

**CONNECTICUT SWIMMING, INC.**  
**Board of Directors**  
**Wednesday, December 7, 2011**  
**7:30 am**  
**Teleconference**  
**AGENDA**

*Vision Statement:* Connecticut Swimming...better life through swimming.

*Mission Statement:* Connecticut Swimming promotes the pursuit of excellence in swimming and in life through competition and education.

Call to Order/Roll Call

Approval of Agenda/Additions to Agenda

Announcements

Adoption of Minutes

October 1, 2011 BOD Meeting

October 26, 2011 Executive Committee Meeting

Old Business

Reserves Policy Proposal

Cash Disbursement/Procurement/Distribution Policies and Procedures

New Business

USA Swimming LSC Bylaw Changes

Reimbursement Policy and Practices

Proposal for Reimbursement of Officials

CSI Formatted Meets (Program Operations)

New Club Approvals

Reports of Officers

General Chair Report – Chris Hug

Administrative Vice-Chair – Rick Lewis

Treasurer – Mary Westcott

Finance Vice-Chair – Todd Gordon

Age Group Committee Chair – Dave Reilly

Senior Committee Chair – Bill Ball

Program Development Vice-Chair – Jeff Gray

Program Operations Vice-Chair – Tak Takabayashi

Technical Planning Committee Chair – Kaeley Steinnagel

Coach Representatives – John Spadafina/Jim Santiago

Athlete Representatives – Lexi Koukos/Molly Condran/Kaz Takabayashi/Ty Seymour

Coach-at-Large – George Bradner

Safety Committee Chair – Ed Heath

Officials Committee Chair – Ed Becker

Registration/Membership Coordinator – Judy Snow

**Draft**  
**Connecticut Swimming**  
**Board of Directors Meeting Minutes**  
**October 1, 2011**

**Call to Order/ Roll Call:** General Chair Chris Hug called the meeting to order at 7:40 am

**Present Board Members:** Hilary Berger, Ed Doernberger, Jeff Gray, Todd Gordon, Ed Heath, Rick Lewis, Dave Reilly, Judy Snow, Kaeley Steinnagel, Tak Takabayashi, Mary Wescott

**Not Present:** Ed Becker (running officials clinic), Bill Ball, George Bradner, Molly Condron, Lexi Koukos, Jim Santiago, Ty Seymour, John Spadafina, Kaz Takabayashi

**Approval of the Agenda/Additions to Agenda:** Agenda was unanimously approved. Later a motion is made to open the agenda which is approved. Dave Reilly requests that Officials Reimbursements is added to the Agenda.

**Announcements:**

1. Brief Review of New Legislation from USA Swimming includes:
  - \*Anti-bullying provisions – reinforcement of the code of conduct.
  - \*Code of Conduct: addressing technical clarifications of “sexual harassment”
  - \*New rules made to improve safety for Open Water Swimming
2. CSI By-law changes to be reviewed and presented back to the board in December
3. Minor change to Board of Review: Recommendation for 7 member panel where now using 3-5 members.
4. Pre-employment screening for USA Swimming Clubs came out at the end of August

**Adoption of the Minutes:** A motion to accept the minutes of the September 21, 2011 meeting were unanimously approved.

**Old Business:**

**Volunteer of the Year:** Discussed and decided upon under Rick Lewis’s guidance.

**New Business:**

**Athlete Travel Assistance:** Bill Ball is not present to address this. We did not have the name of the athlete or the amount to approve it. Chris made a motion to convene an executive meeting of the board to approve these reimbursement requests. This is approved.

**Swimmer of the Year:** Bill Ball has this scheduled for the next Program Development meeting

**Appointment of Committee Members:** Both Chris Hug and Jeff Gray need to approve Technical Planning Committee members as General Chair and Program Development Chair.

**Nominating Committee Nominations:** A minimum of 5 is needed with no more than 2 Board Members. Nominations will be made at the House of Delegates meeting following the Board Meeting.

**Reserves Policy Proposal:** Todd Gordon: Will be circulating a proposal that he and Mary Westcott will create to address best instruments for managing excess surplus and for our overall future investment policy. He proposes a control posture on payment approval and expenditure approval and refers to a comment made during our recent audit which called out that our check policies were not publicized or adhered to. So the issue is the commitment of funds and the procedures associated with it. He wants to impose a well stated formal approval process for spending prior to allocation of funds. Further, he expresses the need for more governance around approvals for large sums of money which includes bidding and board approvals for requests of large sums of money. Zone Team and Age Groups are mentioned where costs vary based on where Zone Team meets are located and variations of tax exemption rules. Suggested that there be more communication between the Board of Directors and the Zone Committee.

**Officials Reimbursements:** Dave Reilly is speaking on behalf of Bill Ball. Expresses that officials should get reimbursement for attending out of LSC meets. He believes that this should be the same for coaches and athletes. CSI has reimbursed officials for USA Swimming National meets and Olympic Trials. The membership should be aware of what they can apply for once policy is in place. Ed Becker came in to meeting to lend opinion for this discussion

**Reports of Officers:**

**General Chair: Chris Hug:** informed board that we bought a new computer and new projector for CSI.

**Administrative Vice Chair: Rick Lewis** Nothing Added

**Treasurer: Mary Westcott** Nothing Added

**Finance Chair: Todd Gordon** Nothing Added

**Age Group Committee: Dave Reilly:** They are reviewing time standards for age groups and will have something by Wednesday. They will be readdressing the issue around 15/18 year olds participation in age groups at the meeting. They are reviewing the criteria and the language used.

**Senior Committee Chair: Bill Ball** Not Present

**Program Development: Jeff Gray:** Approval made to re-open time standards discussion for Age Groups and also Senior Time Standards. Discussions are happening now.

**Program Operations Vice Chair: Tak Takabayashi:** Nothing Added

**Technical Planning Committee Chair: Kaeley Steinnagel:** Nothing Added

**Coach Representatives: John Spadafina and Jim Santiago:** Not Present

**Athlete Representatives:** Lexi Koukos/Molly Condrón/Kaz Takabayashi/Ty Seymour:  
Not Present \* Dave Reilly compliments their participation and enthusiasm.

**Coach at Large: George Bradner:** Not Present

**Safety Committee Chair: Ed Heath :** raises issue of flyover starts in addition to safety at UConn pool. He will be involved in Athlete Protection policy and offering guidance to clubs. Communicating the rules around this is very important.

**Officials Committee Chair: Ed Becker** nothing added/running clinic for officials

**Registration Membership Chair: Judy Snow:** expressed that Registration is going very slowly. Non athletes are completing the tests and background screening but have not paid. Nan will address this on the website. Chris asks Judy to keep him updated.

**Meeting adjourned:** 8:30 am

Respectfully submitted,

Hilary Berger  
CSI Secretary

**Draft**  
**Connecticut Swimming**  
**Executive Committee Meeting**  
**October 26, 2011**

**Call to Order/Roll Call:** General Chair Chris Hug called the meeting to order at 8:00 pm.

**Present Executive Committee Members:** Molly Condron, Todd Gordon, Chris Hug, Lexi Koukos, Rick Lewis, John Spadafina, Tak Takabayashi

**Also Present:** Bill Ball, George Bradner, Nan Cooper, Judy Snow, Mary Westcott

**Not Present:** Jeffrey Gray

**Approval of Agenda**

Agenda was approved as published.

**New Business**

**Athlete Travel Assistance:** motion to approve the athlete travel assistance totaling \$29, 075. Motion passes.

**Coach Education Grant:** The Coaches Committee recommended and made a motion to award 4 grants for \$500 each to: Keith Cargan, Mark Kinne, Bob Shearer, and Kaeley Steinnagel. Motion passes.

**New Club:** Stamford YMCA has been approved by USA Swimming. The name on their application conflicts with another CSI club and they have been asked to change their name. Meriden YMCA would like to renew after a 2 year lapse (2009). Chris Hug pointed out that CSI bylaws state CSI will approve new clubs. This conflicts with USA Swimming's policy of approving new clubs for all LSCs. Chris Hug recommended that Ed Doernberger review this and specifically review the Meriden YMCA club application.

Meeting was adjourned at 9:15 pm.

Respectfully submitted,  
Nan Cooper  
Administrator

Connecticut Swimming  
Reserves Policy Proposal  
Todd Gordon, Finance Vice-Chair

Board of Directors Meeting  
December 7, 2011

The nature of reserves, as you probably know, is to provide ready funds in the event of significant unplanned expenditures, revenue declines, or other negative economic circumstances. For an operation like CT Swimming, the requirements should not be extreme; the fixed cost of our operations represents well less than 50% of the budget.

In addition, a distinction should be drawn between "capital funds", and reserves. Typically a capital fund is established for major investment initiatives (i.e. pool construction/renovation, significant new program development, etc.) for which operating margin and existing contributions are not likely to cover the required outlays.

Surpluses from a given year are not "automatically" reserves, but can become so, if the board deems this the appropriate disposition for the annual surplus. However, reserves typically are kept separate from operating funds and accounts, and handled under separate governance. i.e. special approvals needed to release any reserve funds.

Reserve funds can, by vote, or approval according to our governance, be used for capital or development projects.

My recommendation for reserves is:

- 1) Establish an initial reserve at 50% of our operating budget; with a target reserve of 1 yrs. operating budget (i.e. to be achieved over time as steady-state reserve)
  - a) describe/document reserve funds to exclude capital project funding - establish separate capital fund as necessary for capital projects.
- 2) Add to our governance/policies specific approval requirements for release of reserves
  - a) recommend a 2/3 majority to approve distribution/release of reserves
- 3) Establish a percent of surplus to be added to reserves for years in which a surplus accrues
  - a) recommend initially adding 15% of surplus to reserve fund, subject to annual approval of this allocation of surplus (i.e. if majority vote determines other uses for surplus that precludes 10% addition to reserve, then no incremental reserve funding in that year)
  - b) For any year in which reserves fall below target, surplus should first be used to reestablish reserve level before other applications of surplus.

Connecticut Swimming  
Cash Disbursement/Procurement/Distribution Policies and Procedures  
Todd Gordon, Finance Vice-Chair

Board of Directors Meeting  
December 7, 2011

In the last annual audit, our auditors remarked on the potential control exposure arising from our check/disbursement practices. We currently have dual signature requirements, with Mary being the required second signature. However, we may have been lax in the timing of approvals or adhering to the process in some cases.

The cutting of the check itself is not the sole issue. We need to ensure that funds cannot be committed without the same two approvals (or more). Any board member or authorized representative of CT swimming could be committing our LSC to the expenditure of funds, even if they do not write a check. Our policies should protect us from accidental or purposeful commitment of funds without adequate budget and/or approval.

At different levels of commitment (i.e. \$ amount) different approvals should be required. Some can be handled automatically, by a department/committee head, because they are relatively small, and contained within their approved budget. Others may be thought to be in their budget, but are more substantial in nature and should be reviewed for appropriateness. Still others may be either not wholly contained within the budget, or very large, and need to be reviewed by multiple parties and potentially approved by the board.

Connecticut Swimming

Proposal for Reimbursement of Officials Attending Out-of-State Meets for Training Purposes

Ed Becker, Officials Committee Chair

Board of Directors Meeting

December 7, 2011

Certified officials meeting the following requirements can request reimbursement for participating in out-of-state meets at the Zone or higher levels.

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.

Connecticut Swimming  
Summary of CSI's Reimbursement Policies for Athletes and Non-Athletes

Board of Directors Meeting  
December 7, 2011

USAS Convention

- 50% hotel room +tax, supersaver airfare, shuttle to/from destination airport and hotel, \$50 per diem food allowance, and conference registration.
- 100% room + tax if no roommate is available.

USA Swimming Workshops, Seminars, other USA Swimming sponsored events, and Eastern Zone Spring Meeting (Eastern Zone fall meeting is held at the USAS convention).

- Supersaver airfare, shuttle to/from destination airport and hotel, and registration fees.
- 50% hotel room +tax if more than 1 adult (same gender) is attending. 100% room + tax if no roommate is available.
- \$50 per diem food allowance if meals are not covered at the event.

Note: If driving, mileage over 50 miles is reimbursed at the current IRS rate. Tolls are reimbursed with receipts.

Note: CSI travel assistance to athletes attending sectional meets and higher is not to be considered reimbursement for travel expenses. It is a flat payment to be used to help defray travel expenses. The payments are determined annually by the Senior Committee with approval by the Board of Directors when the FY budget is presented to the Board of Directors.

CSI Senior Championship and Age Group Championship Meets

- 100% hotel room + tax for Meet Referees and Meet Directors

## Operations Report for BoD - Dec. 2011

### 2011-12 SC

- Regional Champ 2/24 – 2/26  
Cheshire venue is scheduled to be available for Regionals.
- 4 hour limit e-mail memo was sent to meet directors  
In addition, clarification to be made in procedures for 2012-13SC
- Meet Cancellation Policy  
Review the current policy and make proposal if needed for state of emergency.  
<http://ctswim.org/ctswim/policies/cancellationmeets.pdf>  
Program Op consider the current policy is sound. However, with technology advancement, there may be an uniform information hot line for delay/cancellation (in addition to web).  
Referee and meet director education may be necessary to prepare in case of winter/summer weather conditions.
- Online Meet evaluation was moved to more visible spot on the web.  
Number of evaluation so far: 11 (from parents) and 4 (from coach/official) since late October.  
Meet director to be informed with feedback (without evaluator's identity) and evaluator to be informed that the meet director has been contacted.

### 2012 LC

- Regionals  
Bid Requirements
  - Turn end touch pad
  - Initial length split time for AGC qualification
- Senior Invite  
Bid Requirement may need details.
- Wesleyan Meets  
Preference for Trials and Finals to be discussed in TP.
- UConn Meets  
Availability to be informed soon.
- Open Water  
Need better CSI attention to Open Water meets.

### 2012-13 SC

- Bid requirement clarifications  
Age Group Qualifier definition/clarification  
Requirement clarification

**Connecticut Swimming  
Program Development Report  
December 2011**

**Committee Reports and Discussions:**

**Senior Committee : Bill Ball**

- Swimmer of the Year: K.C. Moss was named Swimmer of the Year
- Review of 2012 LC Championship Meet Schedule
- Review of 2012 Senior Time Standards: the Committee did not recommend modifications to the previously approved Senior Time standards
- Review of Coach Assistance proposal.
- **Important Proposed Change:** After considerable discussion, the Committee has recommended that the 2012 SC Senior Championships be conducted in the long course format for prelims and finals. There has been healthy discussion and debate on the pros and cons of this proposed change. The primary rationale for the Committee's recommendation is based on upcoming Olympic Trials and providing additional qualifying opportunities for Connecticut swimmers. The Committee is confirming with Wesleyan whether it is logistically possible to change the pool from short course format to long course format for this meet.
- 2012 LC Championship meet schedule: reviewed available dates, alternative venues and sectional dates

**Age Group Committee : Dave Reilly**

- Review of 2012 LC Championship Meet Schedule
- Review of 2012 SC Age Group and Regional Time Standards
- Review of Zone Policy Revisions
- Review of SC Age Group Championship challenges.
- **Important Proposed Changes:** the Committee recommended revisions to the previously approved but not yet published 2012 SC AG Time Standards, as well as the identification of a second site for the 2012 Age Group Championships that could accommodate some of the age groups for prelims. The committee believes that the revised time standards along with the second site will relieve pressure on deck crowding, allow for easier transitions in between sessions, allow proper rest for all swimmers returning for evening finals and address many of the concerns that gave rise to the SC Age Group Proposal that had been the subject of ongoing discussion since last year. The committee was unanimous in these recommendations, and believes that this no longer makes the SC Age Group Proposal necessary. All finals will be swum at Wesleyan.
- The Committee requested that the definition of Age Group Swimming in Connecticut be clarification by PD.

## Technical Planning Committee : Kaeley Steinnagel

- Regional Championship Challenges
- Review of 2012 LC Championship Meet Schedule
- Long Range Planning for swimming calendar

### Program Development Business:

- **Zone Policy:** the goal discussed in our meetings is to bring the final policy draft back to PD for final vote and approval in the fall, before January, after which the information will be posted on the web site and communicated more widely; PD reviewed the most recent draft of the policy statement, and consensus was that the draft could use more proof reading and revision for clarity purposes. Eligibility criteria was reviewed and discussed. Noting that the basic eligibility criteria had been reviewed, discussed and reaffirmed by the Age Group Committee last year and again this year, with no suggested changes proposed, PD made the decision to reaffirm and approve the existing eligibility criteria, in order to communicate this to our membership in a timely way early in the short course season, with the understanding that the balance of the draft policy statement would be vetted for clarity and approved in December, with no substantive changes to the content as proposed in the current draft. We will post the eligibility criteria and send a blast e-mail to all coaches communicating this information and further clarifying that only “sanctioned” meets count, and “approved” meets do not. The latter is an important distinction.
- **Motion made to approve, second; motion approved:** Program Development reaffirms and approves the existing eligibility criteria for short course and long course Zone Team participation, and will communicate this to our membership in a timely way early in this short course season, with the understanding that the balance of the draft policy statement will be vetted for clarity and approved in December, with no substantive changes to the modified content as proposed in the current draft.
- **2012 SC Age Group Time Standards: Motion made to approve, second; motion approved:** Program Development approves the revised 2012 Age Group Time Standards for the 2012 short course and long course seasons, as approved by the Age Group Committee.
- **2012 SC Senior Time Standards:** the time standards that were previously approved and posted will remain as is; no changes recommended by the Senior Committee.
- **Swimmer of the Year: Motion made to approve, second; motion approved:** K.C. Moss was named Swimmer of the Year

- **2012 LC Championship Meet Schedule: Motion made to approve, second; motion approved:** if the final weekend in July is available, the championship line up will be July 12<sup>th</sup>-15<sup>th</sup> for Seniors, 19<sup>th</sup> – 22<sup>nd</sup> for Regionals and 26<sup>th</sup>-29<sup>th</sup> for Age Groups. If the final weekend in July is not available, the championship line will be similar to this past year: July 5<sup>th</sup>-8<sup>th</sup> for Regionals, 12<sup>th</sup>-15<sup>th</sup> for Seniors and 19<sup>th</sup>-22<sup>nd</sup> for Age Groups.

Update: the final weekend in July was confirmed to be available, and the championship meet scheduled approved above has been put into place:

- July 12<sup>th</sup>-15<sup>th</sup> for Seniors
- July 19<sup>th</sup> – 22<sup>nd</sup> for Regionals
- July 26<sup>th</sup>-29<sup>th</sup> for Age Groups.

**Important Note:** also reviewed again was the possibility of moving the **Senior Invite** to Wesleyan if possible, contingent upon the availability of UConn. The general consensus of the Program Development Committee was that if June 14<sup>th</sup> – 17<sup>th</sup> is available at both UConn and Wesleyan, the Senior Invite should be moved to Wesleyan and the UConn venue should be made available for the hosting of a qualifier meet.

- **SC Senior Championship Configuration:** Discussion continued over the course of the fall meetings on the pros and cons of this proposed change (i.e. the initial proposal was to conduct finals in the long course format, with prelims remaining in the short course format). The primary rationale for the Committee's recommendation was based on upcoming Olympic Trials and the need to provide additional qualifying opportunities for Connecticut swimmers. There was considerable discussion related to having the meet conducted entirely in the traditional short course format for prelims and finals, or entirely in the long course format. Discussion took place on the merits of both formats, as well as the merits of switching formats between prelims and finals if this would be logistically possible. Bill Ball reviewed the discussion points from the Senior Committee meeting on these matters. Part of this discussion included a review of the different training and preparation strategies that would be undertaken by coaches for each format, the challenges of same, and the challenges of preparing for a meet in which the formats would change between prelims and finals.

**Important Note:** At the conclusion of this very productive discussion, it was the unanimous consensus of the Program Development Committee that the format for the meet should either be short course or long course for both prelims and finals, and should not alternate formats between prelims and finals. The PD committee would find either format acceptable, and making a decision in advance was thought to give coaches the time they would need to prepare their swimmers accordingly for either format. PD needs final clarification from the Senior Committee now on which format they will implement, and the meet announcement will be drawn up and approved by December, with Nan's assistance.

- **Clarification and Definition of Age Group Swimming in Connecticut:** After considerable discussion, **motion made to approve, second; motion approved: Age Group Swimming within Connecticut Swimming is hereby clarified and defined to include all swimmers who are 18 years of age and under.**
- **2012 Regional Championship Minimum Time Standards:** this item has been reviewed and approved by the Age Group committee, and will be circulated to the PD Committee for a teleconference call and vote at the end of December.
- **2012 SC Championship Meet Announcements:** meet announcement are not yet ready for review. The Senior Committee has planned to run in the long course format for the **Senior Championship** meet; assuming this is the case, championship finals will consist of 3 heats of 8 swimmers each. If the meet ends up being run in the short course format, the finals format will be consistent with last year, which included 2 heats of 9 swimmers each and a super final of 4 swimmers. The committee hopes to have the event schedule mirror EZ Sectionals, and the Senior Committee is waiting for this schedule to be announced. No other changes are anticipated. Once final changes have been made and the draft meet announcement has been prepared, it will be distributed to PD for review and approval. For **Age Groups**, the committee will pursue the strategy outlined in the report section above; they have to identify venues and make decisions on which age groups will swim where and at what time. The Age Group Committee will seek clarification on all of these matters, develop a draft meet announcement, and circulate same to the PD Committee for review and approval. Because there is no PD meeting scheduled in late December, a teleconference call will be convened to review and approve the Age Group Meet announcement, along with Regional Time Standards.
- **8/U “Season Ending Meet”:** after considerable discussion, **the general consensus of the PD committee** was the following: the 8/U "End of the Season" meet should be awarded to the team that initially asked permission to host this meet, the meet shall be a sanctioned meet, but CSI shall grant the host the right to call it an "8/U Championships", as has been the practice in the past, and the Age Group Committee shall table this as a future agenda item to determine if the 8/U “Championship” shall be built into CSI calendar or not.
- **Meet Cancellation Policies:** in light of the recent severe weather, the impact on the State, and the State of Emergency that was declared throughout the State, concern was expressed that some meets had taken place, while others were cancelled. In the case of those that took place, concern was expressed about the wisdom of having swimmers, parents and coaches on the road under these conditions. Moreover, concern was expressed about changes to warm up times and delays in the start of the meets that took place, and inadequate communication related to same. In light of these concerns, Program Operations will review the meet cancellation polices, make proposed changes to same, bring them back to PD for review and discussion, and PD and PO will then advance to the full Board as appropriate.

**CONNECTICUT SWIMMING INC.**  
**Balance Sheet Prev Year Comparison**

As of November 30, 2011

	<u>Nov 30, 11</u>	<u>Nov 30, 10</u>	<u>\$ Change</u>	<u>% Change</u>
<b>ASSETS</b>				
<b>Current Assets</b>				
<b>Checking/Savings</b>				
1109 · CHASE DEBIT CARDS (DEBIT CARDS)	700.00	700.00	0.00	0.0%
1050 · BANK OF AMERICA	84,306.05	46,510.98	37,795.07	81.26%
1000 · CHASE CHECKING ACCT	55,671.27	93,778.60	(38,107.33)	(40.64%)
1003 · CHASE MM - FAST FUND	16,504.57	16,489.66	14.91	0.09%
1005 · JP MORGAN - US GOVERNMENT FUND	493,995.15	493,941.42	53.73	0.01%
1015 · JP MORGAN - SARAH JALET FUND	1,868.34	1,868.34	0.00	0.0%
<b>Total Checking/Savings</b>	<u>653,045.38</u>	<u>653,289.00</u>	<u>(243.62)</u>	<u>(0.04%)</u>
<b>Other Current Assets</b>				
1300 · PREPAID EXPENSES	750.00	750.00	0.00	0.0%
1400 · UNDEPOSITED FUNDS	426.00	426.00	0.00	0.0%
<b>Total Other Current Assets</b>	<u>1,176.00</u>	<u>1,176.00</u>	<u>0.00</u>	<u>0.0%</u>
<b>Total Current Assets</b>	654,221.38	654,465.00	(243.62)	(0.04%)
<b>Fixed Assets</b>				
1500 · OFFICE EQUIPMENT	8,038.84	5,891.53	2,147.31	36.45%
1599 · ACCUMULATED DEPRECIATION	(4,672.78)	(4,672.78)	0.00	0.0%
<b>Total Fixed Assets</b>	<u>3,366.06</u>	<u>1,218.75</u>	<u>2,147.31</u>	<u>176.19%</u>
<b>TOTAL ASSETS</b>	<u><u>657,587.44</u></u>	<u><u>655,683.75</u></u>	<u><u>1,903.69</u></u>	<u><u>0.29%</u></u>
<b>LIABILITIES &amp; EQUITY</b>				
<b>Liabilities</b>				
<b>Current Liabilities</b>				
<b>Accounts Payable</b>				
2000 · ACCOUNTS PAYABLE	1,050.00	(95.90)	1,145.90	(1,194.89%)
<b>Total Accounts Payable</b>	<u>1,050.00</u>	<u>(95.90)</u>	<u>1,145.90</u>	<u>(1,194.89%)</u>
<b>Other Current Liabilities</b>				
2100 · PAYROLL LIABILITIES	(441.66)	1,607.64	(2,049.30)	(127.47%)
<b>Total Other Current Liabilities</b>	<u>(441.66)</u>	<u>1,607.64</u>	<u>(2,049.30)</u>	<u>(127.47%)</u>
<b>Total Current Liabilities</b>	<u>608.34</u>	<u>1,511.74</u>	<u>(903.40)</u>	<u>(59.76%)</u>
<b>Total Liabilities</b>	608.34	1,511.74	(903.40)	(59.76%)
<b>Equity</b>				
3900 · FUND BALANCE (Retained Earnings)	620,149.42	586,977.47	33,171.95	5.65%
<b>Net Income</b>	<u>36,829.68</u>	<u>67,194.54</u>	<u>(30,364.86)</u>	<u>(45.19%)</u>
<b>Total Equity</b>	<u>656,979.10</u>	<u>654,172.01</u>	<u>2,807.09</u>	<u>0.43%</u>

**CONNECTICUT SWIMMING INC.**  
**Balance Sheet Prev Year Comparison**  
As of November 30, 2011

	<u>Nov 30, 11</u>	<u>Nov 30, 10</u>	<u>\$ Change</u>	<u>% Change</u>
TOTAL LIABILITIES & EQUITY	<u>657,587.44</u>	<u>655,683.75</u>	<u>1,903.69</u>	<u>0.29%</u>

**CONNECTICUT SWIMMING INC.**  
**Profit & Loss Prev Year Comparison**  
September through November 2011

	<u>Sep - Nov 11</u>	<u>Sep - Nov 10</u>	<u>\$ Change</u>	<u>% Change</u>
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
<b>AGE GROUP CHAMPIONSHIPS INCOME</b>				
<b>AGC/SHORT COURSE INCOME</b>				
4011 · AGC/SC ENTRY FEES	11.00	0.00	11.00	100.0%
<b>Total AGC/SHORT COURSE INCOME</b>	<u>11.00</u>	<u>0.00</u>	<u>11.00</u>	<u>100.0%</u>
<b>Total AGE GROUP CHAMPIONSHIPS INCOME</b>	11.00	0.00	11.00	100.0%
<b>SENIOR CHAMPIONSHIPS INCOME</b>				
<b>SR CHAMP/LC INCOME</b>				
4321 · LC ENTRY FEES	0.00	253.00	(253.00)	(100.0%)
<b>Total SR CHAMP/LC INCOME</b>	<u>0.00</u>	<u>253.00</u>	<u>(253.00)</u>	<u>(100.0%)</u>
<b>Total SENIOR CHAMPIONSHIPS INCOME</b>	0.00	253.00	(253.00)	(100.0%)
<b>PROGRAM OPERATIONS INCOME</b>				
4510 · SANCTION FEES	8,100.00	7,650.00	450.00	5.88%
<b>Total PROGRAM OPERATIONS INCOME</b>	<u>8,100.00</u>	<u>7,650.00</u>	<u>450.00</u>	<u>5.88%</u>
<b>ADMINISTRATION INCOME</b>				
4610 · ALL STAR JACKETS	0.00	12,710.50	(12,710.50)	(100.0%)
<b>Total ADMINISTRATION INCOME</b>	<u>0.00</u>	<u>12,710.50</u>	<u>(12,710.50)</u>	<u>(100.0%)</u>
<b>BANQUET INCOME</b>				
4710 · BANQUET FEES	29,172.00	26,484.50	2,687.50	10.15%
<b>Total BANQUET INCOME</b>	<u>29,172.00</u>	<u>26,484.50</u>	<u>2,687.50</u>	<u>10.15%</u>
<b>REGISTRATION/MEMBERSHIP INCOME</b>				
4810 · MEMBERSHIP REGISTRATION	4,919.00	3,598.00	1,321.00	36.72%
4820 · ATHLETE REGISTRATION	216,302.00	248,375.00	(32,073.00)	(12.91%)
4830 · NON ATHLETE REGISTRATION	12,438.00	12,002.00	436.00	3.63%

**CONNECTICUT SWIMMING INC.**  
**Profit & Loss Prev Year Comparison**  
**September through November 2011**

	<u>Sep - Nov 11</u>	<u>Sep - Nov 10</u>	<u>\$ Change</u>	<u>% Change</u>
<b>Total REGISTRATION/MEMBERSHIP INCOME</b>	233,659.00	263,975.00	(30,316.00)	(11.48%)
<b>OTHER INCOME</b>				
4910 · ATHLETE MEET REGISTRATION FEES	0.00	66.00	(66.00)	(100.0%)
4920 · SURCHARGE	3,155.94	8,784.00	(5,628.06)	(64.07%)
4950 · DONATIONS	0.00	50.00	(50.00)	(100.0%)
<b>Total OTHER INCOME</b>	<u>3,155.94</u>	<u>8,900.00</u>	<u>(5,744.06)</u>	<u>(64.54%)</u>
<b>Total Income</b>	274,097.94	319,973.00	(45,875.06)	(14.34%)
<b>Expense</b>				
<b>ZONE TEAMS EXPENSE</b>				
<b>ZONE LC EXPENSE</b>				
5228 · LC MISCELLANEOUS	0.00	(85.82)	85.82	100.0%
<b>Total ZONE LC EXPENSE</b>	<u>0.00</u>	<u>(85.82)</u>	<u>85.82</u>	<u>100.0%</u>
<b>Total ZONE TEAMS EXPENSE</b>	0.00	(85.82)	85.82	100.0%
<b>SENIOR ADMIN EXPENSE</b>				
5351 · MISCELLANEOUS EXPE	50.00	0.00	50.00	100.0%
<b>Total SENIOR ADMIN EXPENSE</b>	<u>50.00</u>	<u>0.00</u>	<u>50.00</u>	<u>100.0%</u>
<b>SENIOR TRAVEL EXPENSE</b>				
5361 · TRAVEL	0.00	150.00	(150.00)	(100.0%)
<b>Total SENIOR TRAVEL EXPENSE</b>	<u>0.00</u>	<u>150.00</u>	<u>(150.00)</u>	<u>(100.0%)</u>
<b>COACHES EXPENSE</b>				
5412 · COACHES CLINIC SAFFETY TRAINING	0.00	87.00	(87.00)	(100.0%)
5420 · COACHES SEMINAR	0.00	294.42	(294.42)	(100.0%)
5430 · COACHES RECOGNITION	0.00	250.00	(250.00)	(100.0%)
<b>Total COACHES EXPENSE</b>	<u>0.00</u>	<u>631.42</u>	<u>(631.42)</u>	<u>(100.0%)</u>

**CONNECTICUT SWIMMING INC.**  
**Profit & Loss Prev Year Comparison**  
**September through November 2011**

	<u>Sep - Nov 11</u>	<u>Sep - Nov 10</u>	<u>\$ Change</u>	<u>% Change</u>
<b>PROGRAM OPERATIONS EXPENSES</b>				
5501 · OFFICIALS TRAVEL CLINIC	455.90	0.00	455.90	100.0%
5502 · OFFICIALS - PROG OPS EXPENSE	1,659.60	0.00	1,659.60	100.0%
5510 · SANCTION FEES	750.00	150.00	600.00	400.0%
5531 · AWARDS - CHAMPIONSHIPS	0.00	(50.00)	50.00	100.0%
5540 · OPERATIONS ADMIN EXPENSE	100.00	1,420.26	(1,320.26)	(92.96%)
<b>Total PROGRAM OPERATIONS EXPENSES</b>	<b>2,965.50</b>	<b>1,520.26</b>	<b>1,445.24</b>	<b>95.07%</b>
<b>ADMINISTRATION EXPENSES</b>				
5610 · ALL STAR JACKETS	0.00	6,355.00	(6,355.00)	(100.0%)
5620 · ADMINISTRATIVE MISCELLANEOUS	35.29	309.84	(274.55)	(88.61%)
5625 · CREDIT CARD PROCESSING FEE	4,938.03	4,978.31	(40.28)	(0.81%)
5640 · WEB SITE/TECH EXPENSE	4,583.19	993.60	3,589.59	361.27%
5650 · AUDITING FEES	0.00	479.00	(479.00)	(100.0%)
<b>Total ADMINISTRATION EXPENSES</b>	<b>9,556.51</b>	<b>13,115.75</b>	<b>(3,559.24)</b>	<b>(27.14%)</b>
<b>BANQUET EXPENSE</b>				
5710 · BANQUET FOOD	28,533.15	26,290.39	2,242.76	8.53%
5720 · BANQUET AWARDS	1,314.81	(159.54)	1,474.35	(924.13%)
5730 · BANQUET MISCELLANEOUS	3,777.71	509.38	3,268.33	641.63%
<b>Total BANQUET EXPENSE</b>	<b>33,625.67</b>	<b>26,640.23</b>	<b>6,985.44</b>	<b>26.22%</b>
<b>USS REGISTRATION/MEMBERSHIP</b>				
5810 · MEMBERSHIP REGISTRATION	1,050.00	1,190.00	(140.00)	(11.77%)
5820 · ATHLETE REGISTRATION	164,511.00	179,873.00	(15,362.00)	(8.54%)
5830 · NON ATHLETE REGISTRATION	8,919.00	11,598.50	(2,679.50)	(23.1%)
5840 · SEASONAL ATHLETE REGISTRATION	97.75	0.00	97.75	100.0%
5850 · MISCELLANEOUS MEMBERSHIP EXPENS	0.00	228.44	(228.44)	(100.0%)
<b>Total USS REGISTRATION/MEMBERSHIP</b>	<b>174,577.75</b>	<b>192,889.94</b>	<b>(18,312.19)</b>	<b>(9.49%)</b>
<b>CONVENTION EXPENSES</b>				

**CONNECTICUT SWIMMING INC.**  
**Profit & Loss Prev Year Comparison**  
**September through November 2011**

	<u>Sep - Nov 11</u>	<u>Sep - Nov 10</u>	<u>\$ Change</u>	<u>% Change</u>
5880 · USS HOUSE OF DELEGATES	3,230.62	4,218.10	(987.48)	(23.41%)
<b>Total CONVENTION EXPENSES</b>	<b>3,230.62</b>	<b>4,218.10</b>	<b>(987.48)</b>	<b>(23.41%)</b>
<b>OFFICE EXPENSES</b>				
<b>OFFICE SALARIES &amp; BENEFITS</b>				
5900 · SALARY	11,635.50	11,635.16	0.34	0.0%
5901 · SOCIAL SECURITY TAX	919.12	721.38	197.74	27.41%
5902 · MEDICARE TAX	214.95	168.71	46.24	27.41%
5903 · STATE UNEMPLOYMENT TAX	42.07	0.00	42.07	100.0%
<b>Total OFFICE SALARIES &amp; BENEFITS</b>	<b>12,811.64</b>	<b>12,525.25</b>	<b>286.39</b>	<b>2.29%</b>
5910 · POSTAGE	225.01	48.11	176.90	367.7%
5920 · SUPPLIES	105.66	91.38	14.28	15.63%
5930 · TELEPHONE EXPENSE	0.00	239.92	(239.92)	(100.0%)
5940 · PHOTOCOPYING	0.00	141.50	(141.50)	(100.0%)
5950 · STORAGE	119.90	119.90	0.00	0.0%
<b>Total OFFICE EXPENSES</b>	<b>13,262.21</b>	<b>13,166.06</b>	<b>96.15</b>	<b>0.73%</b>
<b>CAPITAL DEVELOPMENT EXPENSE</b>				
5992 · LSC WORKSHOP	0.00	533.12	(533.12)	(100.0%)
5994 · MISCELLANEOUS	0.00	(0.60)	0.60	100.0%
<b>Total CAPITAL DEVELOPMENT EXPENSE</b>	<b>0.00</b>	<b>532.52</b>	<b>(532.52)</b>	<b>(100.0%)</b>
<b>Total Expense</b>	<b>237,268.26</b>	<b>252,778.46</b>	<b>(15,510.20)</b>	<b>(6.14%)</b>
<b>Net Ordinary Income</b>	<b>36,829.68</b>	<b>67,194.54</b>	<b>(30,364.86)</b>	<b>(45.19%)</b>
<b>Net Income</b>	<b>36,829.68</b>	<b>67,194.54</b>	<b>(30,364.86)</b>	<b>(45.19%)</b>

Officials Report  
December, 2011

Committee Members:

Ed Becker, Mike Huffman, Bill Repass, King Lee, Monica Prangley, Marie-Pierre Graf, Barbara Wiederecht, Ed Doernberger, Jeff Scobee

New Members: Nancy Wargo, Mike Smalec, Roby Harder (Athlete – WYW, YALE)

Events and Highlights:

1. Efforts are underway to encourage officials to meet the 12/31 deadline for USA Swimming's online Athlete Protection Training course. The training consists of online viewing and a quiz. APT takes about an hour to complete. The free training is required every two years like the background checks. USA Swimming is concerned that too many will wait until the 12/31 deadline to complete the course, possibly overloading the system. This has been passed on to Connecticut Swimming officials. The silver lining is that more officials than usual may renew their registrations prior to yearend.
2. Nameplates with the new Connecticut Swimming logo will be mailed to qualified officials starting in December. They will be awarded to officials after five years of service who attain the level of Starter (red) and Referee (blue), and officials who have attained the Starter or Referee level with ten or more years of service (silver).



3. When we ordered the nameplates, we ordered additional 1" enamel Connecticut Swimming logos with posts and clutches which can be worn as lapel pins for recognition.
4. New Officials ID tags for 2012 have been received and will be mailed prior to yearend to those whose certification will not expire anytime during 2012.



5. Clinics since the last Officials Committee Report include:
  - a. Stroke & Turn Officials: Wilton, Nov. 21
  - b. Stroke & Turn Officials: UCONN, Nov. 21
  - c. Starters: Wallingford, Nov. 14
  - d. Stroke & Turn Officials: Brookfield, Oct 11
  - e. Stroke & Turn Officials: Greenwich, Oct. 12

When possible, we continue to combine YMCA Level I certification training with out clinics.

6. The following reimbursement policy is proposed. It is similar to the policy for CSI volunteers attending Convention and other events, but does not include a per diem for food as food is generally provided for officials by the host. There are also maximums per event and for the year. It is intended to encourage Connecticut Officials to attain national certifications and experience and insights which can be brought back to Connecticut. Hopefully this will require us to revisit the budget in the future.

**Proposed policy for reimbursement of officials attending out-of-state meets for training**

Certified officials meeting the following requirements can request reimbursement for participating in out-of-state meets at the Zone or higher levels.

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 subject to prior approval of the Officials Chair and subject to budget limitations.

Respectfully submitted,  
Ed Becker  
Officials Chair

**USA SWIMMING**  
**RULES & REGULATIONS COMMITTEE**

**AMENDMENTS**  
**TO USA SWIMMING RULES & REGULATIONS**  
**ADOPTED BY THE USA SWIMMING HOUSE OF DELEGATES**  
**SEPTEMBER 17, 2011**

R-3 ADOPTED EFFECTIVE IMMEDIATELY

Location: Page 27 102.7 Postponements and Changes in Program

**102.7 Postponements and Changes in Program**

- .1 (no change)
- .2 At the Meet Referee's discretion, events may be combined by age, gender, distance, and/or stroke provided there is at least one empty lane between such combined events. The Referee may waive the empty lane requirement with the concurrence of the coaches of the affected swimmers.
- .3 (no change)
- .4 (no change)

R-5 ADOPTED EFFECTIVE MAY 1, 2012

Location: Page 31 102.12 Starter

**102.12 STARTER**

- .1 **Preparation** — The Starter shall stand on the side of the pool within ~~ten feet~~ approximately five meters of the starting end of the pool and upon signal from the Referee, shall assume control of the swimmers until a fair start has been achieved.

*No further change*

R-6 ADOPTED/AMENDED EFFECTIVE MAY 1, 2012

Location: Page 34 102.22 Disqualifications

**102.22 Disqualifications**

- .14 Approved underwater video replay may be used to review stroke or turn infractions called on deck. The official(s) reviewing the video may only confirm the call made on deck, overrule the call, or advise the Referee that the review proved inconclusive.

R-7 ADOPTED EFFECTIVE MAY 1, 2012

Location: Page 36 102.24 Timing Rules

**102.24 Timing Rules**

**.4 Determining Official Time**

C **Primary Timing System Malfunction** — A malfunction may have occurred if:

- (1) The difference between the time obtained by the primary system and the back-up system(s) is approximately more than .30 second or greater ; or

- (2) The place judge(s) reports a different order of finish; or
- (3) It is reported the swimmer missed the touchpad or had a soft touch.

R-8 ADOPTED EFFECTIVE MAY 1, 2012

Location: Page 36 102.24 Timing Rules

102.24 Timing Rules

.4 Determining Official Time

- D **Adjustment for the Timing System Difference** — When the Referee determines that there is a malfunction of the primary timing system, the back-up time(s) shall be adjusted for the timing system difference prior to integrating them with accurate primary times in establishing the official times and determining the results. The adjustment for timing system difference ~~may be incorporated into the automatic or semiautomatic system by design or may be~~ is determined by calculating the consistent average difference between the valid primary and backup systems used at that meet.

R-11 ADOPTED EFFECTIVE MAY 1, 2012

Location: Page 47 103.15 Backstroke Flags and Lines

103.15 /M/ BACKSTROKE FLAGS AND LINES

- .1 **Design:** *no change*
- .2 **Location:** *no change*
- ~~.3 /LSC/ For long course backstroke, individual medley, and medley relay events a firmly stretched 1/4 inch line without flags or pennants shall be suspended at midpoint of the course.~~

R-13 ADOPTED EFFECTIVE MAY 1, 2012

Location: Page 49 104.2 USA Swimming Records

104.2 USA Swimming Records

- .2 American and United States Open Records
  - C **Special Requirements and Conditions**
    - (4) Pool Measurement
      - (a) The length of the course shall be measured and certified (signed and sealed) by a surveyor or other qualified person in accordance with the standards established by USA Swimming, professional licensed in the state or jurisdiction where the facility is located. Such measurements shall be stated in feet and inches and fractions of an inch, or feet and hundredths of a foot for short course yards pools, or in meters and centimeters for long or short course meters pools.

*No further change*

R-14 ADOPTED EFFECTIVE IMMEDIATELY

Location: Page 57 202.2 Requirements for Sanction  
Page 60 202.4 Requirements for Approval

202.2 REQUIREMENTS FOR SANCTION — Sanctions are issued, withheld or withdrawn in accordance with the following regulations:

- .1-.5 *no change*

.6 Applicants for sanction of an open water competition shall complete the application approved by USA Swimming. Before an open water competition is sanctioned by the LSC, the LSC sanction officer shall submit the completed sanction packet to USA Swimming for review and approval.

*Re-number remaining items*

**202.4. REQUIREMENTS FOR APPROVAL** — Approval of competition may be issued, withheld or withdrawn by an LSC in accordance with the following regulations:

.2 Applicants for approval of an open water competition shall complete the application approved by USA Swimming. Before an open water competition is approved by the LSC, the LSC sanction officer shall submit the completed sanction/approval packet to USA Swimming for review and approval.

*Re-number remaining  
No further change*

R-15 ADOPTED EFFECTIVE RETROACTIVE TO SEPTEMBER 1, 2011
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Location: Page 59 202.3 Conditions of Sanction  
Page 111 502.6 Privileges and Responsibilities of Membership

**202.3. CONDITIONS OF SANCTION** — Any event for which a sanction is required according to 202.1 is subject to the following conditions:

*.1-.3 no change*

.4 All ~~meet directors~~, referees, starters, chief judges, and stroke and turn judges, serving in an official capacity in a sanctioned event, must be non-athlete members of USA Swimming or members of other FINA-member organizations. All meet directors for meets sanctioned by USA Swimming must be members of USA Swimming. Except for coaches accompanying athletes participating under the provisions of 202.6 or USA Swimming's "open border" policy, all persons acting in any coaching capacity in a sanctioned event must be coach members of USA Swimming.

*No further change*

#### **502.6 PRIVILEGES AND RESPONSIBILITIES OF MEMBERSHIP**

- .1 All non-athlete members of USA Swimming must have satisfactorily completed criminal background checks and athlete protection education as required by USA Swimming.
- .2 All clubs, including seasonal clubs, shall ensure that all athletes and coaches participating in practices and USA Swimming sanctioned competition are members of USA Swimming.
- .3 All referees, starters, chief judges, and stroke and turn judges must be non-athlete members of USA Swimming.

*Re-number remaining items*

R-17 ADOPTED/AMENDED EFFECTIVE JANUARY 1, 2012
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Location: Page 59 202.3 Conditions of Sanction  
Page 60 202.4 Requirements for Approval

**202.3. CONDITIONS OF SANCTION** — Any event for which a sanction is required according to 202.1 is subject to the following conditions:

*.1-.7 no change*

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

*Renumber remaining items.*

**202.4. REQUIREMENTS FOR APPROVAL** — Approval of competition may be issued, withheld or withdrawn by an LSC in accordance with the following regulations:

.14 The meet announcement shall include the following statement: Use of audio or visual recording devices, including a cell phone, is not

permitted in changing areas, rest rooms or locker rooms.

R-19 ADOPTED EFFECTIVE IMMEDIATELY

Location: Page 61 202.5 Requirements for Observed Swims

**202.5 REQUIREMENTS FOR OBSERVED SWIMS** — Swims may be observed by assigned USA Swimming or YMCA officials for conformance with USA Swimming technical rules in a meet conducted under other than USA Swimming rules. Official times achieved as observed swims may be submitted for entry into the SWIMS database if all of the following conditions are met:

*No further change*

R-20 ADOPTED EFFECTIVE IMMEDIATELY

Location: Page 69 206.1 General

### 206.1 General

- .1 A ~~winter short course yard (25 yard)~~ National Championships shall be conducted the week following Thanksgiving.
- .2 *No changes*
- .3 USA Swimming Open Water Individual and Team Championships shall be held in the 5 kilometer, and 10 kilometer ~~and 25 kilometer~~ distances.

R-21 ADOPTED EFFECTIVE IMMEDIATELY

Location: Page 72 207.10 Entries

### 207.10 ENTRIES

- .4 Entry times for individual and relay events shall:
  - A-C *no change*
  - D Be achieved during the following qualification periods:
    - (1) *no change*
    - (2) The USA Swimming winter Short Course Yards National Championships – from November 1 of the year prior to the meet until the entry deadline.

R-22 ADOPTED EFFECTIVE JANUARY 1, 2012

Location: Page 72 207.10 Entries

### 207.10 ENTRIES

- .1-.3 *no change*
- .4 Entry times for individual and relay events shall:
  - A Be the best competitive times of swimmers except as otherwise provided in this Article 207 or the USA Swimming Policy Manual.
  - B Be achieved in accordance with 102.24.1, Requirements for Official Time.
  - C Be submitted to hundredths of a second.
  - ~~D Be achieved during the following qualification periods:~~
    - ~~(1) USA Swimming National Championships/U.S. Open – from July 1 of the year prior to the meet until the entry deadline.~~
    - ~~(2) USA Swimming Short Course Yards National Championships – from November 1 of the year prior to the meet until the entry deadline.~~

R-23 ADOPTED Effective JANUARY 1, 2012

Location: Page 75 207.12.6 Administrative Conduct of USA Swimming Championships – Scratch Procedures

207.12 Administrative Conduct of USA Swimming Championships – *no change*

.6 Scratch Procedures

F Notwithstanding the provisions of 207.12.6, the scratch procedures for a selection meet for the United States teams for the Olympic Games, the FINA World Championships, the Pan Pacific Championships, the Pan American Games or the World Student Games shall be established by the Steering Committee and the Vice President of Program Operations.

R-24 ADOPTED EFFECTIVE JANUARY 1, 2012

Location: Page 90 304.3 Code of Conduct

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

- .7 Any ~~inappropriate sexual conduct, or advance, or other inappropriate sexually-oriented behavior or action~~ oral, written, visual or physical conduct of a sexual nature directed towards an athlete by (i) a coach member or other non-athlete member, or (ii) any other adult participating in any capacity whatsoever in the ~~affairs or~~ activities of USA Swimming (whether such adult is a member or not). Any act of sexual harassment, including without limitation unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature ~~nonconsensual physical sexual conduct, or pattern of unwelcome advances or other sexual harassment~~ in connection with or incidental to a USA Swimming-related activity by any person participating in the affairs or activities of USA Swimming (whether such person is a member or not) directed toward any member or other person participating in the affairs or activities of USA Swimming.

R-27 ADOPTED/AMENDED EFFECTIVE JANUARY 1, 2012

Location: Page 91 Article 304.3 Code of Conduct

Page 93 Article 403.1 Jurisdiction of the LSC Board of Review

Page 94 Article 403.2 Jurisdiction of the National Board of Review

304.6 Bullying is prohibited. For these purposes, the term "bullying" shall mean, regardless of when or where it may occur, the severe or repeated use by one or more USA Swimming members ("Members") of an oral, written, electronic or other technological expression, image, sound, data or intelligence of any nature (regardless of the method of transmission), or a physical act or gesture, or any combination thereof, directed at any other Member that to a reasonably objective person has the effect of: (i) causing physical or emotional harm to the other Member or damage to the other Member's property; (ii) placing the other Member in reasonable fear of harm to himself/herself or of damage to his/her property; (iii) creating a hostile environment for the other Member at any USA Swimming activity; (iv) infringing on the rights of the other Member at any USA Swimming activity; or (v) materially and substantially disrupting the training process or the orderly operation of any USA Swimming activity (which for the purposes of this section shall include, without limitation, practices, workouts and other events of a member club or LSC).

*Re-number remaining items*

**403.1 JURISDICTION OF THE LSC BOARD OF REVIEW** – In matters involving a member or members of only one LSC, matters arising in regional or zone competition and any complaint alleging violations of ~~304.3.13-304.3.14~~ through ~~304.3.17~~ 304.3.18 inclusive of the USA Swimming Code of Conduct.....*no further change*

**403.2 Jurisdiction of the National Board of Review**

.1 **Original and Exclusive Jurisdiction** – The National Board of Review has original and exclusive jurisdiction to hear:

- C Any complaint under 304.3.1 through ~~304.3.12~~ 304.3.13 against any member of USA Swimming, including any athlete, coach, manager, official, member of any committee, or a Participating Non-Member; or 0.

R-28 ADOPTED EFFECTIVE JANUARY 1, 2012

Location: Page 92 Article 306 Sexual Misconduct Reporting Requirements

- 306.1 It is every member's responsibility to promptly report any incident regarding sexual misconduct by a member as described in Article 304.3.5 to USA Swimming's Athlete Protection Officer. Reporting must occur when an individual has firsthand knowledge of misconduct or where specific and credible information has been received from a victim or knowledgeable third party. Various state laws may also require reporting to law enforcement or to a designated child protection agency.
- 306.2 No member shall retaliate against any individual who has made a good faith report under 306.1.
- 306.3 Filing a knowingly false allegation ~~False reporting~~ of sexual misconduct ~~made in bad faith~~ is prohibited and may violate state criminal law and civil defamation laws. Any person making a knowingly false allegation of sexual misconduct shall be subject to disciplinary action by USA Swimming.
- 306.4 Neither civil nor criminal statutes of limitation apply to reports of cases of sexual abuse.

R-29 ADOPTED EFFECTIVE JANUARY 1, 2012

Location: Page 109 502.1 Requirements of Membership

502.1: **Requirements of Membership** – All members of the House of Delegates, Board of Directors, persons with password access to the USA Swimming database, and any committee, sub-committee, or division of USA Swimming, appointed or elected, must hold an individual membership pursuant to the provisions of this Article, unless otherwise specified by the Board of Directors.

R-30 ADOPTED EFFECTIVE IMMEDIATELY

Location: Page 115 Article 505 Executive Committee

505.2 **MEMBERSHIP** — The Executive Committee shall consist of the officers of USA Swimming, the Olympic International Operations Committee Coordinator, and one additional athlete member from the Board of Directors to be selected by the Athletes Committee, acting with advice and consent of legal counsel.

R-32 ADOPTED EFFECTIVE JANUARY 1, 2012

Location: Page 120 506.9 Steering Committee

506.9 Steering Committee

- .1 Membership: The Steering Committee shall consist of:
- A Eight (8) coaches selected ~~by the National Team Head Coach/General Manager~~ as follows:
    - Preceding Head Women's Olympic Coach,
    - Preceding Head Men's Olympic Coach,
    - OIOC Coordinator,
    - Two coaches elected by Olympic International Operations Committee
    - One coach appointed by the President.
    - Two coaches appointed by the National Team Director
  - B Once the new Head Olympic Coaches are named, they shall become ex-officio members of the Steering Committee, if not already on the Committee. [re-number to end]
  - ~~B~~C Two athletes selected by the Athletes Committee, one female/one male, both former USA National Team members; and
  - ~~G~~D ~~The National Team Head Coach/General Manager, the OIOC Coordinator, The Technical Vice-President, the Chair of the Senior Development Committee, and the Chair of the Sports Medicine Committee~~ who shall all be ex-officio members of the Committee with voice but no vote. The Committee may name additional ex-officio members.

R-33 ADOPTED EFFECTIVE JANUARY 1, 2012

Location: Page 123 508.5 Endowment Funds

**508.5 Endowment Funds** — There shall be established within USA Swimming such special endowment fund accounts as the House of Delegates or the Board of Directors deem appropriate. The rules governing their respective operations shall be set forth in the USA Swimming Policy Manual. ~~The fund previously established under these Bylaws, and known as the "USA Swimming Athlete Assistance Fund" shall continue. The USA Swimming Athlete Assistance Fund shall provide assistance and/or recognition to USA Swimming athletes who show potential for international swimming competition.~~

R-34 ADOPTED EFFECTIVE IMMEDIATELY

Location: Page 125 511.1 Authority to Amend and Vote Required

**511.1 AUTHORITY TO AMEND AND VOTE REQUIRED** — ~~Subject to the provisions of rule 504.8 hereof, The Rules and Regulations may be altered, amended or repealed, subject to the provisions of rule 504.8, only at an annual meeting of the USA Swimming House of Delegates as follows, except that the Rules & Regulations Committee may alter, amend or repeal any portion of Part One or Part Seven at any time to conform to the rules of the Federation Internationale de Natation (FINA):~~

- ~~.1 The Rules & Regulations Committee may alter, amend or repeal any portion of Part One or Part Seven at any time to conform to the rules of the Federation Internationale de Natation (FINA)~~
- ~~.2 The USA Swimming House of Delegates may amend the Rules and Regulations at its annual meeting as follows:
  - ~~-1 A Parts One, Two, Three, Four, Six and Seven: by a majority vote of the House members present and voting.~~
  - ~~-2 B Part Five: by a two-thirds (2/3) vote of the House members present and voting.~~~~

R-35 ADOPTED EFFECTIVE JANUARY 1, 2012

Location: Page 141 Part Seven Open Water Swimming

## PART SEVEN OPEN WATER SWIMMING

USA Swimming Rules and Regulations apply to open water competition, unless specifically indicated otherwise in Part Seven. ~~Swimmers, coaches, clubs, and local public entities should address safety considerations where events are held. Some safety provisions are contained in the USA Swimming Open Water Meet Directors Guidelines.~~

R-36 ADOPTED EFFECTIVE IMMEDIATELY

Location: Page 142 701.2 Rules

### 701.2 RULES

- .1 All open water competitions shall be freestyle events.
- .2 The Host Committee shall include in the meet ~~information~~ announcement:
  - A the policy for abandonment ~~and~~
  - B whether the race will be an "escorted" or "unescorted" swim.
- .3 The Host Committee shall develop a safety plan for the competition in compliance with all requirements included in the published application for sanction of an open water event.

*Re-number remaining*

R-37 ADOPTED EFFECTIVE IMMEDIATELY

Location: Page 144 701.7 The Meet Director

**701.7 THE MEET DIRECTOR shall:**

- .1 ~~Shall~~ determine the course for an open water event.
- .2 have the authority to withdraw the sanction on race day if adequate safety precautions are not in place and shall notify all race participants prior to the beginning of the race of the revocation should the race organizer proceed with the competition;
- .3 have the authority to stop a race at any time should conditions change and safety become a concern.

R-38 ADOPTED EFFECTIVE IMMEDIATELY

Location: Page 144 701.8 The Independent Safety Monitor (new)

**701.8 THE INDEPENDENT SAFETY MONITOR shall**

- .1 be approved by an LSC sanction officer and shall be independent of the race organizing committee;
- .2 be present at the race to assure the approved safety plan is implemented;
- .3 assure that adequate safety precautions are in place to deal with race-day conditions;
- .4 have the authority to withdraw the sanction on race day if adequate safety precautions are not in place and shall notify all race participants of the revocation prior to the beginning of the race should the race organizer proceed with the competition;
- .5 have the authority to stop a race at any time should conditions change and safety become a concern.

*Re-number remaining sections*

R-39 ADOPTED EFFECTIVE IMMEDIATELY

Location: Page 145 701.10 (formerly 701.9) The Referee

**701.10 THE REFEREE shall** *(previously 701.9)*

- .1 ~~Shall~~ ensure that all participants, coaches, and event support personnel are briefed about the course, safety procedures and any site-specific rules applying to the event;
- .2 have the authority to withdraw the sanction on race day if adequate safety precautions are not in place and shall notify all race participants of the revocation prior to the beginning of the race should the race organizer proceed with the competition;
- .3 ~~Shall~~ have the authority to stop the race or to change the distance and/or race course due to safety concerns or unforeseen circumstances;

*Re-number remaining items*

R-40 ADOPTED/AMENDED EFFECTIVE IMMEDIATELY

Location: Page 148 702.2 Water/Air Temperature (formerly Water Temperature)

**702.2 WATER/AIR TEMPERATURE** - The race shall not begin if the following conditions are not satisfied:

- .1 The water temperature ~~should~~ shall not be less than ~~be a minimum of~~ 16°C (60.8° F).
- .2 For races of 5K and above, the water temperature shall not exceed 29.45° C (85° F).
- .3 The air temperature and water temperature when added together shall not be less than 30° C (118° F) nor greater than 63° C (177.4° F).

R-41 ADOPTED EFFECTIVE IMMEDIATELY

Location: Page 148 (New) 702.3 Water Quality

702.3 WATER QUALITY

- .1 If water quality meets the standards of the local testing authority, the water quality will be deemed acceptable unless otherwise determined by the Safety Officer or Independent Safety Monitor.
- .2 If an exceptional event such as heavy rain or flooding affects the water quality, the Referee, the Meet Director, or the Independent Safety Monitor shall have the authority to postpone or cancel the race.

R-42 ADOPTED EFFECTIVE JANUARY 1, 2012

Location: Page 148 (New) 702.6 Feeding Stations

702.6 Feeding Stations

- .1 Feeding stations may be floating or stationary and shall safely accommodate the number of feeders consistent with the number of entries.
- .2 Feeding stations shall be located on the inner or outer boundary of the course, in line with the turn buoy.
- .3 Number of feeding stations required:
  - A No feeding station is required for an event 5k or shorter.
  - B At least one feeding station is required for an event that is longer than 5k but shorter than 10k.
  - C For an event 10k or longer, there shall be at least one feeding station every 2k.

*Re-number remaining sections*

R-43 ADOPTED EFFECTIVE JANUARY 1, 2012

Location: Required LSC Bylaws

ARTICLE 604  
HOUSE OF DELEGATES

604.1 MEMBERS - The House of Delegates of XXSI shall consist of the Group Member Representatives, the Athlete Representatives, the Coach Representatives, the Board Members designated in Section [605.1], and the At-Large House Members.

- .1 GROUP MEMBER REPRESENTATIVES - Each *Group Member* in good standing shall appoint from its membership *a* Group Member Representatives and one or more alternates *for each*. The appointment shall be in writing, addressed to the Secretary of XXSI and duly certified by the chief executive officer or secretary of the appointing Group Member. The appointing Group Member may withdraw *one or more of its* Group Member Representatives or one or more of its alternates and substitute *a* new Group Member Representatives or new alternates by written notice, addressed to the Secretary of XXSI and signed by the chief executive officer or secretary of the appointing Group Member.

*The LSC may vary the number of representatives accorded Group Members, either by absolute number or by a formula determining the number that is based on the number of swimmers registered to the Group Member relative to the number of swimmers registered in the LSC. The LSC may deny Affiliated Group Members or Seasonal Club Members the right to be represented. Seasonal Club Members may be also denied the right to be represented or, if represented, the Group Member Representative may be denied the right to vote in the House of Delegates. See the commentary note following Section 0 for a different solution if the LSC desires to provide representation proportionate to club size.*

- .2 NON-ATHLETE AT-LARGE HOUSE MEMBERS - Up to ten (10) at-large non-athlete members of the House of Delegates may be appointed as At-Large House Members by the General Chair with the advice and consent of the Board of Directors. ~~Additionally, a sufficient number of athlete members at large shall be [appointed by the General Chair with advice and consent of the Board of Directors or elected to constitute at least 20% of the voting membership of the House of Delegates.~~ The At-Large House Members shall hold office from the date of appointment through the conclusion of the annual meeting of the House of Delegates following such appointment or until their successors are appointed to the House of Delegates.

*NUMBER OF ATHLETE REPRESENTATIVES - A sufficient number of Athlete Representatives shall be selected to constitute at least twenty percent (20%) of the voting membership of the House of Delegates/Board of Directors, with approximately one-half of that number elected each year (in the case of uneven numbers, the LSC should determine the number to be elected in odd and even numbered years on the basis that will produce equivalency in number of Board Members/House Delegates to be elected in each year. The LSC should insert in whichever of Alternative Provisions A or B for selection of Athlete Representatives (discussed immediately below) is adopted the actual number of Athlete Representatives to be elected in total and each year based on the calculations required by the proportionality principle. If that LSC subsequently changes the number of Board Members/House Delegates, it will have to recalculate the number of Athlete Representatives accordingly. In an LSC which has At-Large House/Board Members with the power in the House of Delegates and the Board of Directors to vary the number of At-Large House/Board Members, the LSC needs to decide whether or not it wants to have the number of Athlete Representatives vary in proportion to the number of At-Large House/Board Members. Since the actual effect is likely to occur, if at all, infrequently, it would be appropriate to ignore the variation. However, if the LSC does desire to have that variation taken into account, the following sentence should be added to the end of this Section 0: "The number of Athlete Representatives shall be increased or ~~deceased~~decreased as may be necessary to have them comprise at least twenty percent (20%) of the voting members of the House of Delegates/Board of Directors."*

*METHOD OF SELECTION OF ATHLETE REPRESENTATIVES - Two alternative provisions are offered concerning the method of selecting of the Athlete Representatives. Provision A is highly recommended for most LSCs as being generally in the best interest of swimming. Provision B is intended primarily for use in very large LSCs in which direct democracy may be impractical. Provision A follows the traditional pattern of election by the athletes at a meet well-attended by athletes 13 years and older. Provision B provides for selection in any of three methods: the first, election in the same manner as the elected Board Members, the second, election by the Board of Directors and the third, appointment by the General Chair with the advice and consent of the Board of Directors. An LSC must ~~choose~~choose between the Provisions A and B, omitting the unused language. Furthermore, if Provision B is chosen, an additional choice must be made and corresponding changes must be made to other Articles 0, 0 and/or 0, as ~~needed~~the case may be. In either case, the number of Athlete Representatives is subject to the commentary note immediately preceding this paragraph. An LSC with 5,000 or fewer Athlete Members must obtain the approval of the USA Swimming Rules and Regulations Committee to use Provision B.*

*Alternative Provision A: Two (2) Athlete Representatives shall be elected, one each year for a two-year term, or until their respective successors are elected. At the time of election, the Athlete Representative must (a) be an Athlete Member or a Seasonal Athlete Member in good standing; (b) be at least sixteen (16) years of age or at least a sophomore in high school; (c) be currently competing, or have competed during the three (3) immediately preceding years, in the program of swimming conducted by XXSI or another LSC; and (d) have his or her place of permanent residence reside in the Territory and expect to reside therein throughout at least the first half of the term (other than periods of enrollment in an institution of higher education). The election of the Athlete Representatives shall be conducted annually during XXSI's ~~long~~ or short course ~~senior~~ or age group swimming championship, or other regularly scheduled meet designated by the Board of Directors. The balloting shall take place at a meeting called for that purpose by the Senior Athlete Representative or the Athletes Committee, or failing that, at a time and in a manner designated by the Board of Directors. The Athlete Representatives elected shall be determined by a majority of the Athlete Members and Seasonal Athlete Members in good standing present and voting who are thirteen (13) years of age or older.*

*An LSC may grant Seasonal Athlete Members the right to become Athlete Representatives and to vote for the Athlete Representatives or not as is in the best interests of the LSC. If one or both of these rights is to be denied, then the appropriate italicized references to them must be omitted. The italicized reference to the Athletes Committee may be omitted if the LSC does not have an Athletes Committee. The LSC is provided a number of choices among swimming championships. Moreover, if it is in the best interests of an LSC, the LSC may specify another swimming meet or another annually recurring, well-attended event or meeting as the voting venue.*

*Alternative Provision B: Two (2) Athlete Representatives shall be ~~elect~~ by the House of Delegates ~~or~~ by the Board of Directors ~~or~~ appointed by the General Chair with the advice and consent of the Board of Directors, one each year for a two-year term or until their respective successors are ~~elect~~ by the House of Delegates ~~or~~ by the Board of Directors ~~or~~ appointed by the General Chair with the advice and consent of the Board of Directors, At the time of ~~election~~ by the House of Delegates ~~or~~ by the Board of Directors ~~or~~ appointed by the General Chair with the advice and consent of the Board of Directors, each Athlete Representative must (a) be an Athlete Member or a Seasonal Athlete Member in good standing; (b) be at least sixteen (16) years of age or at least a sophomore in high school; (c) be currently competing, or have competed during the three (3) immediately preceding years, in the program of swimming conducted by XXSI or another LSC; and (d) have his or her place of permanent residence reside in the Territory and expect to reside therein throughout at least the first half of the term (other than periods of enrollment in an institution of higher education). *[insert here the chosen sentence from the following commentary box]**

*The time at which House of Delegates elected Athlete Representatives assume office should be correspond to the time at which Board Members assume office. The time at which Athlete Representatives otherwise assume office would be upon election or appointment,*

as the case may be, unless that date is prior to the date that newly elected Board Members assume office. If Seasonal Athlete Members are not to be eligible to be Athlete Representative, the italicized reference to them must be omitted. The choice between election (and by which body) and appointment of the Athlete Representatives must be made by the LSC. The next sentence of Alternative Provision B shall be whichever of the following three sentences is chosen by the LSC:

(1) If the Athlete Representative is to be elected by the House of Delegates, then the sentence to be inserted above shall be: "The Athlete Representative election shall be conducted at the same House of Delegates' meeting at which other elections are conducted."

(2) If the Athlete Representative is to be elected by the Board of Directors, then the sentence shall be: "The Athlete Representative election shall be conducted at the Board of Directors meeting immediately following the House of Delegates meeting at which Board Members were elected."

(3) If the Athlete Representative is to be appointed, then the sentence shall be: "The General Chair shall make the appointment within sixty (60) days of the meeting of the House of Delegates at which Board Members were elected."

The sentence following this guideline box becomes the last sentence of Provision B. It is not to be used as part of Provision A.

Prior to the ~~/election/ or /appointment/~~, the current Athlete Representatives and the Athletes Committee shall be asked to nominate one or more Athlete Members or Seasonal Athlete Members for consideration.

The preceding sentence is a part of Provision B and the first choice must be consistent with the selection made of the alternatives within Provision B. The italicized reference to the Athletes Committee may be omitted if the LSC does not have an Athletes Committee. The italicized reference to Seasonal Athlete Member may be omitted if the LSC does not have Seasonal Athlete Members or if they are not to be eligible to be Athlete Representatives.

#### ARTICLE 605 BOARD OF DIRECTORS

605.1 MEMBERS - The Board of Directors shall consist of the following officers, committee chair~~men~~, coordinators and representatives of XXSI, together with those additional members designated in Sections 0 and 0:

- .1 General Chair
- .2 Administrative Vice-Chair
- .3 Senior ~~/Vice-Chair/ or /Committee Chair/~~
- .4 Age Group ~~/Vice-Chair/ or /Committee Chair/~~
- .5 Program Development Vice-Chair
- .6 Program Operations Vice-Chair
- .7 Finance Vice-Chair
- .8 Secretary
- .9 Treasurer
- .10 ~~The~~ Coach Representatives
- .11 ~~The~~ Athlete Representatives (2)
- .12 Safety ~~/Committee Chair/ or /Coordinator/~~
- .13 Technical Planning Chair
- .14 At-Large Board Members

This section permits an LSC to organize itself using either the traditional LSC organization (retaining the Age Group and Senior vice-chairmen positions) or the function-based organization similar to the USA Swimming organizational format and hybrids in between. For more information in that regard, see the introductory guideline to Article 0. While the new position of Finance Vice-Chair is designated as optional, it is strongly recommended that the Finance Division become a part of every LSC's structure. An LSC may add additional members to the Board of Directors, but may delete only that indicated as numbers .13 and .14 and, if the traditional organization is used, only those indicated as .5 and .6. If the functional organization is used, those indicated as .3 and .4 may also be deleted. Larger LSCs, however, would likely want to keep the Age Group and Senior Committee Chair~~men~~ as Board Members even in the function-based structure. See Sections 0 and 0 regarding the number of Athlete Representatives and Coach Representatives. The order in which officers are listed here is not mandatory. The reference to Section ~~[605.2]0~~ may be omitted by LSCs without At-Large Board Members.

605.2 AT-LARGE BOARD MEMBERS - *The Board of Directors shall have five (5) At-Large Board Members. The House of Delegates or the Board of Directors by resolution may reduce the number, but not increase it to more than five (5). Any reduction in the number of At-Large Board Members shall not take effect until the terms of office of the incumbents expire or become vacant. The House of Delegates or the Board of Directors by resolution may create classes of At-Large Board members, such as an At-Large Board Membership to be held by a Coach Member. A sufficient number of athlete members shall be selected as At-Large Board Members to constitute at least twenty percent (20%) of the voting membership of the Board of Directors at any given time (taking into account the Athlete Representatives). The athlete At-Large Board Members shall meet the same requirements and be selected at the same time and place as the Athlete Representatives set forth in Section [604.1.2]. All At-Large Board Members shall hold office from the date of their election (or appointment, as the case may be) through the conclusion of the annual meeting of the House of Delegates following such appointment or until their successors are elected or appointed.*

*An LSC may include or exclude the provision for At-Large Board Members and may specify a number less than five (5) or specify a fixed number which may not be changed by the House of Delegates or the Board of Directors without any amendment of the Bylaws. Moreover, an LSC may create one or more classes of At-Large Board Members, such as a seat that must be filled by a coach or an eight and under parent. Note that changes in the number of At-Large Board Members may affect the number of Athlete Representatives. See the paragraph captioned "Number of Athlete Representatives" in the commentary box under Section 0. In order to preserve continuity across the LSCs, if an LSC elects to omit the article, the Section number and heading should remain with the addition of the following commentary: "This Section is reserved for future use."*

605.3 EX-OFFICIO MEMBERS - The following persons shall be *an* ex-officio members of the Board of Directors during the time period in which they meet the defined status:

- .1 The Immediate Past General Chair of XXSI, if an Individual Member in good standing;
- .2 *Members of the USA Swimming Board of Directors who are Individual Members in good standing; and*
- .3 *USA Swimming Committee Chair~~s~~ who are Individual Members in good standing.*

*An LSC may include the provisions for additional ex-officio members of the Board of Directors italicized above and may add further categories if desired. The intent of this provision is to allow a person to serve so long as the status described continues; i.e., the Immediate Past General Chair serves until no longer the Immediate Past General Chair.*

605.4 LIMITATIONS - *No more than three (3) members or coaches of any Club Member or Affiliated Group Member shall serve on the Board of Directors at any time. This limitation shall be applied separately as to Athlete Members and other Individual Members.*

*The result of this application is that a single club could have, for example, three Coach Members and three Athlete Members serving on the Board of Directors at the same time. That club could not, however, have four volunteers and two Athlete Members. Although not recommended, this provision may be omitted if desired. Alternatively, or in addition to the club affiliation limitation, an LSC may impose a limitation based on geography. In order to preserve continuity across the LSCs, if an LSC elects to omit this provision, the Section number and heading should remain with the addition of the following commentary: "This Section is reserved for future use."*

605.5 VOICE AND VOTING RIGHTS OF BOARD MEMBERS - The voice and voting rights of Board Members and Individual Members shall be as follows:

- .1 BOARD MEMBERS - Each Board Member *other than the ex-officio members* ~~(see Section 0 and At-Large Board Members)~~ shall have both voice and vote in meetings of the Board of Directors and its committees.

*LSCs will need to determine whether all Board Members shall have both voice and vote or that some shall have voice only. If some are not to have a vote, the following paragraph must be used to deal with those Board Members in addition to inclusion of the "other than" clause. Other positions may be used in substitution for, or in addition to, the ones shown above and below. If the following paragraph is used it must be made consistent with the preceding paragraph.*

- .2 NON-VOTING BOARD MEMBERS - Unless entitled to vote under another provision of these Bylaws, the *ex-officio members* ~~and At-Large~~

Board Members shall have voice but no vote in meetings of the Board of Directors and its committees.

- .3 INDIVIDUAL MEMBERS - Individual Members who are not Board Members may attend open meetings of the Board of Directors and its committees and be heard in the discretion of the presiding officer. Unless entitled to vote under another provision of these Bylaws, Individual Members shall have no vote in meetings of the Board of Directors or its committees.

*[No further changes]*

607.3 MEMBERS AND EX-OFFICIO MEMBERS OF STANDING COMMITTEES - Except as otherwise provided in these Bylaws or by the Board of Directors, members of each standing committee shall be appointed by the General Chair with the advice and consent of the respective division Vice-Chair and the chair~~man~~ of the committee. Notwithstanding anything herein to the contrary, a sufficient number of athlete members shall be appointed to each committee to constitute at least twenty percent (20%) of the voting membership of such committee. The athlete committee members shall meet the same requirements as those of Athlete Representative set forth in Section [604.1.2]. The division Vice-Chair shall be an ex-officio member (with voice and vote) of each standing committee within the respective division. The ex-officio members and other designated members of certain standing committees shall be as follows:

*An LSC may add to, or subtract from, the list of standing committees and may vary the provisions setting forth the membership of each standing committee, except that, if used, the Athletes Committee, the Coaches Committee and the Personnel Committee shall not be varied as to membership. Committees should be added to this list only if a significant portion of its members are ex-officio members or the LSC desires to provide a formula approach to membership. The following Sub-Sections shall be renumbered accordingly.*

- .1 ATHLETES COMMITTEE - *The Athletes Committee shall consist of the Athlete Representatives, the athlete At-Large Board Members and the athlete At-Large House Members. ~~at least three other Athlete Members or Seasonal Athlete Members. The Senior Athlete Representative or the Athletes Committee shall determine the number of additional Athlete Members.~~ The Senior Athlete Representative shall be the chair~~man~~ of the committee.*

*The decision to accord Seasonal Athlete Members the right to be members of the Athlete Committee should be consistent with the decision regarding their right to vote for the Athlete Representatives.*

*[No further changes]*

*For Information Only:*

THIS ITEM WAS ADOPTED BY THE RULES COMMITTEE AND BECAME EFFECTIVE 02-09-2011

Location: Page 148 702.5 The Finish

### 702.5 The Finish

- .1 The final approach to the finish shall be clearly defined with markers of a distinct color. The area leading to the finish apparatus should be clearly marked by rows of buoys which narrow as they get closer to the finish wall - this is considered part of the course and the swimmers shall remain within the rows of buoys throughout their approach to the finish. Escort safety craft should be stationed at the approach to and entrance of the finish lane to ensure that only escort craft authorized to do so enter or cross this entrance.

## HOUSEKEEPING ITEMS

### HK-1 ADOPTED

Location: Various

Global change: ~~M~~ m;  
101.8.1  
701.2.6

### HK-2 ADOPTED

Location: Various

~~National Team Head Coach/General Manager~~ National Team Director

[206.3.2; 206.4; 207.2; 207.6; 207.7; 506.9.1A; 506.9.1C; 506.9.3]

### HK-3 ADOPTED

Location: Page 52 104.2.3 National Age Group Records

#### 104.2 USA Swimming Records

##### .3 National Age Group Records

- C **Recognition** – (1) Upon receipt of the record application, a certificate of record achievement will be sent to all swimmers and members of relays whose time meets or betters the current National Age Group Record.
- (2) ~~A certificate of achievement will be sent to all swimmers and members of relays whose time meets or betters the National Age Group record published in the current USA Swimming Rules and Regulations.~~

### HK-4 ADOPTED

Location: Page 69 206.1 General

**206.1 GENERAL** — USA Swimming Championships shall be conducted annually.

.1 *No change*

- .2 A long course National Championship meet shall be conducted every summer, except when there is a Trials Class meet in the summer and that Trials Class meet is not in accordance with 206.4.2 (at the traditional time at the end of the summer). The end of ~~the~~ summer meet during those summers shall be called the U.S. Open.

*No further change*

### HK-5 ADOPTED

Location: Page 71 207.5 USA Swimming Disability Championships

~~**207.5 USA SWIMMING DISABILITY CHAMPIONSHIPS** — The USA Swimming Disability Championship meet shall be governed and conducted by Program Operations. Program Operations shall request International Paralympic Swimming Committee approval of the competition. All USA Swimming member athletes with a disability who have achieved the qualifying time standards for one or more specific events are eligible to participate.~~

*Re-number remaining sections.*

HK-6 ADOPTED

Location: Page 91 Article 305 Athlete Protection Policies

305.5 Travel

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

HK-7 ADOPTED

Location: Page 88 302.3 Application/Renewal

**302.3 APPLICATION/RENEWAL** — Athlete membership applications and payment as set forth in ~~502.5~~ 502.6 shall be submitted to the Registration Chair of the LSC who, upon approval, shall issue a membership card. The Registration Chair may designate deputy registrars to accept applications on behalf of the Chair and forward for approval.

HK-8 ADOPTED

Location: Page 105 408.1 Procedure

408.1 Procedure

- .1 In accordance with 406.3.4, a person may not appeal a decision of a LSC Board of Review panel which consisted of fewer than seven (7) members without first making a timely request for a rehearing by the full LSC Board of Review. Every appeal to the National Board of Review shall be instituted by a Petition served upon the Executive Director, as well as the other party(ies) to the LSC Board of Review proceeding, and shall be accompanied by a \$250 non-refundable filing fee payable to USA Swimming. Any appeal must be filed within thirty (30) days from the postmark date of the written Decision of the LSC Board of Review. The Petition on appeal shall set forth the grounds for appeal, citing factual and legal issues in as much detail as possible.

HK-9 ADOPTED

Location: Page 111 502.6 Privileges and Responsibilities of Membership

**502.6 PRIVILEGES AND RESPONSIBILITIES OF MEMBERSHIP**

- .1 - .7 *no change*
- .8 All clubs are required to comply with USA Swimming Pre-Employment Screening Procedures for New Employees for all new employees who are required to be members under ~~502.4~~ 305.4 or 502.6.3. (effective August 31, 2011)

HK-10 ADOPTED

Location: Page 141 701.1 Events/Meets  
Page 12 Official Glossary

701.1 Events/Meets

- .1 - .3 (no change)
- ~~.4 Internet Distance Challenge~~
  - A. ~~A National Internet Distance Challenge shall be conducted annually. Except for .4C(4) below, swims must take place between September 1 and August 1.~~
  - B. ~~Times submitted from a 25-meter course shall be converted and integrated with yard times.~~
  - C. ~~Events~~
    - (1) ~~Age Group in 25 yard/meter pools~~ — Swim own age in following distances:  
9,10 year olds 1000 yards/800 meters; 11,12 year olds 2000 yards/1600 meters; 13,14, 15,16, 17,18 year olds 3000 yards/2400 meters;

- ~~(2) Senior — 5000 yards/4000 meters in 25 yard/meter pools;~~
- ~~(3) One Hour Swim for Distance (Age Group and Senior) in 25 yard/meter pools;~~
- ~~(4) Ten Kilometer Swim (Age Group starting with the 13-14 age group, and Senior) in 50 meter pools (may be contested anytime from April 16 of the current year through April 15 of the next year).~~

**D. Awards**

- ~~(1) Age Group — First through sixth places;~~
- ~~(2) Senior — First through tenth places;~~
- ~~(3) Teams (Clubs) — First three places using 16 place scoring based on the composite score of any club's individual members' scores;~~
- ~~(4) With the concurrence of USA Swimming, meet hosts may offer additional awards and incentives.~~

**Official Glossary**

~~**Internet Distance Challenge**— a swimming competition conducted in multiple pool locations with results compiled in a central location.~~

HK-11 <b>ADOPTED</b>
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**Location:** Various

102.6C; 104.2.3B; 105.1.2A; 105.1.3; 105.1.3C; 201.1.2; 202.2.2; 202.3.5; 202.3.8; 202.4.8; 202.4.10; 202.6.1A&B; 203.9.2; 204.1; 205.7.1; 205.10.1; 207.3; 207.10.4E; 207.12.1C; ; 207.12.4A; 207.12.5; 207.12.7A; 302.2.4; 404.1.2; 506.11.3; 701.2.3A (1)-(3); 701.3; 701.5.1B; 701.5.2A

Change athlete/competitor, entrant to swimmer

Change athletic to swimming

HK-12 <b>ADOPTED</b>
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**Location:** Required LSC Bylaws

Chairman to Chair

Chairmen to Chairs

Vice-chair to vice chair

United States Swimming to USA Swimming

Completion of section references previously shown as Section 0

Deletion of references to Appendices that have been removed

Miscellaneous clean-ups of a similar nature

Anyone wanting a copy of the specific updates/location may contact John Morse ([john.morse@lodgeworks.com](mailto:john.morse@lodgeworks.com)) for a copy of the updated Required LSC Bylaws.