

# Policies and Procedures

Connecticut Swimming, Inc.

January 2012



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## ACKNOWLEDGMENTS

Grateful acknowledgement is extended to Carol Healey and New England Swimming for sharing its Policy and Procedure Handbook, on which this handbook is modeled.

## DISCLAIMER

All policies and procedures contained herein are designed to supplement and not contradict, either directly or indirectly, USA Swimming Rules and Regulations which are published annually by USA Swimming, the National Governing Body for competitive swimming in the United States. Copies of the Official Rulebook are available from [USA Swimming](http://usaswimming.org), One Olympic Plaza, Colorado Springs, Co., 80909-5770. If any rule or procedure contained herein is found to be in conflict, either directly or indirectly, the below stated rule or procedure is null and void.

## CHANGES TO POLICIES AND PROCEDURES

### GENERAL

Changes to the policies and procedures proposed by Connecticut Swimming, Inc. (CSI) divisions or committees must be approved by a Division Committee, or Division Chair, or Board of Directors, or House of Delegates and published in the meeting minutes.

## EFFECTIVE DATE

Unless stated otherwise, changes to policies and procedures approved by a Division Committee, or Division Chair, or Board of Directors or House of Delegates will have an effective date of September 1.

## EMERGENCY CHANGES

A CSI Division Committee, Division Chair, Executive Committee, Board of Directors, or the House of Delegates may enact emergency changes to these policies and procedures during the competitive year if mandated by USA Swimming or in order to comply with laws or regulations promulgated by State or Federal authorities and such changes are effective immediately.

## COMMUNICATION

### WEBSITE

CSI's website [ctswim.org](http://ctswim.org) is its primary means of communication with its membership. This website serves to communicate information pertinent to CSI, and information regarding the Eastern Zone, USA Swimming, and generally the sport of swimming.

## CONNECTICUT FAST DATABASE

In December of 2003, Connecticut Swimming (CSI) launched [Connecticut FAST](#) developed by Dale Maine. *FAST* is a .Net application over a SQL Server database hosting all CT Swimming meet results since 1994, as well as team, swimmer, official and coach information. Currently there are 1,789 meets in the database with over 2.3 million individual results. Coaches, swimmers, and their parents can look up a their best times, track their progress for each event, and look up records. Championship meets definitions are imported and the teams can not only see who qualifies to swim what events, but the system automates the entry process. The process of transferring a swimmer's history from team to team is automated by allowing the new team to pull an export of a swimmer's history to load into team management software. Clubs may archive files, submit meet bids, enter championship meets, export/import swimmer history. There are 35 submittals to manage banquet reservations, transfers, applications, etc. returning over 12,000 forms to date. Queries include: Record Times, Best Times, Top Times, Meets Entered, Championship Qualification, Teams, Officials, Coach Expiration, Swimmer Registration, and Meet Membership Verification. Barry Silver is credited for the name "Connecticut *FAST*" (Find Athletes, Swims and Times). [Connecticut FAST](#) developer Dale Maine, is an IT Fellow at Hamilton Sundstrand, and a parent of 2 swimmers.

## OFFICIALS BLOG

CSI Officials Chair maintains an [Official blog](#) where detailed information about becoming an official, recertifications, advancing certifications, etc. are posted. This information is also mirrored on the CSI website [Officials Page](#).

## EMAIL

CSI Club Contacts, Coaches, Officials receive emails from the CSI office regarding important announcements or deadlines. In addition, all important content is posted on [ctswim.org](#).

## PAPER MAILING

CSI sends no paper mailings, except USA Swimming membership cards, Scholar-Athlete certificates, athlete invitations to the annual Awards Banquet, any special requests from USA Swimming.

## ORGANIZATIONAL BACKGROUND

### ORGANIZATIONAL INFORMATION

Connecticut Swimming, Inc. (CSI) is incorporated under the laws of the State of Connecticut as a non-stock corporation. The objectives and primary purpose of CSI is the education, instruction, and training of individuals to develop and improve their capabilities in the sport of swimming. CSI promotes swimming for the benefit of swimmers of all ages and abilities, in accordance with the standards, rules and regulations, policies, and procedures of FINA, USA Swimming, and CSI and its Certificate of Incorporation. The geographic territory of CSI is the State of Connecticut. CSI has jurisdiction over the sport of swimming as delegated to it as a Local Swimming Committee (LSC) by USA Swimming to conduct swimming programs consistent with CSI's objectives and those of USA Swimming and to sanction, approve, observe, and oversee competitive swimming events within the territory, and to conduct competitive swimming events with the Territory, its Region, and its Zone.

### MISSION STATEMENT

Connecticut Swimming promotes the pursuit of excellence in swimming and in life through competition and education.

### VISION STATEMENT

Connecticut Swimming...better life through swimming.

## BOARD MEMBERS

Christopher Hug, General Chair  
Rick Lewis, Administrative Vice-Chair  
Todd Gordon, Finance Vice-Chair  
Jeffrey Gray, Program Development Vice-Chair  
Tak Takabayashi, Program Operations Vice-Chair  
Lexi Koukos, Senior Athlete Representative  
Molly Condron, Senior Athlete Representative  
John Spadafina, Senior Coach Representative  
Jim Santiago, Senior Coach Representative  
Mary Westcott, Treasurer  
Hilary Berger, Secretary  
Ed Doernberger, Counsel at Large  
Kaeley Steinnagel, Technical Planning Committee Chair  
Bill Ball, Senior Committee Co-Chairs  
Dave Reilly, Age Group Committee Chair  
Ed Becker, Officials Committee Chair  
Judy Snow, Membership Coordinator  
Ed Heath, Safety Coordinator

[Organizational Chart](#)

[Statement of Principles](#)

[Rules of Conduct](#)

[Anti-Discrimination](#)

CSI Delegates to the USA Swimming House of Delegates: The CSI bylaws dictate which Board members and alternates may attend the USA Swimming House of Delegates. The CSI bylaws dictate which Board members shall have a delegate vote. CSI Bylaws 6.7.13

## BYLAWS

[CSI Bylaws](#)

## CSI DIVISIONS

As outlined in the CSI Bylaws, CSI consists of six [Divisions](#).

## ADMINISTRATIVE DIVISION

### GENERAL

The Administrative Vice-Chair shall conduct meetings in the absence of the General Chair and, at the request of the General Chair or in the event of the disability of the General Chair, shall perform all of the duties of the General Chair, and when so acting shall have all of the powers of the General Chair. (CSI Bylaw Sections 6.5.1 and 6.9.1.)

The Administrative Vice-Chair shall chair, and have general charge of the business, affairs, and property of the division that administers CSI business and affairs. The Administrative Vice-Chair shall assist in development of policy and coordination of the activities of the officers and committees within the division internally and with other divisions, committees, and coordinators. The Administrative division shall be responsible for the creation and maintenance of CSI's Policies and Procedures Manual. The Administrative Vice-Chair serves a liaison to the Athlete Representatives and the Athletes Committee, and shall be responsible to see that elections of Athlete Representatives are held in accordance with the CSI Bylaws. Areas of responsibility under the CSI Administrative Division include but are not limited to the following:

Awards Banquet

Bylaws/Legislation/Rules

Club Development

Computer/Technology

Elections

Equipment

Insurance

Legal (General Counsel, if applicable)

Marketing/Sponsorship

Membership/Registration

Personnel

Public Relations

Publications/Newsletter/Website

Policies and Procedures Manual

Records/Top 16 Tabulation

Secretary

Swim Guide

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## RECOGNITION

### CSI RECORDS

CSI maintains individual Resident Records and Connecticut Records which are updated and maintained in Connecticut FAST- Record Times. Connecticut records are those records achieved by any USA Swimming athlete in a CSI sanctioned/approved/observed meet. Resident records are those records achieved by CT member athletes of USA Swimming in a CSI sanctioned/approved/observed meet. This format is followed for relay records, which are maintained on the [Relay Records](#) page. Out-of-state athletes apply for CSI records using the [Record Application](#) submittal. Further information can be found on the [Records Page](#) and [Record Criteria Chart](#). Records are published on ctswim.org and in the Senior and Age Group Championship meet programs, heat sheets, and results.

## CSI TOP 16

Each year CSI compiles the CSI Top 16 official times for recognition purposes. Official times are those times generated from USA Swimming sanctioned/approved/observed meets and include official splits and time trials. The Top 16 list classifies the times by age groups: 10/U, 11/12, 13/14, 15/16, 17/18, and Senior. For each age group and gender, the times of the fastest 16 swimmers in each USA Swimming recognized event are ranked. Separate lists are compiled for short course (25 yard) events and long course (50 meter) events. The times for each year date from September 1 through August 31. Also included is the CSI Open Water Championship. A preview is list of Top 16 athletes is posted on ctswim.org and may be challenged at any time. These athletes are recognized on CSI's web site and at the annual Awards Banquet.

## ANNUAL AWARDS BANQUET

The first Sunday of each November, CSI sponsors an annual Awards Banquet. Top 16, Scholar Athletes, Coaches and Swimmers of the Year, Volunteer of the Year, Age Group Championship High Point winners, and Club High Point Winners for each age group/gender, USA Swimming Senior National qualifiers, and USA Olympic Trialists are recognized. Invitations are mailed to all recognized athletes and posted on CSI's website. An athlete must be in attendance to receive a Top 16/Scholar Athlete plaque. Athletes missing the banquet final deadline will be recognized on CSI website. CSI covers the cost of the banquet except for meals. [Annual Awards Banquet](#)

## SCHOLAR ATHLETES

CSI recognized excellence in the pool and classroom through its Scholar Athlete program. Athletes that have achieved a high level of meet qualification and an established GPA are invited to apply annually. Athletes not qualifying to high-level meets, but meet the GPA requirements may apply if they swim a certain number of CSI meets throughout the year. Scholar Athletes are awarded and mailed a certificate; 3-year scholars receive a certificate and plaque. Scholars wishing to be recognized at the Awards Banquet must attend the banquet. [Guidelines and Application](#)

## ATHLETE TRAVEL ASSISTANCE

In order to assist in the development of senior swimmers, CSI offers some financial assistance its athletes competing in one or more individual events at Sectionals, USA Swimming U.S. Open Championships, USA Swimming National Championships, US Paralympic National Championships, USA Swimming Summer Junior Nationals, and USA Swimming Olympic Trials. Assistance is also available to those swimmers attending various national open water championships and swimmers chosen to attend national select camps. Receipts are required for meets other than Sectionals. Swimmers must be registered with CSI for at least two (2) years. Swimmers registered less than two years, but meeting the participation requirement, may receive a prorated assistance. College swimmers from out-of-state that represent a CSI team in summer will be eligible for 50% assistance their first summer and full assistance their second summer. Active collegiate swimmers will not be eligible for assistance during the collegiate year. Each budget cycle the CSI Board of Directors, based on recommendation of the Senior Committee, approves travel assistance funding. Checks are disbursed to the athletes in October-November for the previous season. This program is administrated by the CSI Senior Committee. [Guidelines and Application](#)

## SWIMMER OF THE YEAR/ADAPTED SWIMMER OF THE YEAR

Each year the Senior Committee selects a [Swimmer of the Year](#) and Adapted Swimmer of the Year. These athletes are recognized at the annual award banquet. The meet criteria is adjusted for adapted athletes to include regional, national or international disability meets held by any organization.

## SENIOR/AGE GROUP COACH OF THE YEAR

At each LC Age Group and Senior Championship, the Coach Division, runs an election for the Senior and Age Group Coaches of the Year. These coaches are recognized on the CSI website and at the annual Awards Banquet. The Age Group Coach of the Year is recognized by ASCA.

## COACH EDUCATION GRANT

A Coaches Educational Incentive Program provides educational grants for CSI coaches who participate in CSI activities and events. Four (4) grants to a maximum of \$500 each, (\$2000 in total), will be provided each year to eligible CSI registered coaches. Coaches will be selected to receive CSI Educational Grants based upon a pre-established Point System and other established criteria. At the end of each fiscal year, eligible coaches will be required to complete and forward to Connecticut Swimming an [Application for an Educational Grant](#). Coaches will provide on this application a complete listing of all activities and events in which he/she participated in the fiscal

year -- September 1 to August 31. Grants, which are available for a period of one year from the date the selection is made, may only be used to cover and/or defray the cost of educational activities (i.e., expenses relating to attendance at clinics -- registration fee, transportation, and hotel or educational materials -- videos, manuals, books, etc.). Expenses for such shall be paid directly by Connecticut Swimming to the supplier or service. In no event may a coach apply CSI grant dollars for expenses reimbursed by the coach's club, by Connecticut Swimming or by any other party or for expenses related to entertainment, meals or car rental. Connecticut Swimming further reserves the right to approve the use of all grants. In the event that more than four (4) coaches achieve the same number of points in a given fiscal year, the grant(s) shall be evenly divided. In no event may a coach be entitled to a CSI educational grant in two consecutive years. The Coach Division oversees this program.

## COACH TRAVEL ASSISTANCE

A CSI coach applying for USA Swimming national meet travel funds, must be registered with Connecticut Swimming and must hold a current USA Swimming coach card. Coaches must be CT coach of record for at least one CSI athlete that competed in an individual event at the 2010 LC USA Swimming National Meet or Junior National Meet. An eligible coach may be granted a subsidy up to a maximum of \$300 for unreimbursed expenses per meet. Funding is limited to a maximum of \$300 per club per meet. Total reimbursements by Connecticut Swimming will not exceed \$7,500 for fiscal year ending August 31, 2010. The Coach Division oversees this program. The Board of Directors determines funding for coach travel assistance with each budget cycle.

## VOLUNTEER OF THE YEAR AWARD

Each year CSI Board of Directors forms an ad hoc committee to select a recipient for the USA Swimming Outstanding Service Award. This award, sponsored by ConocoPhillips, is presented to a volunteer in each LSC in recognition of service to swimming. [Recipients](#) receive an award and an Outstanding Service Award pin at the annual Awards Banquet and are recognized on the CSI web site.

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## CSI WEB SITE

CSI maintains a managed server with a third party vendor. The CSI webmaster is the CSI office personnel. The CSI website is the primary means of communication with the CT membership. Notices and updates are posted on the [What's New!](#) page. The CSI meet calendar, meet announcements, entry files, and result files are maintained. Adding and updating notices as requested by designated CSI Board members and other authorized individuals are posted in a timely manner. Notices from clubs and information/articles about the sport of swimming, and job postings are posted as a courtesy and subject to editing by office personnel and/or Board members.

## FINANCE DIVISION

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## GENERAL

The Finance Vice-Chair is CSI's chief financial officer. The Finance Vice-Chair shall chair and have general charge of the affairs and property of the division that includes the Treasury function; the development and implementation of an [investment program](#) for CSI's working capital, funded reserves, and endowment funds; and the development and implementation of a marketing and fund-raising plan for CSI. The Finance Vice-Chair, with the assistance of the Budget Committee, shall prepare an annual budget for CSI's operations and present the budget for approval to the Board of Directors and the House of Delegates. In addition, the Finance Vice-Chair shall review the annual audit report and recommend acceptance and appropriate action, if any, with regard thereto by the Board of Directors and the House of Delegates. The Finance Vice-Chair is responsible for the adequacy of CSI's system of internal financial and accounting controls. Areas of responsibility under the CSI Finance Division include but are not limited to the following:

Audit and Budget

Finance

[Marketing/Sponsorship](#) and Swim-a-thon

Tax

[Gifts and Donations](#)

Treasurer

[CSI Investment Policy](#)

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## REIMBURSEMENT

CSI Reimbursement Policy: All reimbursement requests must be submitted on CSI's [Reimbursement Request Form](#) and signed by a CSI Division Vice-Chair. Pertinent receipts must be attached. No requests over \$250 will be processed without an authorized signature.

CSI Check Request Policy: All check requests must be submitted on CSI's [Check Request Form](#) and signed by a CSI Division Vice-Chair. Pertinent invoices and receipts, etc. must be attached. No checks will be issued without an CSI Division Vice-Chair authorized signature.

CSI Travel Reimbursement Policy for Meetings: CSI reimburses for the following travel expenses to USA Swimming House of Delegates, USA Swimming Workshops, Eastern Zone meetings, and other meetings approved by the Board of Directors: Meeting registration, supersaver airfare or other reasonable and customary airfare; 50% hotel room and tax; transportation to/from destination airport and hotel; and \$50 per diem food allowance if meals are not provided. If driving, CSI reimburses for trips over 50 miles at the current IRS rate.

CSI Travel Reimbursement Policy for Officials: Certified officials meeting the following requirements can request reimbursement for participating in out-of-state meets at the Zone or higher levels. The Official is required to participate in and successfully complete a national certification evaluation, if offered and the official is eligible. (Generally requires working a minimum of four sessions.) Eligible expenses: economy (Super Saver) airfare (or IRS mileage > 50 miles); transportation/parking to/from destination airport and to/from venue/hotel; ½ room. Up to two days per diem for travel days. Maximums: Zone level meets: \$250; Sectional and comparable-level meets:

\$400; National championships, Olympic Trials, Grand Prix, and comparable level meets: \$650. Limit two meets per calendar year per official. Official is ineligible if he/she is otherwise reimbursed for expenses, such as being assigned team members. All awards are approval of the Officials Chair and subject to budget limitations.

CSI Reimbursement for CSI Championships: CSI reimburses 100% of hotel + tax (single room) for the Senior Championship and Age Group Championship Meet Referee and Meet Director.

## PROGRAM DEVELOPMENT

### GENERAL

The Program Development Committee is responsible for developing and coordinating an overall swimming program for all levels of swimming in the Territory, including Age Group and Senior programs, and for developing long-range plans for swimming programs. The Program Development Committee shall consist of the General Chair; the Program Development Vice-Chair, who shall serve as chair; the Age Group Committee Vice-Chair; the Program Operations Vice-Chair; the Senior Committee Vice-Chair; the Technical Planning Committee Chair; the Coach Representatives; the Athlete Representatives; the Diversity Coordinator; and the At-Large Board member who is required to be a Coach Member. Areas of responsibility under the CSI Program Development Division include but are not limited to the following:

Adapted Swimming

Age Group Committee

Camps

Diversity

Open Water Swimming

Program Development Committee

Senior Committee

Technical Planning Committee

Time Standards

Special events

### AGE GROUP COMMITTEE

The Age Group Committee Chair has general charge of the affairs and property of the Committee that develops and conducts the CSI age group swimming program. Areas of responsibility under the CSI Age Group Committee include but are not limited to the following:

Age Group Swimming

Camps/ Clinics

Zone Team

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## SENIOR COMMITTEE

The Senior Committee Chair has general charge of the affairs and property of the Committee that develops and conducts the CSI senior swimming program. Areas of responsibility under the CSI Senior Committee include but are not limited to the following:

Senior Swimming

Camps/ Clinics

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## TECHNICAL PLANNING COMMITTEE

The Technical Planning Committee Chair has general charge of the business, affairs, and property of the Technical Planning Committee, which is responsible for long-range planning regarding the swimming programs conducted by CSI, continuing review and development of the CSI philosophy, and advising other committees and divisions regarding the implementation of that philosophy in the context of CSI's swimming programs.

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## PROGRAM OPERATIONS DIVISION

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### GENERAL

The Program Operations Vice-Chair shall chair and have general charge of the affairs and property of the division that coordinates and facilitates the conduct of all swimming programs for CSI including the awarding of meet sponsorships to Club Members, facilities and equipment rentals, and meet management for all swimming meets sponsored by CSI. Areas of responsibility under the CSI Program Operations Division include but are not limited to the following:

Awards

Clinics

Meet Evaluation Coordinator

Meet Management Committee

Meet Sanctions Coordinator

Meet Sponsorship Committee

National Times Verification

Officials Committee

Safety Coordinator

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## OFFICIALS COMMITTEE

The Officials Chair shall chair the Officials Committee, which is responsible for recruiting, training, certifying, and supervising officials for CSI. The Officials Committee Chair shall be a referee certified by CSI, and each member of the Officials Committee shall be a certified official of CSI. The Officials Committee shall consist of the Officials Chair, who shall serve as chair, and at least two other members, each of whom shall be a certified CSI official.

## ATHLETES DIVISION

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### GENERAL

Areas of responsibility under the CSI Athletes Division include but are not limited to the following:

#### Athlete Representatives

The Athlete Representative shall serve a two-year term on the Connecticut Swimming Inc. Board of Directors as a liaison between the athletes who are members of CSI and the Board of Directors and House of Delegates.

The Senior Athlete Representative shall chair the Athletes Committee.

The Senior Athlete Representative shall have general charge of the business, affairs and property of the Athletes' Committee which shall be responsible for and undertake activities (a) delegated to it by the Board of Directors or the General Chairman or (b) undertaken by the committee as being in the best interests of the Athlete Members, CSI, USA Swimming and the sport of swimming.

The Athlete Representative must attend House of Delegates, Board of Directors and Program Development meetings.

The Athlete Representative should make herself/himself available for any CSI-sponsored camps/workshops.

The Athlete Representative may be eligible to attend the USA Swimming Annual Convention held each fall provided he/she meets the following requirements: 75% attendance of CSI Board of Directors meetings, or a combination of Board meetings and CSI-sponsored camps/workshops equivalent to the minimum attendance requirement of CSI delegates/representatives to the USA Swimming National Convention.

Athletes Committee

## COACHES DIVISION

### GENERAL

Areas of responsibility under the CSI Coaches Division include but are not limited to the following:

#### Coach Representative

The responsibilities of the Coach Representatives include: voting member of the CSI House of Delegates, the Board of Directors, the Executive Committee, the Program Development Committee and the Meet Sponsorship Committee. The representative senior in term shall be a delegate of CSI to the annual USA Swimming National Convention.

Specific Duties: Responsible for collecting the CSI's coaches concerns and opinions and advising the appropriate division and committee chairman and the CSI Board of Directors; Responsible for conducting the election of a Coach Representative each year at the CSI SC Senior and Age Group Championships; Responsible for conducting the election of Senior and Age Group Coach of the Year at the CSI LC Senior and LC State Championships; Responsible for conducting an annual CSI Coaches Clinic in cooperation with the CSI Board of Directors and Senior Committee.

### COACHES COMMITTEE

The Senior Coach Representative shall chair and have general charge of the business, affairs, and property of the Coaches Committee, which shall undertake such activities (1) delegated to it by the Board of Directors or the General Chair or (2) judged by the committee as being in the best interests of the Coach Members, CSI, and the sport of swimming. The Coaches Committee shall consist of the Coach Representatives; the At-Large Board Member, who is the required Coach Member, and at least four (4) additional Coach Members as may be determined by the Coach representatives, with consideration to the benefits of equal geographic representation and diversity in size and identity of Club Member affiliation, among other factors. The Senior Coach Representative shall serve as chair.

### COACH OF THE YEAR

During Long Course Championship meets, the Coach Representatives run the Senior Coach of the Year and the Junior Coach of the Year elections. The winning coaches are recognized at the CSI annual banquet. The Age Group Coach of the Year's name is forwarded to American Swim Coaches Association (ASCA). [Procedures and Criteria](#)

## REGISTRATION/MEMBERSHIP POLICIES

### POLICIES, PROCEDURES AND FORMS

In late-August or early-September, registration materials for the upcoming year are posted on the CSI web site followed by email notification to club contacts. This includes policies, procedures, forms, and detailed instructions. It is suggested the clubs submit new registrations as early as possible. A calendar for

staggered registrations is suggested to even out the workload for CSI registrars and assure that all are registered before the first meets of the season. CSI does not process USA Swimming membership at swim meets. [CSI Registration and Membership Privacy Policy](#)

## CSI REGISTRARS AND CLUB REGISTRARS

CSI has three registrars. Clubs are assigned a CSI registrar for all their registration needs. Each club should select from its membership, a club registrar to work with CSI's registrar.

## REGISTRATION YEAR

The USA Swimming registration year runs from January 1 through December 31. A club, athlete, or non-athlete that registers between September 1 and December 31 will be registered for the rest of the current year and all of the following year. CSI offers a seasonal athlete membership valid each year from April 1 to August 15.

## USA SWIMMING REGISTRATION/MEMBERSHIP NUMBER OR USA ID

USA Swimming uses the members' legal first name, middle name, last name and birthday to create the member's registration number. When submitting registration information, it is important to submit the full legal name and birthday. There is the option to submit a preferred name or nickname, which CSI will attempt to use for database queries, meet programs, etc.

## CLUB REGISTRATION

The Club Registration Form should be completed and submitted with payment. This is done via hard copy only. Please complete all items and fill out sections. Club memberships are processed when the Head Coach is currently registered and at least 1 athlete is registered for the current year. [Club Registration](#)

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## NEW CLUBS

A new club must check the requirements for a new club which is listed in the "club" section of the USA Swimming web site. All requirements must be completed and returned to the lead CSI registrar. After the CSI registrar determines the new club's requirements are complete, she forwards the application to USA Swimming for

approval. The Club Leadership and Business Management School must be completed before a new club reregisters for its second year.

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## CLUB FEES

Club membership fees are published each year with the registration materials. Penalties apply for missed deadlines, except in the case of new clubs.

## NON-ATHLETES REGISTRATION FOR COACHES, OFFICIALS, AND OTHERS

Non-athletes may register through their club registrar, through the online system, or may register themselves individually. Online Registration instructions and forms may be found on the CSI web site. [Non-Athlete Registration](#) All non-athletes are required to pass USA Swimming's background check.

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## COACH REGISTRATION

All coaches must have current [CPR, First Aid, Safety Training for Swim Coaches, and the pass the USA Swimming background check](#) in order to be registered. Results of the background screen are sent directly to the registrar, but each coach is responsible for submitting copies of the other required certifications when registering and when a certificate has been renewed. It is the responsibility of the coach to keep his or her certifications current at all times. A coach who has registered for the first time in a previous year must complete the [USA Swimming education requirement](#) before renewing for a second year. USA Swimming membership is independent of coaches' credentials. Coaches with lapsed credentials are considered "other" members of USA Swimming.

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## OFFICIAL REGISTRATION

Officials are registered as such when the appropriate check box on the membership application is checked and after passing the [USA Swimming background check](#). USA Swimming membership is independent of officials' certifications. Officials with lapsed certifications are considered "other" members of USA Swimming.

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## OTHER VOLUNTEER REGISTRATION

Non-athletes may register as "other", if they are not fulfilling official or coaching roles by checking the "other" designation on the membership application.

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## RULEBOOKS

USA Swimming Rulebooks are sent to all registered non-athletes by USA Swimming. Online versions are available at [usaswimming.org](http://usaswimming.org). This mailing also includes insurance information.

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## MEMBERSHIP CARDS

Membership cards are mailed to the address provided on the registration form. In the case where a club may register multiple non-athletes, the cards are mailed to the club registrar.

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## NON-ATHLETE FEES

Fees are published on the Membership/Registration page of CSI's website. Non-athletes have the option of Family Membership, where 2 non-athletes from the same family may register at a reduced rate. Family membership cannot be blended with athlete membership. Non-athletes that wish to compete as athletes must register separately as an athlete.

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## ATHLETE REGISTRATION

Before registering an athlete, a club must be sure that all information for the athlete is current and accurate. All athlete registrations are via the club's registration chairman. Clubs submit electronic registration files containing the full legal name, including a middle name or initial if the swimmer has one, address, and birthday. A preferred name may also be included. Other fields such as phone number, parent contact information, etc. is optional. An electronic registration file from team management software, a roster, and payment are sent to the club's CSI-assigned registrar. [Athlete Registration](#)

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## OUTREACH ATHLETE

Swimmers who participate in the National School Lunch program may register with USA Swimming as an Outreach Athlete at a reduced rate. Those athletes not attending a public school should contact the CSI registrar for family income threshold information. Verification must be sent annually. [Athlete Outreach](#) and [Application](#)

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## ATHLETE TRANSFER OR RELEASE

A swimmer who was registered with another USA Swimming previously must fill out an [Transfer/Release Form](#). Athletes cannot represent the new club until 120 days from the last day of competition representing the former club. The 120-day rule does not apply to athlete transferring to/from a college club. [Policy](#) and [Form](#)

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## SWIMMERS REGISTERING WITH NO CLUB AFFILIATION

Athlete registering without CSI club affiliation should use the hard copy USA Swimming Membership application form and mail the form and a check to the CSI lead registrar. [Athlete Registration](#)

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## ENTERING ATHLETE MEMBERS IN SANCTIONED SWIM MEETS

All swimmers must be registered (or transferred) before they are entered in a CSI sanctioned meet. Please refer to USA rule 302.4—“False Registrations: A LSC may impose a fine of up to \$100.00 per event against a member coach or member club representative signing a document which indicates a swimmer is registered with USA Swimming for a meet when that swimmer is not properly registered. This will be enforced by the LSC and the LSC is entitled to the fines imposed.”

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## MEMBERSHIP CARDS

Club registrars may request that athlete cards be mailed. Electronic copies (PDF) are sent to club registrars after each registration is processed.

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## ATHLETE FEES

Fees are published on the Membership/Registration page of CSI’s website. There are three membership categories with different fees: Full-Year, Seasonal, and Outreach.

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## SWIM MEET POLICIES AND PROCEDURES

Swim meet policies and procedures are under the auspices of the Program Operations Division.

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## DEFINITIONS OF SANCTIONED, APPROVED, AND OBSERVED MEETS

CSI, as a Local Swim Committee (LSC) of USA Swimming, is authorized to issue, withhold, or withdraw sanctions, approvals, or observations in accordance with USA Swimming Rules and Regulations for meets held within the CT LSC boundaries. For further information about sanctioned, approved and observed meets, see USA Swimming Rules and Regulations Article 202.

Sanctioned meets are meets where all swimmers are USA Swimming members and USA Swimming technical and administrative rules are followed. All times are recognized by USA Swimming and CSI.

Approved meets are meets where USA Swimming athlete membership is not required and USA Swimming technical rules only are followed. Times from USA registered swimmers only are considered official by USA Swimming and CSI. Retroactive memberships are not permitted.

Observed meets do not follow USA Swimming technical rules (college and high school meets) and USA Swimming athlete membership is not required. Only observed swims (times) from USA registered swimmers are considered official by USA Swimming and CSI. USA Swimming Officials attest the observed

times were achieved following USA Technical rules including timing resolution. Retroactive memberships are not permitted.

Times from meets sanctioned, approved and/or observed by CSI are entered into USA Swimming and CSI times databases.

[Sanctioned/Approved/Observed Swims Generating Official Times](#)

## TYPES OF MEETS

The following types of meets are available for competitive swimming purposes within the CSI sanctioning process. Meet sanctions are under the auspices of the Program Operations Division. All meets are reviewed by Program Operations to assure that USA Swimming and CSI rules and procedures are followed.

Note regarding Adapted Swimming. Athletes with disabilities are welcome to enter CSI meets. Information specific to adapted athletes is published in every meet announcement. Participation in CSI championship meets is encouraged and time standards are established on an as-needed basis. The Eastern Zone Age Group meets include adapted athletes as well and publishes the selection criteria in its meet announcement. [Adapted Swimming Policy](#)

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## CSI REGULARLY SCHEDULED SANCTIONED MEETS

Regularly-scheduled meets are meets sanctioned by CSI, where meet hosts have been awarded a meet through established bid procedures, follow USA Swimming sanction requirements and conditions, follow CSI meet guidelines, and pay required CSI sanction deposits and surcharges. CSI Regularly-Scheduled Meets are open to all CSI athletes and clubs. The Program Operations Division works with the bidding clubs to provide a wide array of meet types, meet locations, and meet dates to benefit all CSI clubs throughout the course of the season. All swim meet announcements scheduled and awarded by Program Operations are submitted to the CSI Office for publication on the CSI website. These regularly scheduled meets are recognized as USA Swimming sanctioned swim meets under the jurisdiction of CSI and will qualify for meet eligibility requirements for the CSI Regional and Age Group Championships, [CSI Swimmer of the Year](#), [CSI Zone Team](#), [CSI Scholar Athlete](#), and [CSI Athlete Travel Assistance](#). CSI Regularly-Scheduled Meets may include any of the following formats:

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## AGE GROUP SWIMMING

Age group swimming is the program through which USA Swimming provides fair and open competition for its registered swimmers where they swim in classes with other athletes close in age. USA Swimming athletes from other LSCs may enter if the meet host "opens" the meet and establishes a CSI club priority entry deadline. The swimmers are grouped by age, gender and, seeded by swimming ability. The Age Group Committee develops and conducts the CSI age group swimming meets and programs.

## AGE GROUP QUALIFIER MEETS

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The purpose of the Age Group Qualifier meet is to provide a meet where age group athletes may qualify for Age Group Championships. The age groups and events are designed to mirror Age Group Championship and Regional Championships events. The age groups are: 10/U; 11/12; 13/14; and 15/Over. [Age Group Qualifier events](#) are established by CSI and are rotated by session and by month. There are no time standards. [Cut protocol](#) is established by CSI. Awards must be given by age group. [Age Group Qualifier Guidelines](#)

## 8 & UNDER MEETS

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8 & Under Meets serve as introductory meets for the youngest athletes. The age groups are 5 years, 6 years, 7 years, 8 years, and 8/Under. Meet hosts may combine age groups. Time Standards may or may not apply. The 25-yard events held at these meets are not recognized by USA Swimming or CSI. [8 & Under Guidelines](#)

## REGIONAL CHAMPIONSHIP MEETS

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Regional Championships are developmental championship meets for 8/10 or 10/U, 11/12, 13/14, and 15/18. These meets are awarded to CSI meet hosts through a bid process. Time standards apply. CSI may conduct no fewer than four Regional Meets per short course season, and 3 per long course season. Clubs are assigned to a particular region within the LSC. These meets are designed to allow swimmers the opportunity to qualify for the next higher level of meets. As such, each meet will have maximum and minimum qualifying times. These meets are timed finals meets. The qualifying times are published at the beginning of each season and can be found on the CSI website. The meets are open to CSI athletes only.

Swimmers shall not be denied the opportunity to attempt to qualify for Short Course Age Group Championships because of a birthday occurring within the time frame defined as the "Championship Period". The Championship Period is defined as the first day of the Regional Championships through and including the first day of the Age Group Championships for the Short Course season. He/she may compete in the next higher age group if:

- 1) his/her birthday falls within the Championship Period, and as a result would be required to qualify in the next higher age group at the Short Course Age Group Championships in that Championship Period, and
- 2) he/she has exceeded the maximum COT for his/her current age, and
- 3) he/she has not exceeded the maximum COT for the higher age group.

## AGE GROUP CHAMPIONSHIP MEET

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CSI Age Group Committee, under the auspices of Program Development conducts one Age Group Championship Meet per short course and one per long course seasons. The age groups are: 10/Under, 11/12, 13/14, and 15/18 or 15/19. Time Standards apply. These meets follow a 3.5 day prelim/final format. The qualifying times are published at the beginning of each season and can be found on the CSI website. The meets are open to CSI athletes only.

## OPEN WATER CHAMPIONSHIP MEET

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An open water championship is held annually in June. Age Group classes apply. This meet is open to 13/O age group athletes. The course is set up to be 1 mile and there are no time standards. 12/U athletes may compete unofficially in a 500Y course designed to run close and parallel to the shore. This option has a minimum time standard to assure athlete strength and endurance to swim in open water.

## EASTERN ZONE AGE GROUP CHAMPIONSHIP MEETS

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CSI sends zone teams to the Eastern Zone Age Group Championship meets held once for short course and once for long course. The Eastern Zone and USA Swimming conduct and configure these meets. The short course meet is an “all-star” format where the top 2 or 3 from each LSC age group compete. The long course meet is a time standards meets where each LSC may send athletes meeting the time standards. CSI competes in both these meets and funds 40% of the team costs. Selection criteria, deadline, etc. is posted each season on the [Zone Page](#). Applications are completed at the conclusion of each Age Group Championship. A parent “[zone education](#)” article is posted each season on [ctswim.org](#)

## AGE GROUP CAMPS

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Age Group camps are conducted when the Age Group Committee and Camp coordinators feel that there is interest from the age group swimmer community. These tend to run in 2-3 year cycles. Currently CSI is offering no Age Group camps but will add camp programs to the schedule when interest demands it.

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## SENIOR SWIMMING

Senior swimming is the program through which USA Swimming provides fair and open competition for its registered swimmers who are striving for participation in USA Swimming National Swimming Championships. All registered USA swimmers regardless of age are eligible for these meets. All events are designated as “Senior” events and any all swimmers are eligible to compete so long as they have met or bettered the qualifying times, as stated in the meet announcement. Senior swimming events are those listed in USA Swimming Rule 102.1.1.

### SENIOR INVITATIONALS

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Meet hosts are awarded senior invitational meets through the bidding process. At the discretion of the meet hosts, these meets may contain time standards, and/or maybe open or closed. Cut protocol and awards are at the discretion of the meet host. Prelim/Final formats are encouraged.

### SENIOR INVITE

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Each LC season the Senior Committee holds a senior trials and finals invitational with the objective of fostering senior swimming and preparing senior athletes for high-level prelim/final

meet formats. This is a time standards meet (17/18 AAA standards) and open to CT and out-of-state USA Swimming athletes.

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## OPEN WATER CHAMPIONSHIP

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An open water championship is held annually in June and contains a senior class. The course is set up to be 1 mile and there are no time standards.

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## SENIOR CHAMPIONSHIP MEETS

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CSI Senior Committee, under the auspices of Program Development, conducts 1 Senior Championship Meet per short course and 1 per long course seasons. The Senior Championship Meet is designed to allow all swimmers who have achieved the meet time standards the opportunity to compete against athletes of similar ability who are striving for Sectional Meet and National Meet qualifying times. These meets follow a 3.5 day prelim/final format. The qualifying times are published at the beginning of each season and can be found on the CSI website. At the discretion of the CSI Senior Committee, these meets may be open or closed to competitors from other LSCs.

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## SENIOR CAMPS

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Every other year, with the exception of an Olympic Trial year, the Senior Committee holds an Elite Training Camp at the Olympic Training Camp in Colorado Springs. The Senior Committee adds Senior camp programs to the schedule when interest demands it.

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## INVITATIONAL MEETS

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At the discretion of the meet host, these meets may or may not contain age group classes, time standards, and be held as open or closed meets. Cut protocol and awards are at the discretion of the meet host.

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## DISTANCE MEETS

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These meets are designed to encourage distance swimming. These meets may or may not contain age group classes. The following are considered distance events: 1650 Y (1500 M) Freestyle, 1000 Y (800 M) Freestyle, 500 Freestyle, 400 IM, 11/12 200 Backstroke, 11/12 200 Breaststroke, and 11/12 200 Butterfly. Meets offering these events are encouraged and may be added to the schedule on demand.

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## OPEN WATER SWIMMING

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CSI encourages clubs to host open water swimming events pursuant to Article 701 of the USA Swimming Rules. These meets are conducted in natural bodies of water such as lakes, rivers and oceans. CSI Program Development Committee sanctions one annual Open Water Championship in Long Island Sound during the month of June.

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## OFF-CALENDAR SANCTIONED MEETS

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These are sanctioned non-championship meets added to the meet calendar outside the bidding process and are sanctioned by Program Operations. These may be age group, senior, distance, or other meets but must meet all conditions of a sanction and follow USA Swimming/CSI sanctioning guidelines. Times from these meets are official but the meets themselves do not count toward meet participation requirements for CSI Regional or Age Group Championships, CSI Zone Teams, Scholar Athlete, Travel Assistance, or any other program with meet participation requirements.

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## APPROVED MEETS

CSI encourages participation in the sport by recognizing CSI-registered swimmers' times from meets approved by CT Swimming, and by maintaining a straightforward process for obtaining such approval. Approved meets may be hosted by CSI clubs or by other organizations, including but not limited to YMCA clubs. Times from these meets are official but the meets themselves do not count toward meet participation requirements for CSI Regional or Age Group Championships, CSI Zone Teams, Scholar Athlete, Travel Assistance, or any other program with meet participation requirements. [Approved Meet Policy](#) and [Application](#)

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## CUSTOM TIME MEETS

These are meets held outside the auspices of USA Swimming or CSI. Results must be attested by a referee (USA, CIAC, YMCA, or other independent organization) and forwarded to the CSI Office. Times may be used to enter CSI meets only. CSI does not recognize these time for awards, top times, etc. USA Swimming does not recognize these times in any manner. These meets do not count toward meet participation requirements for CSI Regional or Age Group Championships, CSI Zone Teams, Scholar Athlete, Travel Assistance, or any other program with meet participation requirements.

## ENTERING MEETS

Athletes are entered in meets by the club they are affiliated with. Directions are included in each meet announcement. It is the club's responsibility to abide by the rules and eligibility outlined in all meet announcements.

Entries from athletes with no club affiliation: Athletes entering this meet independent of a USA Swimming club or coach shall: 1.) be under the supervision of a USA Swimming coach for the duration of the meet. It is the swimmer's responsibility to make arrangements with a USA Swimming member coach prior to the meet. Athletes unaccompanied by a USA Swimming coach will not be permitted on deck. Please contact the Meet Director for assistance. 2) 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. It is the responsibility of the swimmer or the swimmer's legal guardian to ensure compliance with this requirement. The name of the USA Swimming member coach supervising the athlete and racing certification should be submitted to the Meet Director with the entry.

Adapted Athletes: Any CSI-registered swimmer with a disability as defined by USA Swimming Rules and Regulations should refer to the CSI Adapted Swimming Policy and CSI time standards available on [ctswim.org](http://ctswim.org). Adapted athletes are encouraged to enter CSI meets.

[Integrity Statement](#)

[Rules of Conduct](#)

## AWARDING MEET SANCTIONS AND APPROVALS

### BID PROCEDURES FOR CSI REGULARLY SCHEDULED SANCTIONED MEETS AND CSI REGIONAL CHAMPIONSHIPS

CSI Clubs are invited to submit bid declarations twice a year for Regional Championships and regularly scheduled sanctioned meets. Bid declarations are accepted in June for the short course season and in January for the long course season. Preliminary calendars, bid procedures, instructions, and online submittals are posted on the CSI web site and emailed to CSI member clubs. Clubs must observe published bidding policies and deadlines. Using the Meet Bids tool on CSI's website, clubs will post their bids "virtually" to a secure online calendar, and in real-time, will see bid declarations. Bidding clubs may move, edit or remove their bids until the date bidding closes. After the deadline, clubs may view all bids in a calendar format, but may not edit their bids. All bids are reviewed by Program Operations.

USA Swimming clubs other than CSI clubs may submit bid declarations non-championship meets only.

All clubs hosting an short course invitational or championship meet must bid first for a 1- or 2-day Qualifier. Specific Guidelines are outlined for [CSI Short Course Qualifiers and 8 & Under Meets](#).

All bidding clubs are required to have a certified Stroke & Turn Official, Starter, and Referee registered with their team. For clubs unable to meet this requirement for a starter and referee (All bid forms also must include at least one certified Stroke and Turn Official, registered with the host team, in order to bid.); the requirement can be met by acquiring a letter of intent, sent to CSI Program Operations, demonstrating the commitment of both the starter and referee to work the bid meets.

Date and Pool Conflicts: If there is more than one club bidding for a particular pool on a particular date, preference are given first to CSI clubs and then to a club who has included on its bid form a list of its club's officials, at least one of whom is a referee and one of whom is a starter, who have committed to work at that particular meet. A lottery system is used if there is more than one club with officials bidding for a particular pool on a particular date. Any club with officials who receives a date by lottery will be ineligible for a second meet by lottery until all clubs with officials have received their first meet. Clubs without officials may also receive pools and dates by lottery; but, if there is a club with officials bidding, that club will be given priority.

The Program Operations Chair may convene a committee to include the Program Operations Vice-Chair, Officials Committee Chair, Senior Coach Representative, Senior Athlete Representative, and Coach-at-Large to review any additional meet requests or resolve other issues pertaining to the CSI meet schedule.

[Long Course Bid Procedures](#) and [Short Course Bid Procedures](#)

Regional Championship Declarations of Intention for meets must include: 1.) All officials registered with bidding club, 2.) Experience running championship meets, 3.) Club biography outlining club's qualifications for running a championship meet. If there is more than one club bidding for a particular Regional Championship, preference will be given to a club based on the level of certification of officials and number of officials; and experience hosting championship.

Program Operations will award regularly scheduled meets and Regional Championships. The meet calendar is sent to all meet hosts for review and the meet calendar is then published on the CSI web site with a caveat for unanticipated changes.

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## PROCEDURES FOR AWARDING APPROVED MEETS

CSI encourages participation in the sport by recognizing CSI-registered swimmers' times from meets approved by CT Swimming, and by maintaining a straightforward process for obtaining such approval. Approved meets may be hosted by CSI clubs or by other organizations, including but not limited to YMCA clubs. Host clubs wishing to obtain approval for a meet must file an online Approval for Application and deposit with the CSI. Upon completion of the application, an approval number is awarded. This policy covers approval of competition under Article 202.4 of USA Swimming Rules and Regulations.

[Approved Meet Policy](#) [Approved Meet Online Application](#)

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## MEET ANNOUNCEMENTS

Together with USA Swimming Rules and Regulations and CSI Policies and Procedures, meet announcements serve as the authoritative reference outlining the rules and policies of each meet. All meet announcements are submitted on the CSI [Meet Announcement Template](#) for either Short Course or Long Course season. USA Swimming and CSI policy portions of this meet announcement/template cannot be revised or removed. Below is a partial list of the meet announcement requirements:

Meet Management contact information

Facility/Pool Information

Pool Emergency Phone Number

Scratch Procedures

CSI Warm-up Procedure

Eligibility and Registration

Adapted Athletes

Entry Instructions and Entries from athletes with no club affiliation

Deadlines

Fee

Cut protocol

Changes

Safety

Rules

Time Trials

Hospitality

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## SANCTIONS AND APPROVALS ON PROTECTED DATES

CSI protects the dates of the CSI Annual Award Banquet and Long Course Regional Championships. No meets will be sanctioned or approved on these dates.

## MEET SANCTIONING POLICIES AND PROCEDURES

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### MEET SANCTIONS

Each sanctioned meet is assigned a sanction number by Program Operations after the meet host is awarded a meet and submits a fully refundable sanction deposit and [meet acceptance form](#). Each meet host must accept and understand 1.) the terms and conditions stated in the Sanction Fee Policy and agree to abide by its terms and conditions and meet the responsibilities therein, 2.) in CSI granting a sanction it is understood and agreed that USA Swimming shall be free from an liabilities or claims for damages arising by reason of injuries to anyone during the conduct of the event. [Sanction Policy](#)

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### TIME TRIALS

Time Trials can be offered only in conjunction with a regularly scheduled session of a sanctioned or approved meet. Under such circumstances, time trials will be offered only if time allows and only at the discretion of the meet referee. The meet announcement must state that time trials may be offered and time trials are limited to the events listed in the meet announcement.

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### DISTRIBUTION OF MEET ANNOUNCEMENTS

CSI will post meet announcements and entry files on its website. Host clubs are responsible for any other distribution. Under no circumstances is a meet announcement to be mailed or posted on a club's web site prior to approval from CSI Program Operations.

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## SANCTION DEPOSITS

Except for [Distance Meets](#), clubs hosting sanctioned meets are required to submit a \$150.00 deposit which is returned after the meet when it has been determined that all policies and procedures of CSI have been followed. Penalties apply and are outlined in the [Sanction Policy](#).

Clubs hosting approved meets will be required to submit a \$150.00 deposit which will be returned after the meet when it has been determined that all policies and procedures of CSI have been followed. The sanction deposit is not returned in the case of [Approved Meets](#) where no entry fees are collected.

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## SURCHARGE

The only financial information that CSI requires from meet sponsors is that necessary to calculate the surcharge. The surcharge report and payment must be submitted within fourteen days of the last day of competition for sanctioned and approved meets. [Distance Meets](#) are not subject to a surcharge, but meet reports should be completed. The short course meet surcharge is 25% of visiting team individual event entry fees, including scratched events and time trials. The long course surcharge is 15%. No surcharge is collected on relays or home team event entries. Penalties apply for late submission. A [Meet Directors Report](#) and [Surcharge Report](#) must be submitted along with surcharge to fulfill sanction obligations to CSI. Penalties apply for missed deadlines. [CSI Surcharge Policy](#)

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## MEET CHANGES

No fee, format, or other changes may be made after the meet has been sanctioned or approved by CSI, without the expressed consent of Program Operations. If a club discovers that it must make format changes after the meet has been posted, the club must notify Program Operations. Cancellations of meets are outlined in the [Meet Cancellation, Meet Interruption](#) policy. Circumstances where clubs may be fined for cancellation are outlined in the [Sanction Policy](#).

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## MEET PROCEDURES FOR NON-CHAMPIONSHIP MEETS

Please see [CSI Meet Manager's Guide](#) for detailed meet procedures.

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## SWIM MEET STAFFING

With the exception of Senior and Age Group Championship meets, host clubs are responsible for staffing their own meets, either with their own members or by soliciting volunteers in advance of the meet. In general, clubs should aim to have most of their officials identified prior to the meet. Volunteer requirements for participating clubs must be noted in the meet announcement. CSI [Connecticut FAST](#) Officials query by Club and Certification aids host clubs recruiting officials.

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## POSTING MEET ANNOUNCEMENTS ON THE CSI WEB SITE.

Hosts use the CSI [Meet Template](#) to write their meet announcements. Using meet software, hosts build the meet database including: events, sessions, session start times, qualifying times, if necessary. After building the meet database, hosts export the meet events file and create a Sessions Report. These files are emailed to [office@ctswim.org](mailto:office@ctswim.org) Meet hosts may post approved CSI meet announcements, session reports, and event files on their websites.

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## ATHLETE MEMBERSHIP VERIFICATION

For sanctioned meets, all athletes enter with current USA Swimming membership to be verified by the Meet Director. All clubs hosting CSI sanctioned meets are required to run the meet membership file through the CSI [Connecticut FAST](#) Meet Verification query and forward the exception report to the participating clubs' contacts. All swimmers who are unregistered will be scratched from the meet until the entering club registers the athlete(s). Memberships will not be processed at swim meets.

- Meet Directors must notify participating clubs of unregistered athletes and incorrect USA IDs for all athletes. It is the host clubs responsibility to insure that correct USA IDs are contained in the meet database.
- For non-CSI athletes, a the membership file must be emailed to the CSI Office where the file will be run against the national registration database.
- [USA Swimming Membership Verification](#)

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## UNATTACHED ATHLETES

Unattached athletes must be listed with the "CT-UN" club. The LSC will change if the athlete is from another LSC. Unattached athletes independent of a USA Swimming club are responsible for making arrangements to be under the supervision of a USA Swimming coach throughout the duration of the swim meet, and must present the Meet Director with a signed racing start certification prior to the beginning of the meet. Each meet announcement must outline the procedures for Unattached Athletes entering meets.

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## CLOSED VS OPEN MEETS

"Closed" meets are meets open only to CT-registered members of USA Swimming. "Open" meets are open to any registered member of USA Swimming. Meet hosts have the option of hosting a open or closed meet however, open CSI Short Course Qualifier meets must contain a CT deadline giving CT members priority entry, and all open LC meets held on June 1 or later must contain a CT deadline giving CT members priority entry.

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## MEET ENTRY FEES

Entry fees for hosted meets are determined by the meet host and reviewed by Program Operations. All entry fees must be published in the meet announcement. Hosts may opt to include a manual entry fee for entries received on paper. Entry fees include: individual events, relay events, time trial events, relay-only athletes, and manual entries.

Swimmer surcharges and admission fees are not permitted. Outreach athlete entry fees are determined by the meet host or negotiated between the participating club and meet host. Entry fees are not refunded unless the date of the meet changes, the venue changes, or the meet sessions change in a substantial way.

CSI Championship meet entry fees are determined by the Board of Directors and are published in the meet announcements. Entry fees include: individual events, relay events, time trial events, relay-only athletes, and manual entries. For Age Group and Senior Championship meets a correction fee is collected for each correction. This correction policy is outlined in the meet announcement. [Outreach Athletes](#) may apply for championship entry fee waiver.

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## AWARDS

Awards and [Prize Policy](#): CSI Qualifier and 8 & Under meets must award 1-6 individual finishers and 1-3 relay finishers. Awards for invitationals and Distance meets are at the discretion of meet hosts. CSI Championship meet awards are determined by CSI. All meet announcements must state what awards will be distributed.

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## OVERSUBSCRIBED MEETS

All CSI meets, except championship meets, must plan four- hour sessions for sessions containing 12/U athletes. Any meet session with 13/O athletes planned to run over 4 hours must be approved by Program Operations. 8 & Under meets are schedule for one session. If the timeline exceeds 3.5 hours, the 8 & Under meet will be divided into 2 sessions, one for girls and one for boys. Meet hosts must follow [CSI cut procedures](#) for cutting entries. No cuts may be made that are not contained in the approved meet announcement. When cuts outlined in the meet announcement are necessary, approval must be sought from Program Operations.

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## MEMBERSHIP REQUIREMENTS FOR NON-ATHLETES

USA Swimming requires that all meet directors and officials, serving in an official capacity in a sanctioned meet, must be members of USA Swimming, and all persons acting in any coaching capacity in a sanctioned or approved event must be current coach members of USA Swimming.

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## CLUBS THAT OWE MEET FEES

If a club has been unsuccessful in collecting meet fees from a club that entered a CSI meet, the host club may submit a complaint to the CSI Board of Review.

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## COACH AND OFFICIALS USA SWIMMING MEMBERSHIPS CARDS

CSI policy requires that all coaches and officials display their membership cards while on deck at swim meets. It is the responsibility of the meet referee to assure that all officials are current USA Swimming members. It is the responsibility of the Meet Director to assure that all coaches on deck are current USA Swimming coaches. Coaches have the option of signing a [Coach Attestation Form](#) should the coach claim he/she has current credentials and a valid USA Swimming card, but cannot produce that card. Violations are subject to fines.

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## DECK ENTRIES

Host clubs accepting deck entries take full responsibility for USA Swimming membership verification. Deck entries are not permitted at CSI Championship meets.

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## WARM-UP PROCEDURES

Host clubs are responsible for providing supervised warm-ups with officials on deck in accordance with: [CSI Warm-Up Procedures](#) and [Warm-Up Guidelines for Meet Safety Marshals](#)

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## GUIDELINE FOR POSTING MEET RESULTS ON CSI'S WEB SITE AND TIMES DATABASES

At the conclusion of a meet, the meet host must submit compressed meet database file to the CSI Office.

Viewable meet results in PDF format are posted on the public pages of the web site. Importable results are posted on each club's secure FAST Administrative page to protect athlete privacy. These files are created by the CSI Office.

Meet hosts send importable results to all participating clubs. Participating clubs may request a hard copy of the results. [Checklist of Preparing CSI Results](#)

Times from all registered CT athletes will be uploaded into CSI's times database, Connecticut *FAST*. Times from all USA Swimming registered athletes will be uploaded into USA Swimming's times database, SWIMS. CSI only uploads times from meets that it sanctions/approves/observes.

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## FINANCIAL REPORT

The only financial information that CSI requires from meet sponsors is that necessary to calculate the surcharge. The surcharge report and payment must be submitted within fourteen days of the last day of competition. [Distance Meets](#) are not subject to a surcharge, but meet reports should be completed. The short course meet surcharge is 25% of visiting team individual event entry fees, including scratched events and time trials. The long course surcharge is 15%. No surcharge is collected on relays or home team event entries. Penalties apply for late submission. A [Meet Directors Report](#) and [Surcharge Report](#) must be submitted along with surcharge payment, when applicable, to fulfill sanction obligations. Please see Meet Sanctioning Policies and Procedures for more information.

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## CHAMPIONSHIP MEET POLICIES

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### OPEN WATER CHAMPIONSHIP MEET

CSI sanctions one annual open water championship meet per year. The meet is called the Dave Parcell's Madison Mile and is held in Long Island Sound off the shores of Madison, CT. This meet is held for Senior swimmers and Age Group swimmers 13 years and older. As an introduction to open water swimming, 11 and 12 year old athletes meeting the time standard may swim a 500 yd course that parallels the shore.

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**REGIONALS CHAMPIONSHIPS – GENERAL MEET HOSTING POLICIES**

CSI clubs submit bid declarations to Program Operations and 4 meets are awarded for the Short Course season, and 4 meets are awarded for the Long Course season. (See Awarding Meet Sanctions and Approvals section.) Program Operations reserves the right to increase or decrease the number of Regional Championship based on membership needs.

Format: Timed finals and open to CSI Clubs and athletes only.

Awards: Medals awarded for the top 6 in each individual event and top 3 for relays. Team Champions will be awarded to the combined girls and combined boys and combined team. Heat awards are encouraged but not required.

CSI Age Group Championship qualifying times are printed on the meet programs and meet heat sheets.

Time Standards: Swimmers must have equaled or bettered the minimum time standard since January 1 of the previous year, and may not have bettered the maximum time standard with the following exceptions: there shall be no minimum time standard for 50Y events for 12/U swimmers, no minimum time standard for 100Y or less events for 13/O swimmers and no maximum time standard for the 11/12 1650Y Freestyle and 400Y IM.

Entries: Entries are submitted through Connecticut FAST Online Entries. Program Operations divides the entries into divisions (4 meets) to ensure balanced meets.

Meet Requirement: Athletes must have swum in at least 1 CSI regularly-scheduled meet.

Entry fees are established by CSI and published in the meet announcements.

Workers: Clubs may assign timers for this meet. If an official signs up before the deadline, the club timer assignments may be adjusted to reflect this worker(s). Participating clubs will be notified of assignments by the Monday before the meet.

Membership Verification and Proof of Times are handled automatically through FAST Online Entries. Hosts are responsible for verifying corrections and late qualifiers.

The CSI Regional Championship web page will contain all meet specifics such as club work assignments, warm-up schedule, psych sheets, etc. [Example](#)

Meet hosts are required to follow all CSI policies as well as requirements specific to Regional Championships. Sanction and Surcharge policies apply. [Long Course Requirements](#) [Short Course Requirements](#)

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**AGE GROUP CHAMPIONSHIP MEET**

CSI Age Group Championship meet is hosted by CSI and staffed with volunteer meet management. Meet policies and procedures are determined by the Age Group Committee, under the auspices of Program Development, and published in the Age Group Championship meet announcement.

Format: Prelim/Finals format for 11/12, 13/14, and 15/18 or 15/19 (LC) age groups. Timed Finals format for 10/U. This meet is open to CSI Clubs and athletes only.

Awards: Medals awarded for the top 9 (SC) or top 8 (LC) in each individual event and top 3 for relays. Ribbons are awarded for 10-18 (SC) and 9-16 (LC) individual events. Individual High Point, Individual Distance High Point, and Team Girls and Boys by Age Group are award at the Annual Awards Banquet.

Zone LC cut times, CSI Records, Last Year's Winner are printed in the meet programs and meet heat sheets.

Entries: Entries are submitted through Connecticut FAST Online Entries. Clubs are given deadlines for corrections and late qualifiers.

Meet Requirement: Athletes must have swum in at least 1 CSI regularly-scheduled meet.

Time Standards: Swimmers must have equaled or bettered the minimum time standard since January 1 of the previous year.

Entry fees are established by CSI and published in the meet announcements.

Workers: The Meet Director will assign work assignments to participating clubs based on the number of swimmers per session, excluding relay-only entries. Clubs will be notified by Monday before the meet.

Membership Verification and Proof of Times are handled automatically through FAST Online Entries.

Light meals, snack food, water, coffee and soda will be provided at all sessions for officials and coaches.

The CSI Age Group Championship web page will contain all meet specifics such as club work assignments, warm-up schedule, psych sheets, etc. [Example](#)

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## EASTERN ZONE AGE GROUP CHAMPIONSHIP MEETS

CSI sends zone teams to the Eastern Zone Age Group Championship meets held once for short course and once for long course. The Eastern Zone and USA Swimming conduct and configure these meets. The short course meet is an "all-star" format where the top 2 or 3 from each LSC age group compete. The long course meet is a time standards meets where each LSC may send athletes meeting the time standards. CSI competes in both these meets and funds 40% of the team costs. Selection criteria, deadline, etc. is posted each season on the [Zone Page](#). Applications

are completed at the conclusion of each Age Group Championship. A parent "[zone education](#)" article is posted each season on ctswim.org. CSI abides by the CSI [Travel Policy](#) for travel associated with the Zone Team.

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## SENIOR CHAMPIONSHIP MEET

CSI Senior Championship meet is hosted by CSI and staffed with volunteer meet management. Meet policies and procedures are determined by the Senior Committee, under the auspices of Program Development, and published in the Senior Championship meet announcement.

Format: Prelim/Finals. The Senior Committee will decide if meet is open or closed.

Awards: Medals awarded for the top 3 in each individual event and top 3 for relays. Individual High Point, Individual Distance High Point, and Team Women and Men are awarded at the conclusion of the meet.

USA National times, Junior National times, Sectional times, CSI Records, Last Year's Winner shall be printed on the meet programs and meet heat sheets.

Entries: Entries are submitted through Connecticut FAST Online Entries. Clubs are given deadlines for corrections and late qualifiers.

Meet Requirement: None.

Time Standards: Swimmers must have equaled or bettered the minimum time standard since January 1 of the previous year for SC and May 1 of the previous year for LC.

Entry fees are established by CSI and published in the meet announcements.

Workers: The Meet Director will assign work assignments to club based on the number of swimmers per session, excluding relay-only entries. Clubs will be notified by Monday before the meet.

Membership Verification and Proof of Times are handled automatically through FAST Online Entries.

Light meals, snack food, water, coffee and soda will be provided at all sessions for officials and coaches.

The CSI Senior Championship web page will contain all meet specifics such as club work assignments, warm-up schedule, psych sheets, etc. [Example](#)

## ASSIGNMENT OF CHAMPIONSHIP MEET OFFICIALS

Meet Referee and Meet Directors for Age Group and Senior Championship are selected by the CSI Officials Chair under the auspices of Program Operations.

### CSI BOARD OF REVIEW

CSI, under the direction of USA Swimming, has established the CSI Board of Review. The CSI Board of Review is tasked with providing for the swift and equitable resolution of all disputes involving any of its members. The CSI Board of Review hears complaints, protests and appeals regarding the administration and conduct (including acts and failures to act) of the sport of swimming within the CT LSC; regarding conduct that may violate the USA Swimming Code of Ethics or otherwise violate the policies, procedures, rules and regulations adopted by USA Swimming or CSI; or regarding conduct that may bring USA Swimming, CSI or the sport of swimming into disrepute. The CSI Board of Review provides an opportunity for a fair hearing before a group of independent and impartial people. For further information regarding the CSI Board of Review, please see the [CSI By-Laws](#).

### CSI OFFICE

Nan Cooper, Executive Administrator  
Ginger McCurdy, Administrative Assistant

CSI Office  
54 Lido Rd  
Unionville, CT 06085  
[office@ctswim.org](mailto:office@ctswim.org)  
<http://ctswim.org>  
Phone: 860-657-1164  
Fax: 1-866-238-8660

USA Swimming  
1 Olympic Plaza  
Colorado Springs, CO  
<http://usaswimming.org>  
Phone: 719-866-4578

### GENERAL

CSI shall maintain an office for the storage and maintenance of CSI's books, records, and equipment and for other purposes as may be determined by the House of Delegates or the Board of Directors in accordance with the CSI Bylaws. CSI shall retain such paid staff at the CSI Office as the Board of Directors may determine to be appropriate or necessary. The staff shall be under the general supervision of the General Chair and the Administrative Vice-Chair. With respect to delegated functions of the officers, committee chairs, and coordinators, the staff shall be responsible to the respective officer, committee chair, or coordinator. The powers and duties of the paid staff shall be established in CSI's Policies and Procedures Manual or by resolution of the Board of Directors or by delegation approved by the

Personnel Committee. The Budget Committee shall include in its proposed budget a line item for the costs of CSI's Office inclusive of the compensation and benefits costs of the paid staff. Once funds are appropriated by the House of Delegates, the Personnel Committee shall be responsible, together with the General Chair, for the administration of those funds. Compensation of paid staff shall to the extent possible be treated as confidential.

## CSI OFFICE CONTACT INFORMATION

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## CSI OFFICE DUTIES

Generally the duties of the office are to assist the CSI Board of Directors, CSI member clubs, coaches, and officials with CSI/USA Swimming events and programs. Parents of athlete members receive support through the CSI member club's USA/CT Swimming liaison.

## CSI FORMS

For all CSI forms, please visit the CSI web site [Forms](#) page.

**CHANGE LOG**

Date	Policy and Procedure	Details
4/13/2011 approved by Board of Directors	Seasonal Athlete Membership	Start date changed to April 1 to accommodate LC meet entries. Effective April 1, 2012
6/15/2011 reviewed by Board of Directors	Coach of the Year procedures and criteria	
12/7/2011	Officials Reimbursement	

