



## CT Swim House of Delegates Attendance Policy

Approved by Board of Directors, January 27, 2015

Amended by House of Delegates, October 11, 2022

Effective: Immediately and for attendance at the October 2022 House of Delegates

Amended by Board of Directors, April 21, 2026

The CSI Board of Directors believes it is important that meet hosts be involved members of Connecticut Swimming, Inc. (CSI), therefore attendance at a CSI House of Delegates (HOD) meeting is mandatory, in accordance with this policy, before a host may be awarded a sanction or approval.

In order to receive a sanction/approval, CSI Member clubs must have attended a HOD meeting, under the following conditions:

1. This attendance requirement is met when at least one (1) current USA Swimming non-athlete member affiliated with the club attends the HOD meeting and is listed on the attendance record of the meeting.
2. Attendance shall be defined as in the room (if held in person) or online for a majority of the full meeting. Attendance will be taken at the opening of the meeting and again at the close of the meeting. If an emergency happens during the meeting, the attendee must immediately notify the General Chair who will further notify the Secretary who will record the departure in the minutes. If the attendee is late to the meeting, it is the responsibility of the attendee to confirm with the General Chair and Secretary that the attendee is in attendance.
3. When one (1) annual HOD meeting is held during a calendar year (usually May), clubs must be in attendance at the meeting in order to be eligible to receive a sanction/approval for the subsequent two (2) seasons (September-March) and (April-August).
4. When two (2) semi-annual HOD meetings are held, clubs must be in attendance at the Spring (May) meeting in order to be eligible to receive a sanction/approval for the subsequent September through March season AND clubs must be in attendance at the Fall (September) meeting in order to be eligible to receive a sanction/approval for the subsequent April through August season.
5. All teams that haven't met the attendance requirement will be notified by the Secretary within 10 days of the HOD meeting date. The decision under this attendance policy may be appealed in writing within 10 days directly to the CSI Program Operations Vice Chair. Within 10 days of receipt of notification, the Program Operations Vice Chair will call a meeting consisting of the Senior Coach Representative, the Governance Committee Chair, the Senior Athlete Representative and General Counsel, who will review the appeal, including any extenuating or mitigating circumstances, and render their decision.
6. Teams will be fined \$100 for each HOD meeting missed. Teams who fail to make payment cannot bid on or host another sanctioned CT Swim meet until payment is made nor can said Team's swimmers represent their Team at any CT Swim sanctioned Championship meet. Athletes will have to participate as Unattached-CT.

7. The LSC Club Membership fee is \$230 to be paid via SWIMS along with the USA Swimming Club fee, designated by USA Swimming. The House of Delegates attendance requirement is met by an individual member with current USA Swimming membership and affiliated with the club.

This requirement is ongoing and required each season and/or year that a club plans to host a CSI sanctioned/approved meet.

This policy does not prohibit a Club from jointly hosting a meet with a Club that has satisfied this requirement. However, if the meet is jointly hosted by two (or more) clubs, only one (1) Club, which has satisfied the attendance requirement, will receive the benefit of the surcharge fee waiver. Any member club jointly hosting a meet must demonstrate in writing that various meet functions are shared between the two (or more) clubs to constitute a jointly hosted meet. This letter must be sent to Program Operation prior to being awarded a sanction/approval.

This policy does not prohibit USA Swimming member clubs registered with an LSC other than CSI or non-member clubs from receiving a sanction/approval when meeting all other requirements for such. For purposes of this policy, a CSI non-member club seeking a sanction/approval must not have been a CSI member club within the previous two (2) calendar years.

Additional requirements to obtain sanctions/approvals apply and eligibility under this policy does not guarantee sanction/approval.

Denial of a sanction/approval under this policy may be appealed in writing within 10 days in accordance with the [USA Swimming Zone Sanction Appeal Process](#).