



***SAN DIEGO-IMPERIAL
SWIMMING***

**POLICIES AND
PROCEDURES**

Proposed for November 2016

SECTION 1 - GENERAL

Introduction: San Diego-Imperial Swimming, Inc. (SIS) is one of 59 Local Swimming Committees (LSC) of USA Swimming, assigned to the Western Zone. SDIS territory is the San Diego and Imperial counties of the State of California. SIS is a non-profit corporation registered in the state of California. Throughout this manual, the letter combination “SIS” shall be used to mean San Diego-Imperial Swimming of USA Swimming.

Mission Statement: San Diego-Imperial Swimming prepares athletes for lifelong success through competitive swimming.

Vision Statement: San Diego Imperial Swimming is **F.I.R.S.T.** Fun, Integrity, Respect, Service, Team **Fun is First!**

Governing Documents: There are three major documents which govern San Diego- Imperial Swimming:

By-Laws: SIS operates under a set of By-Laws, consisting of 16 Articles approved in 1988 and amended numerous times thereafter. These are our corporate governance documents. The content and structure of this document is largely determined by USA Swimming Rules and Regulations. Modifications to this document may only be made by action of the SIS House of Delegates. SIS is governed by its House of Delegates (Article 604), a Board of Directors (Article 605), elected and appointed Officers (Article 606), and various Divisions, Committees and Coordinators (Article 607) as described in the By-Laws

Rules and Regulations: The SIS Rules and Regulations, also known as the Swim Manual, are specific rules and procedures that govern the conduct of SIS competitive swim meets. Changes to this document may be made by the SIS Board of Directors. Changes to this document will be posted on the SIS website at www.si-swimming.org.

Policy and Procedure Manual: This Policies and Procedures Manual is published by SIS for the purpose of defining the day to day operations and governance of the LSC. Modifications to this document may be made by the SIS Board of Directors or the SIS House of Delegates. This document, and all subsequent changes, will be posted on the SIS website at www.si-swimming.org.

Geographic Divisions within SIS: In order to facilitate the division of some SIS swimming competitions into manageable sized meets, the LSC is divided geographic divisions when needed. SIS teams are assigned to one of the two divisions, based largely on the geographic location of their primary practice location.

SECTION 2 – BOARD OF DIRECTORS

2.1 Organizational Structure: The members of the Board of Directors (BOD) shall be as provided in the SIS By-Laws, and are elected by the SIS House of Delegates. The present SIS Board of Directors consists of:

General Chair	Admin Vice-Chair
Senior Vice-Chair	Age Group Vice-Chair
Secretary	Treasurer
Technical Planning Vice-Chair	Registration Vice Chair
Coach Representative	Athlete Representatives (4)
Safe Sport Vice Chair	
Ex-Officio Board Members (past General Chairs)	

2.2 Committee Structure: As defined in the Bylaws, SIS is organized into five general groups of committees, each under the jurisdiction of the General Chair or a Vice Chair.

2.2.1 General Chair Committees: The General Chairman shall be responsible for the following committees:

- a. Legislation
- b. Budget / Finance
- c. Registration

2.2.2 Admin Vice Chair Committees: The Admin Vice Chair shall be responsible for the following committees:

- a. Equipment
- b. Officials
- c. Records
- d. Safe Sport
- e. SWIMS

2.2.3 Senior Vice Chair Committees: The Senior Vice Chair shall be responsible for the following committees:

- a. Championship Committee
- b. National Travel Committee
- c. Open Water Committee

2.2.4 Age Group Vice Chair Committees: The Age Group Vice Chair shall be responsible for the following committees:

- a. Age Group, Zone, and All Star Meets
- b. Camps
- c. Adapted Swimming
- d. Outreach

- 2.2.5 Technical Vice Chair Committees: The Technical Vice Chair shall be responsible for the following committees:
- a. Program
 - b. Sanctions
 - c. Time Standards
 - d. Planning
- 2.3 Board of Directors Meeting Schedule: Currently, SIS has regularly scheduled BOD meetings every other month, beginning in January, on the 3rd Monday of the month, at 7:45 pm in the All-Sports office. Dates and locations of meetings can be modified when conflicts arise and the Board of Directors agrees to the change. Items may be placed on the meeting agenda by any member of the Executive Board or by submission to the General Chair.
- 2.4 House of Delegates Meeting Schedule: The regularly scheduled BOD meeting in November is also designated as the annual Elections meeting of the House of Delegates (HOD). An additional Rules and Legislation HOD meeting may be scheduled in May or June of each year if desired by the BOD.
- 2.5 Open Meeting Policy: BOD and HOD meetings are open to all members of SIS and USA Swimming. Issues pertaining to personnel, disciplinary action, legal, tax or similar affairs of SIS shall be deliberated and decided in a closed executive session which only BOD/HOD members may attend. By a majority vote on a motion of a question of privilege, the BOD/HOD may decide to go into executive session on any matter deserving of confidential treatment or of personal concern to any member of the Board/House.
- 2.6 Conflict of Interest Policy: In the event that any officer, or member of the Board of Directors, Executive Committee, or any other Committee has a financial interest in any contract or transaction involving the LSC, such individual shall not participate in the LSC's evaluation or approval of such contract or transaction unless the material facts of the relationship or interest are disclosed to the Directors or Committee. Additionally, all members of the Board of Directors and House of Delegates including appointed members sign a conflict of interest policy.
- 2.7 Crisis Action Plan: During a crisis, it is of paramount importance for San Diego-Imperial Swimming to present timely, factual, coherent accurate information. In order to achieve that goal, it is important that all information be disseminated by the designated Communications Officer – the single voice of San Diego-Imperial Swimming. The General Chair shall normally serve as the Communications Officer. The General Chair may delegate that responsibility another member of the Board of Directors as necessary. If the General Chair is unable to perform the role of the Communications Officer, the following Board of Director Officers shall be responsible for assuming the role of Communications Officer, in this order of the following hierarchy:
- a. Administrative Vice-Chair
 - b. Senior Vice-Chair
 - c. Age Group Vice-Chair

- d. Treasurer
 - e. Secretary
 - f. Other Personnel specifically designated by the SIS Executive Committee.
- 2.7.1 Crisis Action Task Force -The Crisis Action Task Force shall be the SIS Executive Committee. The General Chair will determine when the Crisis Action Task Force will be assembled. It is the job of the Crisis Action Task Force to assess the existing situation, determine the appropriate response, and provide guidance to the Communications Officer on how to convey that response in a manner that best suits the situation. The Crisis Action Task Force may consult USA Swimming, or legal counsel as necessary. All media requests shall be directed to the only to the designated Communications Officer. All official SIS communications shall be distributed ONLY by the Communications Officer.
- 2.7.2 The Crisis Control Center will normally be established at the All-Sports office and will be staffed appropriately as the crisis warrants. The Crisis Action Task Force Team shall be responsible for contacting the SIS Board of Directors to keep the Board apprised of all information pertaining to the crisis. The General Chair shall maintain a list of mobile phone numbers of each of the members of the Crisis Action Task Force, in order that the Task Force may be assembled at any time of the day or night. The most current list of mobile numbers shall be distributed to the Task Force Members. Information shall be disseminated as appropriate for the crisis. Information may be released by press releases, posted to the SI Swimming website (www.si-swimming.org), e--mails, or electronic text messages, as needed. This Crisis Action Plan will be reviewed annually and modified as needed.

SECTION 3 – MEMBERSHIP

- 3.1 Membership: Membership is required for all athletes, clubs, affiliated groups, coaches, officials and specified administrators. All SIS Board Members must be USA Swimming members in good standing. Membership is optional for parents of swimmers and others.
- 3.2 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 SIS Registration Chair.
- 3.2.1 Seasonal Membership Athletes: Seasonal memberships for athletes cover an unspecified but continuous period of not more than 150 days beginning the day of registration and end on August 31st of the calendar year. Seasonal memberships are not valid at or above the Zone level.
- 3.2.2 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.

- 3.2.3 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.
- 3.3 Membership Fees - Membership fees are comprised of a national fee established by USA Swimming and a fee established by SIS.
- 3.4 Transfer of Affiliation - To transfer, a completed transfer application and transfer fee must be submitted to the SIS Registration Vice Chair.
 - 3.4.1 Change of Affiliation: A swimmer must not compete attached for a period of 120 days before attaching to another club. A new swimmer may attach immediately when registering for the first time in USA Swimming. A swimmer returning to competition may attach to any club if a period of 120 days has elapsed since last competition representing a team.
- 3.5 Outreach Membership Program: USA Swimming and San Diego-Imperial Swimming offer a membership program to help and encourage economically disadvantaged youth who are unable to afford the USA Swimming membership fees. The program offers qualified athletes the opportunity to become USA Swimming members for a reduced fee.
 - 3.5.1 The goal of the Outreach Program is to promote the identification, recruitment, training and retention of any of America’s minority and disadvantaged youth that shows an interest in swimming and is unable to afford joining a local USA Swimming club. The membership is a year round membership. Confidentiality of members will be maintained. The athlete will receive a year round athlete membership card as with any other year round athlete and they will be on the year round athlete list.
 - 3.5.2 Proof of qualification for Outreach Membership can be shown by meeting the following criteria:
 - a. Copy of a current reduced or free lunch letter/card from the athlete’s school district or school itself verifying the athlete qualifies for reduced or free meals.
 - b. If this information is not available, a tax return may be used to verify the qualifying income to be eligible for free or reduced lunch, or an income level that the registration chair, given her knowledge and expertise, feels is appropriate.
 - 3.5.3 To apply for Outreach Membership, applicants must:
 - a. Complete the San Diego-Imperial Swimming Registration form.
 - b. Submit all registration forms, the registration fee, and proof of qualification to the San Diego-Imperial Swimming office or the SIS Registration Chair.

- 3.6 False Registration: Any club or individual submitting a signed form or an electronic document (meet entry or other) which falsely claims a swimmer is registered with USA Swimming shall be fined. The fine schedule is as follows:
- \$50.00 fine per swimmer per meet for the first offense of the calendar year.
 - A \$100.00 fine per swimmer per meet for the second offense of the calendar year.
 - For the third or subsequent offense of the calendar year, the Administrative Board of Review shall hold a hearing to determine the penalty.
- 3.6.1 A club or individual submitting a signed form or electronic document (meet or other) which falsely claims a coach is registered with USA Swimming shall be fined. The club or unattached coach shall be fined as follows:
- A fine of \$100.00 per coach per meet for the first offense of the calendar year.
 - A fine of \$150.00 fine per coach per meet for the second offense of the calendar year.
 - For the third or subsequent offense of the calendar year, the Administrative Board of Review shall hold a hearing to determine the penalty.
- 3.7 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 stated above in 3.6
- 3.8 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.
- 3.9 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.
- 3.10 Failure to Pay SIS Fees
- 3.10.1 Members (individuals and / or group) who are delinquent in payment of money owed to SIS 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.
- 3.10.2 Failure to pay monies owed to SIS 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.
- 3.10.3 To restore membership in good standing, the member shall pay the amount owed and a reinstatement fee to SIS.
- Reinstatement fees for group membership shall be \$50 or 10% of the amount owed, whichever is greater.
 - Reinstatement fees for individual members shall be \$15 or 10% of the amount owed, whichever is greater.

SECTION 4 – FINANCIAL & FIDUCIARY

- 4.1 SIS Funds: There shall be four funds established, budgeted and separately accounted. They may be co-deposited in a single account or investment accounts, but shall be maintained as separate accounts in the bookkeeping. These accounts are:
- General Account: This account shall be used for all items not specifically allocated otherwise.
 - Championship Account: This account shall be for both income and expenses for the SI Short and Long Course Championships, and other Championships as may be designated.
 - National Travel Fund: The SI National Travel Fund shall be used to support the National Travel Program
 - Age Group Travel Fund: The SI Age Group Travel Fund is established to support the Age Group Travel Program.
- 4.2 Control: The accounts for any fund may be allowed to go negative only upon approval of the Board. Transfer of funds between accounts shall only be done by the House.
- 4.3 Financial Procedures:
- 4.3.1 Budget: Approval of the budget constitutes authority to expend the funds so designated. An increase over the budgeted amount for any item requires approval by the Board prior to expenditure.
- 4.3.2 Submission: Receipts for expenses incurred, recorded in detail, duly attested and approved must be submitted to the Treasurer for payment.
- 4.3.3 Authorization: Authorization for the Treasurer to pay bills may be made by:
- House of Delegates – unlimited; by passed motion
 - Board of Directors – unlimited, by passed motion
 - Executive Board -- \$5000 per non budgeted item
 - General Chairman - up to \$2000 monthly non-budgeted
 - Treasurer - Budgeted items
 - Vice Chairman - Up to \$50 monthly non-budgeted
 - Equipment -- up to \$50 monthly non-budgeted
- 4.3.4 Signatures: Signatures on SIS checks shall require any two of the following:
- a. General Chairman
 - b. Treasurer
 - c. Admin Vice Chair
- 4.4 Reports: The Treasurer shall at each meeting of the House, Board or Executive Board:
- 4.4.1 Report the current moneys available for each of the four funds. Money available shall be defined as current balance with any reserve subtracted.

- 4.4.2. Give, in writing, to the General Chairman, the Trustee Chairman and any member of the Board to so request, a list of the previous month's income and expenditures for each budget item.
- 4.5 Fiscal Year: The fiscal year begins each October.
- 4.6 Funds Due: General: Throughout this manual, fees and fines are identified and amounts defined. All such payments shall be made to the Treasurer or his/her representative. The general procedures are:
- 4.6.1 It shall be the function of the official involved to notify the Treasurer, or his/her authorized representative of the amount of fees or fines established, why it is due, and who is responsible for payment.
- 4.6.2 Fines are due and payable at the time of establishment of the fine in accordance with the applicable section of this Manual. All SIS fines will be paid into the general fund. If the debt is a fine which requires immediate payment, the Treasurer shall make such notification necessary to bar entry or competition in future meets.
- 4.6.3 If the debt is Entry Fee(s) not paid at a meet, the swimmer or team involved shall be barred from entering another meet until the debt is paid.
- 4.6.4 Funds from meet splash fees will be allocated as follows unless pre-agreed for a national level meet as follows:
- General Account: 52.5%
 - National Travel Fund: 30%
 - Age Group Travel Fund: 17.5%
- 4.6.5 Payment to SIS by a host team of their portion of meet fees shall be made within 30 days of the meet. Completion of a meet establishes debt of the host team to pay portion of the fees due SIS, without further notice from SIS officials

NOTE: If the debt is an unpaid Entry Fee, the Treasurer may collect for the host team owed, and forward the payment to them: less any portion of the fees which may be owed to SI.

- 4.7 Judgment: At each Board/House meeting the Treasurer or Trustees shall report unpaid fees or fines which have not been paid and ask the Board/House for a determination of Judgment of funds due. If approved, the Treasurer, or representative, shall initiate the procedures for collection of funds.
- 4.8 Collection of Funds Due: Debts owed to SIS shall be collected in the following manner:
- 4.8.1 A formal Bill shall be sent to the debtor.
- 4.8.2 After 60 days, the Board will give notice to the team involved (and the Sanction Chairman) that no further Sanctions will be issued to the team until payment is made. A notification of this action and a second bill shall be sent to the debtor.
- 4.8.3 After another 90 days, the Board shall hold a hearing to determine if an individual's membership or a Team Charter, as appropriate, shall be revoked or not renewed.

SECTION 5 - RECRUITMENT OF SWIMMERS

(See 304.3.13 of USA Swimming Rules and Regulations)

- 5.1 The purpose of this policy is to specify boundaries within which SIS 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.
- 5.2 An SIS coach may not:
 - 5.2.1 Contact an SIS 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.
 - 5.2.2 Discuss the team, the team's present standing, the team's set-up, or any other information regarding the team that the coach represents when contacting a swimmer for non-recruitment purposes. The coach may not request a later contact from the swimmer to discuss the team details.
- 5.3 An SIS coach may:
 - 5.3.1 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.
 - 5.3.2 Utilize advertising directed solely to the public.
- 5.4 When a swimmer initiates contact with the intent of changing clubs, an SIS coach should
 - 5.4.1 Talk to the swimmer on an individual basis; the swimmer's parents may be in attendance.
 - 5.4.2 Honor the swimmer's right to terminate the discussion at any time.
 - 5.4.3 Encourage the swimmer to inform the current coach of intent to change teams.
 - 5.4.4 Not use inducements that cannot be fulfilled.
- 5.5 Swimmer's Rights - A USA Swimming athlete may
 - 5.5.1 Contact another team for the express purpose of obtaining information regarding program operation, practice times, team philosophy, etc.
 - 5.5.2 Request that another family member be present during contact.
 - 5.5.3 Terminate the contact at any time.

- 5.5.4 Request printed material concerning the team.
- 5.5.5 Refuse any request that the coach makes during or after the contact.
- 5.6 Those found in violation of this policy may be brought before the SIS Board of Review and subjected to censure, fine, suspension, expulsion or other action deemed necessary.

SECTION 6 - CLUB SAFETY

- 6.1 Responsibility - Safety is the responsibility of every member of each SIS group member. Each SIS member club shall be responsible for implementing a safety program 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.
- 6.2 Safety Coordinator - Each SIS member club shall appoint a safety coordinator, inform the SIS Safety coordinator who this person is, and have the person's name available on the website. The club safety coordinators' responsibilities shall be in accordance with Article 602.2.3 of the Bylaws and shall also include
 - 6.2.1 Promoting safety awareness among all persons connected to the club, including coaches, parents, and swimmers;
 - 6.2.2 Encouraging coaches and facility staff to maintain a hazard-free venue; and
 - 6.2.3 Developing emergency action procedures in cooperation with coaches, swimmers, parents, and facility personnel.
 - 6.2.4 Ensure that reports of occurrence are filed for the club when incidents occur and that incidents are tracked to conclusion.
- 6.3 Coaches - SIS club coaches shall supervise all practices, and maintain current certifications in all safety courses required by USA Swimming.
- 6.4 Reports of Occurrence
 - 6.4.1 The Report of Occurrence shall be submitted by the coach, official or someone affiliated with the club/facility any time there is an accident or injury during any USA Swimming activities such as Sanctioned or Approved swim meets, swimming practices, contracted Swim-a-Thons or approved social events. The parent or injured party should NOT submit the form.
 - 6.4.2 The filing of Reports of Occurrence shall be the responsibility of SIS coach / official or someone affiliated with the club or activity (not parent or injured party).
 - A. Reports shall be made using USA Swimming guidelines and forms.
 - B. Copies of the reports shall be filed with USA Swimming, the current USA Swimming insurance carrier, and the SIS Safety Vice Chairman.

SECTION 7 – TRAVEL POLICY

- 7.1 Member clubs are required to develop their own travel policies. USA Swimming will provide a model club travel policy as an example. Club travel policies must be signed and agreed to by all athletes, parents, coaches and other adults traveling with the club.
- 7.2 All Swimmers, Coaches, Chaperones and Officials representing San Diego-Imperial Swimming during an age group zone or All Star meet will follow the following procedures:
- 7.2.1 Regardless of gender, a coach shall not share a hotel room or other sleeping arrangement with an athlete (unless the coach is the parent, guardian, sibling or spouse of that particular athlete).
 - 7.2.2 Team managers and chaperones must be members of USA Swimming and have successfully passed a USA Swimming-administered criminal background check.
 - 7.2.3 When only one athlete and one coach travel to a competition, the athlete must have his/her parents' (or legal guardian's) written permission in advance to travel alone with the coach.
 - 7.2.4 The swimmer and parent (or legal guardian) must sign the code of conduct.
 - 7.2.5 All swimmers are to remain with the team at all times. If a swimmer needs to leave the team area, they are to let a SI Swimming staff member know, and take at least one other person with them. No swimmer will be allowed to leave the group and wander off on their own.
 - 7.2.6 In order to receive any reimbursement, the required forms in use by SIS must be completed and mailed to the SI Swimming office. In order to receive the stipend, the swimmer must meet all team requirements and be at all team functions. The reimbursement form is located on the SI Swimming web site, in the "Admin" section under "Forms".
- 7.3 Code of Conduct: The code of conduct shall apply to all those representing San Diego-Imperial Swimming:
- 7.3.1 The following shall be prohibited at all times:
 - 1. Possession of, use of, or knowledge of use of illegal substances by those representing SI Swimming or use in the presence of those representing SI Swimming.
 - 2. Inappropriate or destructive behavior, or knowledge (without immediate reporting) of same.
 - 3. Smoking by athletes (or use of other tobacco products) while representing SI Swimming. Knowledge of use is to be considered use (unless immediately reported).
 - 4. Use by athletes, knowledge of use of, or providing alcohol to or use around

- swimmers.
5. Use of alcohol by those having direct responsibility for swimmers is also prohibited.
 6. Violation by any representative of the laws, regulations, rules, etc. is included.
- 7.3.2 Persons present while any of the above mentioned prohibited activities occur must leave the area immediately and report the situation immediately to the Team Manager, a coach or chaperone or considered to be a participant by choice.
- 7.3.3 The following are the responsibility of the Head Coach or designee:
1. A nightly curfew will be established and enforced.
 2. All athletes and individuals representing SI Swimming shall be housed in an appropriate manner.
 3. Coaches and athletes must attend all team meetings and/or required functions.
 4. The Team Manager/Head Coach shall have in his possession a signed "Consent to Treat" form for all minors on the trip.
- 7.3.4 All swimmers who have been designated as part of the team representing SI Swimming are to remain as part of that team from the time of departure until reaching the return destination (San Diego County). The swimmers must at all times follow the team staff's instructions as it relates to swimming, lodging, meals, team meetings, social events or any other incidentals or directions that may be given.
- 7.3.5 A swimmer can only be released to his/her parents prior to the completion of all travel events if such release has been requested in writing by the parent and addressed to and received by the Team Manager at least 48 hours prior to the team's departure. If the Team Manager grants approval for early release, such approval will be provided to the parent(s) in writing and signed by the Team Manager. Verbal approval will not be given or accepted.

SECTION 8 - PUBLICATIONS AND COMMUNICATIONS

- 8.1 SIS shall maintain a website at www.si-swimming.org.
- 8.2 The SIS Bylaws shall be reviewed annually and posted on the SIS website.
- 8.3 The SIS Policy and Procedures Manual shall be reviewed annually and updates posted on the SIS website.

SECTION 9 - SIS EQUIPMENT

- 9.1 All committee chairpersons are responsible for maintaining an inventory of their goods and equipment.

- 9.2 The registration vice chair will maintain an inventory of goods and equipment that is kept in the SIS swim office.
- 9.3 The equipment committee chairperson will be responsible for consolidating a single list of all SI goods and equipment and reporting to the Board of Directors on a regular basis and at each yearly House of Delegates meeting.

SECTION 10 - FUNDING OF SIS REPRESENTATIVES AT THE USA SWIMMING ANNUAL MEETING

- 10.1 The SIS Board shall determine the selection of individuals to be funded to attend the USA Swimming Annual Meeting in accordance with the budget and needs of SIS. The delegates to USA Swimming Annual Meeting shall normally be:
- a. General Chair
 - b. Admin Vice Chair
 - c. Senior Vice Chair
 - d. Age Group Vice Chair
 - e. Coaches Representative
 - f. Athlete Representatives
- 10.2 Exception: When SI members filling these positions are delegates to the USA Swimming House by way of other activity or cannot attend, the SI House or Board may elect to send other members in their place.
- 10.3 Travel Expense: The amount to be established for Travel Expense shall be determined in the budget or by the Board as a part of the General Fund. It shall be divided equally among delegates. Each delegate must register and attend USA Swimming Convention sessions for at least three days. Funding to any individual may be in whole or in part for travel expenses, hotel, registration and meals.

SECTION 11 – SIS SWIM OFFICIALS

- 11.1 General Responsibilities: To develop and conduct programs to recruit, educate, train and certify USA Swimming officials.
- 11.2 Official Clinics: SIS shall provide instructional clinics for people desiring to become officials. Clinics shall be scheduled and operated by the Officials Chair and his subcommittee.
- 11.3 Equipment: All equipment used in competitive swim meets (such as timing systems, meet management software, etc.) shall be approved by SIS and comply with the USA Swimming Rules.
- 11.4 Uniforms: The Officials Committee shall decide the official's uniform, with the consent of the Board.
- 11.5 Certification: Officials certification process will be set through the Officials Committee.

The Committee shall define positions, define the standards, establish the initial and renewal requirements for positions, and issue certifications to officials meeting the standards.

- 11.6 Standards: The Officials Committee may set standards in addition to the USA-S stated in rules 102.10.2 for Qualification, Certification, Re-certification and De-certification:
- a. Age of at least 21 years
 - b. Attend a formal clinic for the position involved
 - c. Pass USA swimming test for position involved
 - d. Demonstrate maturity in officiating
 - e. Demonstrate proficiency in the position
 - f. Submit an application
 - g. Work a minimum of six sessions in the position for which applied
 - h. A referee must be qualified in all other official categories
 - i. A starter must be a qualified stroke and turn judge.
- 11.7 Maintaining Status: To maintain Certified or Qualified status an official must work a minimum of 3 meets, not including the Short or Long Course Championships, in San Diego Imperial LSC every 6 months. Exceptions may be considered by the Certification Board.
- 11.8 List: The Officials Committee shall maintain a list of certified officials, categories, and expiration dates. The Officials Committee shall publish a Certification List, with expiration dates, seasonally to all member clubs.
- 11.9 De-certification: An official de-certification by the Officials Committee has all the rights and appeals provided by the USA Swimming Rules and Regulations. An official may not officiate in the de-certified capacity during the appeal process.
- 11.10 The Officials Committee is responsible for ensuring all officials are current members of USA-S, that all have a current Background Check acknowledged by USA-S, and all have successfully completed the Athlete Protection Training.

SECTION 12 – TRAVEL ASSISTANCE PROGRAM

- 12.1 Purpose: The SIS National Travel Program is established to provide assistance with travel expenses for SI swimmers and SI representatives who are involved in National Events, Olympic Trials, World Championship Trials, CA/NV Sectionals, U.S. Open and U.S. Open Water Nationals, Senior Zones, Futures meet, and Disability Nationals. It shall be administered by the Travel Committee under approval of the Board.
- 12.2 Events: When the annual SIS budget is approved, the Board shall confirm the events for which funds will be provided in that fiscal year. The Travel Committee shall submit its recommendations of the meets to be funded prior to the start of the budget process.
- 12.3 A swimmer may receive funds for one National level meet each season and one CA/NV Sectional meet (or Senior Zones or Futures meet). A swimmer who for the first time

qualifies for Nationals after the final closing deadline for the same season Junior National Championship may receive funding, if qualified in accordance with the remainder of this section, for both meets.

12.4 Source of Funds: Funds shall be generated from a surcharge on all entry fees, registration fees and earned interest unless otherwise stated herein or directed by the Board.

12.5 Distribution of Funds: Each year SI shall establish in the Budget the maximum funds for each meet and the maximum for each swimmer.

12.6 Division: A swimmer who qualifies for funds shall receive the amount allocated in one-third increments. The division of funds shall be:

- a. One third share is registered in SI in the current registration year.
- b. Two-thirds share if registered in SI in the current calendar year and the previous registration year.
- c. Full share if registered in the current calendar year and the previous two registration years.
- d. Bonus: A bonus of 25% shall be allocated to a swimmer if at least one of the entry times for the National Meet was earned at a SIS sanctioned meet and the swimmer qualifies for a full share. The SIS Board may NOT waive the requirements or the reward for the bonus. The bonus amount is available for Junior Nationals and above.

12.7 Swimmer Eligibility: To be eligible for travel assistance funds a swimmer must:

- a. Hold a current USA Swimming card.
- b. Be registered in the SI district.
- c. Be attached to an SI club or in the process of an intra-district transfer at the time of the qualifying meet.
- d. Meet the qualifying time in an individual event

12.8 Additional Requirements to items listed in 12.7:

12.8.1 Non college swimmers must have swum in three SI meets in the one year preceding the meet for which funds are requested.

12.8.2 For college swimmers

- a. If a swimmer has not been registered with SIS for three or more years, swimmer must attend at least 2 SIS meets and will only be eligible for the partial amount 1/3 for 1 year of registration or 2/3 for 2 years of registration
- b. If a swimmer has been registered with SIS for three or more years, swimmer will receive automatic approval if they attend at least 1 SIS meet.
- c. If swimmer does not meet the meet requirement, they may apply for a waiver

NOTE 1: A swimmer does not have to make qualifying times in an SI meet.

NOTE 2: Time trials that are included on the regular program schedule shall count as

meets for travel fund eligibility.

NOTE 3: Special Considerations: College swimmers, swimmers over eighteen, and other exceptions may be considered on an individual basis by the Board, upon written request.

- 12.9 Fund Distribution for the fiscal year will be published once the Board of Directors has voted on it.
- 12.10 Conditions for Funds: The swimmer must submit the following:
- a. Complete the “National Travel Assistance” form and submit it to the SI Swimming office within 30 days after the last day of the meet.
 - b. Proof of having swum in the respective meet for which they receive funds is not required with the submission of the National Travel Assistance form, but must be submitted upon request if the Travel Committee is unable to verify the swimmer’s participation.
- 12.11 A swimmer qualifying for the first time Senior Nationals at the Junior Nationals of the same season may submit a request for funds within 10 days of the close of the Junior Nationals.
- 12.12 Reporting: The Treasurer shall present a written summary of the travel reimbursement for each designated meet at the Board meeting immediately following the disbursement of funds for each meet.
- 12.13 Age Group Travel: The SI Age Group Travel Program shall assist in providing team and travel expenses to SI swimmers and staff who are able to compete or support the All Star Dual Meets, the Western Zone Meet, or the Age Group program.
- 12.13.1 This program shall be administered by the Board and such committees or organizations as it shall deem necessary, subject to approval of the Board. Age Group Travel funds shall be generated from:
- a. A surcharge on all entry events
 - b. Proceeds from the WAGC meet
 - c. Any designated Coaches-sponsored meets
 - d. Registration Fee
 - e. Other income as designated by the Board.
- 12.13.2 Distribution: Each year following the announcement the location of the All-Star Meet and/or the Western Zone Meet, the SI shall establish the distribution of funds to be allocated to each meet. They shall be guided by the distance and travel costs to each meet.
- 12.13.3 Code of Conduct: Prior to any event for which Age Group Travel Fund moneys will be distributed, all those requesting moneys shall submit a signed copy of Code of Conduct. This is in addition to the informed consent ruling.

SECTION 13 – MEET SANCTIONING PROCEDURES and HOST TEAM REQUIREMENTS

13.1 Meets on Board of Directors Approved SIS Meet Calendar:

- 13.1.1 Meet Hosts are responsible for submitting a Sanction Application and applicable sanction fees to the SIS Swim Office.
- 13.1.2 This may be done any time after the calendar is approved, but should be completed no less than 60 days before the start of the meet.
- 13.1.3 Once this is complete, a SIS Sanction number will be issued.

13.2 Meets not on the approved SIS Meet Calendar

- 13.2.1 Clubs requesting a sanction not on the approved meet calendar must submit a sanction application along with a meet format.
- 13.2.2 It must be submitted to the SIS office 60 days before the start of the meet.
- 13.2.3 If the sanction date is the same date as an approved calendar meet, the following must occur:
 - The requesting club must get written permission from the meet director of the host club.
 - The meet must be closed to the SIS LSC
 - Must turn in a Meet Financial Report within 30 days of the close of the meet or there is a 10% late charge.
 - Club requesting meet not on approved meet calendar must bid on a calendar meet.

13.3 Meet sanction fees are: \$100 for a one day meet and \$150 for a multi-day meet.

13.4 Meet Announcement and Awards:

- 13.4.1 A meet announcement is required of all meets and must adhere to the requirements of Article 202 of USA Swimming and additional SIS requirements. The announcement must be reviewed carefully to ensure all informational items are correct, such as:

- Pool address and phone number.
- Pool water depth information. This is a USA Swimming requirement; contact the SI Technical chair for the exact requirements.
- Email address where electronic entries should be sent
- Payment information – what name should checks be made out to?
- Mailing address for checks and hard copy entries
- Any additional info you would like to provide, such as parking information, availability of a snack bar, club's website address, or hotel information for out-of-town teams.

- 13.4.2 Once the draft meet announcement has been approved by the meet host and the sanction number has been assigned, the meet announcement will be posted to the SI-Swimming website. This process must be completed no less than 60 days prior the beginning of the meet.

13.4.3 The meet host is responsible for ordering awards well in advance of the meet. The type of awards to be given and the places awarded will be specified by the Program Committee in the meet announcement. Ensure your order the appropriate awards for your meet as specified in the meet format, with a 5% extra allowance for ties, mistakes, etc.

13.5 Software, Results and Financial Report for Meets:

13.5.1 All SI Swimming clubs who host SIS meets are required to an approved meet manager software to run the meet. Set up your meet database and enter meet events, time standards, etc. in your copy of the HyTek Meet Manager (or other) software you will use to run the meet. Specific details of set-up for Meet Managers include

- When you setup the meet database in Meet Manager (MM), ensure you name your meet correctly. The Meet Name (found on the Set-Up>Meet Set-Up menu) must begin with the year and LSC code, followed by the host club code and meet type/title – i.e., 2012 SI NCA AB Meet.
- The meet location is the city & state in which the meet is held – and not the pool or facility name.
- Set-up all the events in MM, exactly as described in the meet format. Ensure that the applicable A/B time standards are entered for each event.
- All questions should be directed to the SIS Technical vice chair or another experienced meet host.

13.5.2 Meet Results: Create a Team Manager-compatible Meet Event file from the File>Export>Events for TM menu choice and email a copy of the file to the SIS webmaster for posting.

13.5.3 The Meet Financial Report Form (available from the SIS Swimming website under admin section) must be submitted along with receipts and statements to the SIS swim office with a check for the amount of fees dues to SIS swimming within 30 days after your meet concludes. This is a condition of your meet sanction. If it is not received within 30 days there is a 10 % late charge on amount owed to SIS.

13.6 Entries and Registration

13.6.1 Entry deadline will be set by the Program Committee and listed in the meet information sheet.

13.6.2 Entry fees are charged in accordance with the Fee Schedule unless modified by specific action of the Board. They are to be paid with the entries when submitted, or in the case of electronic submission, sent within 24 hours. Entries are not considered “accepted” or “official” until the meet host receives the applicable entry fees. A swimmer may not be entered or swim without payment of the entry fee.

13.6.3 Registration Check:

- By 12:00 noon on the Monday before your meet begins, the Meet Director is required to create and electronically submit a Hy-Tek Registration file to the SDI Swim Office so that they can perform the Registration Recon check, which will ensure that all entered swimmers are (1) currently registered with USA

Swimming, and (2) you have entered the correct name, DOB, and team affiliation into your MM database. You create the registration file from the MM menu: File>Export>USA-S Registration. Attach the resulting file (which will probably be named sdif001.sd3) to an email, and send it to the SDI Office at: office@si-swimming.org.

- The SI Swimming office staff will produce and email back a detailed Meet Recon report, usually within 24 hours, which will list all registration discrepancies for swimmers who have entered your meet. When you get the Recon Report back from the swim office, review it carefully. For each swimmer listed in the report, ensure you understand why they showed up on the report and make the appropriate change to your MM file. This may be as simple as changing the spelling of a name or adding a middle initial, or correcting a DOB typing error. However, some swimmers may be unregistered with USA Swimming and therefore not eligible to swim in your meet. Others may have changed team affiliation without formally requesting a transfer through the Office.
- All teams must be notified by 4:00 PM Wednesday of any recon errors, especially those athletes who cannot participate in the meet due to lack of a current USA Swimming registration or getting the registration after the meet entry deadline.

13.6.4 Late Entries and Registration Checks: A fine will be levied upon a swimmer; coach and /or club when a swimmer who competes in a SI meet without a valid USA Swimming registration. Ignorance of this ruling is not accepted as an excuse for exemption from this action. Teams accepting entries of swimmers entered into meets without a valid USA Swimming registration may be fined \$50, the swimmer's club may be fined \$50, and beginning 1/1/2017, a swimmer may be fined \$50.

13.6.5 Late Entry Process: Generate a meet timeline report for each meet session: Reports>Sessions. Based on the size of your meet and the meet timeline, decide if you will accept any late entries. Late entries are entries received/modified after the applicable entry deadline. (Note: your meet begins at the first scheduled event of the meet, including Friday night events.) If you choose to accept late entries, they must be submitted before the start of the first session. No new entries are permitted once a session begins, although administrative errors made by the host team may be corrected by the Referee. For timed finals meets involving 12 & under swimmers, late entries may be permitted only if the session timeline completes in 4 hours or less (USA Swimming rule 205.3.1F). If accepted, late entries may be charged double the normal entry fee, with excess funds going to the host team.

13.6.6 On-deck registrations are not permitted within SIS Swimming.

13.7 Warm-up Procedures:

13.7.1 Split warm-up procedures should be determined by meet size, number of team participating and the size of your facility. You can use the warm-up report from Meet Manager to help you.

13.7.2 Warm-ups should be split by the numbers of swimmers attending each session, keeping the geographic locations of the teams in mind. Teams traveling the farthest distance should be given the later of the warm-up periods, and it is not necessary to alternate the warm-up periods on different days.

13.8 Team Assignments:

13.8.1 Except for LSC-hosted meets, the host team is normally responsible for all other meet jobs, including head timer, safety marshal, check-in desk, runners, awards table, etc. Additional detail on host meet assignments is in section 14.

13.8.2 Determine the team lane timing assignments for each session. Usually these are dictated by team size, which you see can on the Warm-up Sheet.

13.9 Communication:

By midnight Wednesday prior to the meet, distribute/post split warm-up procedures, lane timing assignments, estimated timelines, if late entries will be accepted and the process (if any) to submit the late entries (note: late entries should only be accepted from a swimmer's registered coach), and any additional information (such as parking info) to the teams participating in your meet. If possible, this should be posted on your team's web site, but an email to all the teams involved is acceptable. If you send this information to the SIS webmaster, it can usually be posted to the SI Swimming website as well.

SECTION 14 – MEET OFFICIALS for SIS HOSTED MEETS

14.1 Host Team Supplied Officials: The application for Sanction must have identified on it the name of the Meet Director and at least two qualified Stroke and Turn qualified Judges who have agreed to work the meet. The Meet Director and the two host team officials must be current USA Swimming non-athlete members in good standing. The host team must provide the following meet personnel:

- Meet Director
- Chief Timer
- Clerk of Course
- Meet Secretary
- Marshals
- Award Officials
- Announcer
- Runners
- Two certified stroke and turn judges for all sessions
- Two people for set-up
- Two people for tear down

14.2 Fines

14.2.1 Failure to Provide Officials: The host team will be required to furnish no more than two (2) officials. Should a host team fail to provide the required two officials to a meet, then the fine in the Fee Schedule per official per day shall be levied. Collected funds shall be deposited in the General Fund.

14.2.2 Failure to Provide Set-up / Tear Down Support: The host is required to provide two people for set-up / tear down. Should a host team fail to provide these people, a fine of \$50 for each occurrence (set-up or tear down) shall be levied. Collected funds shall be deposited in the General Fund.

14.3 Non-Host Team Supplied Officials: SI-registered clubs attending SI-sanctioned swim meets are required to provide qualified volunteer officials for every meet session in which their athletes compete as follows:

14.4 No official is required for clubs with ten (10) or less athletes competing in a given session. Clubs with eleven (11) to thirty-four (34) athletes require one official per session. Clubs with thirty-five (35) athletes to sixty (60) athletes require two officials per session. Clubs with sixty-one (61) to eighty-five (85) officials require three officials per session, and for clubs with eighty-six (86) or more athletes per session, four officials are required.

14.5 The fine to a club for not furnishing the first required official is \$75. The fine for not furnishing each additional required official is \$75. See the chart below for clarification. The maximum fine to a club for a meet shall be capped at two (2) sessions with a maximum fine of \$150 per session.

Athletes	Required Officials	Officials Furnished And Fine	Officials Furnished And Fine	Officials Furnished And Fine
0 – 10	0	0 = \$0	1 = \$0	2 = \$0
11 – 34	1	0 = \$75	1 = \$0	2 = \$0
35 – 60	2	0 = \$150	1 = \$75	2 = \$0
61 – 85	3	0 = \$150	1 = \$150	2 = \$75
86 & up	4	0 = \$150	1 = \$150	2 = \$150

14.6 Only entered swimmers who check-in for a session will be counted towards a club’s total number of athletes.

14.7 Exemptions:

- Upon application a new team may be exempt for one year by approval of the board of directors.
- Athletes with disabilities will not be included in the team’s total number of athletes.

14.8 Any fine related to this requirement to provide officials may be appealed to the Board. Teams providing a letter to the SI Administrative Chair of substantial compliance, i.e., have in the past few months trained people to assume the role of an official in the future, may have the fine waived

SECTION 15 – INTERNATIONAL SWIMMERS

- 15.1 Any swimmer who has competed for a foreign FINA federation within the previous 120 days cannot compete in the San Diego Imperial Short Course Junior Olympic Championships
- 15.2 Any swimmer who has competed for a foreign FINA federation within the previous 120 days can only swim as exhibition swimmers in the San Diego Imperial Long Course Championships (similar to swimmers aged 19 or over).
- 15.3 Any swimmer who has competed for a foreign FINA federation within the previous 120 days cannot set any San Diego Imperial records.

SECTION 16 – TRANSGENDER ATHLETES

- 16.1 A minor transgender athlete member a swim club should be allowed to participate in accordance with his or her gender identity, irrespective of the gender listed on the athlete's birth certificate or other records and regardless of whether the athlete has undergone any medical treatment. The policy should not prevent an athlete from electing to participate in an activity according to his or her assigned birth gender.

This means an athlete who is biologically female but has a male gender identity should be allowed to participate in male events and an athlete who is biologically male but has a female gender identity should be allowed to participate in female events.

- 16.2 Practices with Transgender Athletes
 - 16.2.1 When an athlete (and/or the athlete's parents) discloses a transgender identity, coaches should request a change of the athlete's gender in SWIMS by contacting Membership or Safe Sport staff at USA Swimming. Once this is completed, the athlete will be able to be entered in events that match his/her gender identity.
 - 16.2.2 At all times, teammates, coaches, and all others should respect the confidentiality of transgender athletes. Discussion or disclosure of an individual's gender identity should only take place after expressed permission is given by the individual or the individual's parents.
 - 16.2.3 In all cases, teammates, coaches, and all others should refer to transgender athletes by the athlete's preferred name. Similarly, in all cases, pronoun references to transgender athletes should reflect the athlete's gender and pronoun preferences.
 - 16.2.4 Transgender athletes should be able to use the locker rooms, changing facilities, and restrooms that are consistent with his/her gender identity or when requested, transgender athletes should be provided access to a gender-neutral space (i.e., family restroom) if available on the premises.
 - 16.2.5 Prior to meets, without violating an athlete's confidentiality, coaches should communicate with the meet host regarding expectations for treatment of transgender athletes in the pool, on deck, and in the locker room.
 - 16.2.6 When overnight travel is involved, transgender athletes should be assigned to share hotel rooms based on their gender identity. Athletes who request extra

privacy should be accommodated whenever possible.

- 16.2.7 Transgender athletes should be permitted to dress consistently with their gender identities, including warm-ups and team gear.
- 16.2.8 Transgender athletes should be permitted to wear whatever swimsuit is most comfortable for them, so long as the suit does not extend below the knee or past the shoulders.
- 16.2.9 Clubs should provide training to their staff and regular volunteers regarding their responsibilities to prevent, identify, and respond to bullying, harassment, and discrimination. Such topics should include terms and concepts of gender identity and expression and bystander intervention strategies related to bullying. Contact SIS Safe Sport Vice Chair or USA Swimming Safe Sport staff for training program recommendations.

The USA Swimming Code of Conduct specifies that discrimination against any member or participant on the basis of gender, sexual orientation, and gender expression is prohibited (304.3.3). In the event that a question should arise about whether an athlete's request to participate in a manner consistent with his/her gender identity is bona fide, USA Swimming will refer to the Code of Conduct and follow its standard procedures of enforcement.

16.3 Restroom/locker room facilities at SIS Swimming sanctioned meets and member clubs for transgender athletes:

- 16.3.1 For situations where a transgender athlete or non-athlete member wants to participate in a meet (and their transgender status is known):
 - a. The transgender person (or coach, parent or legal guardian), should be invited to confidentially let the meet director and/or meet referee know of the person's presence at the event;
 - b. The transgender person should be invited, but not required, to use gender neutral restroom / locker facilities if available
 - c. If no gender neutral facilities are available, or used, the transgender person should be allowed to use the facility consistent with his/her gender identity, but should be invited to have a friend, coach, marshal, etc. of the appropriate gender to check the facility beforehand, in an effort, to protect, as much as possible, the privacy interests of all, including minors:
 - d. If the person refuses to have someone check facilities for them, then they nevertheless, should be allowed to use the facilities consistent with their respective gender identities.
 - e. It is, and should be, SIS Swimming's policy to uphold principles of confidentiality, privacy, and equality for all of its athlete and non-athlete members. As a result, USA Swimming's Code of Conduct (Art. 304) applies to all members and non-athlete members.

16.4 Definitions within section:

16.4.1 Transgender: a person whose gender identity does not match the person's sex at birth

16.4.2 Gender identity: a person's deeply-felt internal sense of being male or female

16.4.3 Gender expression: a person's external characteristics and behaviors that are socially defined as either masculine or feminine (i.e., dress, speech, mannerisms, social interactions)

SECTION 17 - COMPLAINT RESOLUTION

- 17.1 At the discretion of the General Chair and/or the Chair of the Administrative Board of Review, a panel may be assigned to investigate any matter brought to their attention by the submission of a written complaint.
- 17.2 The investigative panel shall determine if there is sufficient merit to justify a hearing by the SIS 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 San Diego-Imperial 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.
- 17.3 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.