\_\_\_\_ | 200 Free |
| \_\_\_\_\_ | 400/500 Free | \_\_\_\_\_ | 400/500 Free | \_\_\_\_\_ | 400/500 Free |
| \_\_\_\_\_ | 800/1000 Free | \_\_\_\_\_ | 800/1000 Free | \_\_\_\_\_ | 800/1000 Free |
| \_\_\_\_\_ | 1500/1650 Free | \_\_\_\_\_ | 1500/1650 Free | \_\_\_\_\_ | 1500/1650 Free |
| \_\_\_\_\_ | 100 Back | \_\_\_\_\_ | 100 Back | \_\_\_\_\_ | 100 Back |
| \_\_\_\_\_ | 200 Back | \_\_\_\_\_ | 200 Back | \_\_\_\_\_ | 200 Back |
| \_\_\_\_\_ | 100 Breast | \_\_\_\_\_ | 100 Breast | \_\_\_\_\_ | 100 Breast |
| \_\_\_\_\_ | 200 Breast | \_\_\_\_\_ | 200 Breast | \_\_\_\_\_ | 200 Breast |
| \_\_\_\_\_ | 100 Fly | \_\_\_\_\_ | 100 Fly | \_\_\_\_\_ | 100 Fly |
| \_\_\_\_\_ | 200 Fly | \_\_\_\_\_ | 200 Fly | \_\_\_\_\_ | 200 Fly |
| \_\_\_\_\_ | 200 IM | \_\_\_\_\_ | 200 IM | \_\_\_\_\_ | 200 IM |
| \_\_\_\_\_ | 400 IM | \_\_\_\_\_ | 400 IM | \_\_\_\_\_ | 400 IM |
| **8 & UNDER RELAYS:** | **200 YDS/METERS** |
| **ALL OTHER AGE GROUP RELAYS:** | **200 YDS/METERS** |

##  b. Participation Report Form

WYOMING SWIMMING, INC.

PARTICIPATION REPORT

SANCTIONED WYOMING MEETS

Sanction Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Host Team: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Meet Director(s):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

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

Number of Swimmers\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Participation Fee: $5.00 for one (1) day meet

$6.00 for multiple day meet

Number of Swimmers x Participation Fee = Amount due to WSI

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ $\_\_\_\_\_\_\_\_\_\_\_\_ $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Please make checks payable to: Wyoming Swimming, Inc.**

Within 14 days following conclusion of the meet

Send Financial Report and correct payment in the form of a check from your club payable to Wyoming Swimming, Inc. to:

Jennifer Page, Sanction Chair, 5844 Indigo, Cheyenne, WY 82001

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

DO NOT WRITE BELOW THIS LINE FOR LSC USE ONLY

Date check received:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Check #:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Amount of Check:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 **Penalty Assessed:**  YES or NO

 If YES, penalty amounts due: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 **Date penalty check received** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

## c. Application For Team Wyoming Western Zone Team

WYOMING SWIMMING, INC.

APPLICATION FOR TEAM WYOMING WESTERN ZONE MEET

**Before the meet**: In order to compete for Team Wyoming, swimmers must submit this form as soon as possible, but no later than the end of the WSI Summer Championship Meet

**My current status is (check one):**

---------I have already achieved the qualifying time for this event at a sanctioned USA Swimming meet or in an observed swim in compliance with USA Swimming Rule 202.5.

---------I intend on achieving a qualifying time at an upcoming sanctioned USA Swimming meet.

|  |  |
| --- | --- |
| Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | USA Swimming # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Phone \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |

***EVENT TIME ACHIEVED MEET AND DATE***

I certify that I have been an athlete member of USA Swimming and attached to either a Wyoming LSC club or to Wyoming Swimming, Inc. for one year prior to the first day of the zone meet. I acknowledge that I have or will participate in four (4) Wyoming Swimming, Inc. meets, including Winter and Summer State Swimming Championships, during the swim season beginning the September 1 immediately prior to the zone meet.

**Winter Short Course Meets Summer Long Course Meets**

Swimmer’s signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Application for Team Wyoming form and check to:

Kiesa Geyer

Revised 11/12

## d. Application Form For Elite Meet Travel Re-imbursement

WYOMING SWIMMING, INC.

APPLICATION FOR ELITE MEET TRAVEL REIMBURSEMENT

 **For Senior Sectionals, Junior Nationals, U.S. Open, Senior Nationals, and U.S. Olympic Trials**

#### This application must be mailed within 30 days following conclusion of the elite meet.

Wyoming swimmers qualifying for and competing in Western Zones, Senior Sectionals, US Open, Junior Nationals, Senior Nationals or Olympic Trials may receive partial reimbursement to help defray the costs of attending these meets. The amount of reimbursement is set by the WSI House of Delegates. See the WSI Handbook for eligibility requirements.

Last Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ First Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ M.I. \_\_\_\_\_

Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_

 Street City State ZIP

Phone \_\_\_\_\_\_\_\_\_\_\_\_\_\_ USA Swimming Number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of Meet \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date of Meet \_\_\_\_\_\_\_\_\_\_

**I achieved qualifying times and competed in these events:**

|  |  |  |
| --- | --- | --- |
| **Event, Distance, Time** | **Event, Distance, Time** | **Event, Distance, Time** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

**I swam as a Relay Only swimmer (Y/N)** \_\_\_\_\_

**I competed in these meets sanctioned by Wyoming Swimming in the past 12 months:**

|  |  |  |
| --- | --- | --- |
| **Meet Name** | **Location** | **Date** |
| 1) Winter State Championship |  |  |
| 2) Summer State Championship |  |  |
| 3) WSI Sanctioned Meet |  |  |
| 4) WSI Sanctioned Meet |  |  |

**To Request Reimbursement**:

Send this form to the WSI Senior Chair,

 TJ Johnson,

|  |
| --- |
| 1441 Bonneville, St. |
| Laramie, WY 82070 |

 **within 30 days** after the meet.

Swimmer’s signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_

Revised 12/2011

E. REIMBURSEMENT OF OFFICIAL EVALUATED FOR PROMOTION AT REGIONAL OR NATIONAL EVALUATED MEETS

OFFICIALS NATIONAL REIMBURSEMENT FORM TO BE COMPLETED

BY CERTIFIED WYOMING USA OFFICIAL AFTER EVALUATION AND PROMOTION

TO A N2, N3 STROKE AND TURN, CHIEF JUDGE, STARTER, DECK REFEREE, ADMINISTRATION REFEREE

OR INITIAL N3 STARTER.

NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

ADDRESS: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

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

EMAIL: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

PHONE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

NAME OF MEET: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

DATE OF MEET: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

EVALUATOR’S NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

TOTAL NUMBER OF SESSIONS WORKED: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

POSITIONS EVALUATED :( may be more than one position) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

NUMBER OF SESSIONS EVALUATED AT EACH POSITION: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

PLEASE SEND TO OFFICIALS CHAIR: OR EMAIL FORM TO OFFICIALS CHAIR:

Cathy Fisher, Cathy Fisher cla1065@yahoo.com

700 Paradise Valley

Riverton, W82501

**Application for Zone Coaching Staff**

 **(due on or before May 1st)**

(please fill out document and return by e-mail)

Name:

Club:

e-mail : .

Phone #

Zone team you are interested in coaching

(you can apply for both)

Senior:

 Age-Group:

Does your club have and/or anticipate swimmers qualified/qualifying for Zones?

 If so, how many do you anticipate will attend?

Age-Group:

Seniors:

\*By applying for this position you certify that you are available for the dates required and are committed to attending if selected. Coaching staff and alternates will be selected prior to Summer State Championships. Please remember that the number of coaches needed to staff the meet varies depending on our participants and will be finalized at Summer State Championships.

This application will be reviewed by a committee composed of the WSI General Chair, WSI Vice Chair, WSI age level appropriate chair (Senior Vice Chair or Age Group Vice Chair) and the Coaches Representative

Please submit application to:

Coaches Representative

Jamie Winkler

wyowaves@bresnan.net .