

# Rules and Regulations

## Article 1

### Sanctions

#### A. Pre-Meet

1. Sanctions are approved by the Sanction Coordinator of ASI. As a condition for meet sanctioning and subsequent meet entry, each meet host will include the ASI Membership Verification Form as adopted by the 1997 House of Delegates (see Appendix for sample form) in the information sheet that requires every competing club to verify by signature that each and every competing swimmer entering that particular meet has a current USA Swimming registration and each coach attending that particular meet will be fully certified and properly registered with USA Swimming. A team will list all coaches and the expiration dates of their certifications on the membership verification form.
2.
  - a. Sanction fees are \$20.00.
  - b. Blanket sanctions are \$50.00.
3. The application for sanction and meet information sheet must be given to the Sanction Coordinator and a copy of the meet information sheet sent to the area Representative a minimum of sixty (60) days prior to the competition. The meet information sheet shall be provided to the webmaster of the ASI website so that it will be posted at least thirty (30) days prior to the entry deadline. The Sanction Coordinator shall maintain a list of teams requiring a hard copy of the meet information sheet. The meet director shall mail hard copies of the meet information to those teams so listed.
3. Meet information sheets are reviewed simultaneously by the Area Representative, Meet Referee, and the Sanction Coordinator prior to sanctioning to ensure that certain basic information is included. (See Appendix for meet information sheet guidelines.) Any member sponsoring a sanctioned swimming event must agree to meet all conditions of competition in accordance with the official swimming rules of ASI and USA Swimming.
3. The Sanction Director Shall send the original sanction approved form to the meet director, a copy to the Area Representative, and Meet Referee, and a copy to the ASI Treasure within 2 weeks of receiving all approved meet information.
3. A penalty of \$50 will be charged to the team if the sanction request is not sent to the Sanction Coordinator sixty (60) days in advance of the meet. An additional \$50 penalty will be charged if the request is not sent to the Sanction Coordinator within thirty (30) days. Date shall be determined by postmark, fax, or e-mail.
3. Pre-Meet – The meet host shall provide the ASI Membership/Registration Chair with a meet registration file from the meet management software at least three (3) days prior to the start of the meet. The meet host will work with the Registration. Membership chair to correct any registration errors in the meet entries.
3. Blanket Sanctions for Dual meets and Time Trials shall be permitted as follows:
  - a. The sanction fee must be paid by the host club and shall be good for one (1) year, September 1 through August 31.
  - b. An unlimited number of dual meets, time trials, swim-a-thons and postal meets may be conducted under this blanket sanction within the given period.
  - c. The initial blanket sanction application and sanction fee shall be submitted in the same manner as all the other ASI/USA Swimming applications, using the blanket sanction meet information format. (See Appendix for example). The original sanction number shall be issued by the Sanction Coordinator. Each sanction number shall contain a suffix indicating the number of meets held under that blanket sanction, e.g., 624-4 is the fourth (4th) meet held under that blanket sanction.
  - d. The Area Representative shall keep a log of all the meets held under each blanket sanction in the area. Once a blanket sanction has been approved, a team wishing to hold a meet under its blanket sanction need only contact its Area Representative in advance to receive a suffix number. The meet and/or time trial results

are distributed in the same manner as for any other meet. It is important that the full sanction number and suffix be indicated on the final results. For dual meets it is also important to list which teams attended.

- e. The final results should also include the following information:
    - 1) A copy of the meet information sheet.
    - 2) Meet date and sanction number on each page.
    - 3) A list of clubs attending the meet.
    - 4) List of all events.
    - 5) List of key officials.
  - f. No entry fees, as defined by ASI, may be charged. The hosting group may charge the swimmers and/or the participating team(s) with the cost of the swimming venue, as agreed by all of those involved.
  - g. Awards shall be limited to ribbons but are not required.
  - h. The event list need not be detailed. The information sheet may state that only those events listed for the Short Course JO/Senior Championships or Summer Long Course will be offered.
  - i. Dual meets and time trials shall conform to the current USA Swimming Rules.
9. Provision for time trials at invitational and championship meets shall be made as follows: Time trials shall be offered at all state championship meets and may be offered at other invitational meets if included in the meet information sheet. The time trials shall be open only to swimmers entered in the meet. The host of a state championship or invitational shall either utilize the following language in its meet information sheet or draft other language which may provide for a more organized procedure:

#### Time Trials

Time Trials may be conducted each day at the discretion of meet management. The tentative time trial schedule and procedure for entry shall be established at the first coaches meeting of the meet. A coach desiring to time trial a swimmer shall make a request to the meet referee who shall determine the timing and feasibility for conducting the time trial. There shall be no guarantee that a requested time trial event will occur.

## **B. Approved Meets / Foreign Team Participation**

- 1. High School Regional and State Championships and Alaska Masters Swim Clubs are the only organizations who may apply for approved meet status by ASI.
- 2. Any organization wishing to host a competition with approved meet status (other than Article 1.B.1) shall bring its proposal to the ASI Board of Directors for its approval.
- 3. Any club, team, or organization wishing to host a competition with foreign team participation within the boundaries of ASI shall bring its proposal to the ASI Board of Directors for its approval.

## **C. Post-Meet**

- 1. The post meet follow-up information listed is to be sent no later than two (2) weeks from the Monday following the meet. (See Appendix)
  - a. Final results. (See Appendix)
  - b. A copy of the electronic timing system computer printout or results for each event in which an unofficial state record was swum shall be signed by the Meet Referee or Administrative Referee and sent to the Record Chair.
  - c. One (1) copy of the Financial Summary of a Meet/Summary of Entries statement shall be sent to the Sanction Coordinator and one (1) copy to the Area Representative. The remittance check payable to ASI shall be sent directly to the Sanction Coordinator.

- c. Meet evaluation sheets for all championship meets should be given to participating clubs. The host club of a champion-ship meet will mail a summary of the evaluation sheet along with the final results to the Sanction Coordinator.

# Article 2

## Entry Fees

### A. Meet Entry Fees

#### *CHAMPIONSHIP MEETS: Statewide and Area*

Swimmer entry fee: \$4.50	\$1.50 to Host Club \$1.50 to ASI General Fund \$1.50 to ASI National Travel Fund*
Individual event fee: \$2.75	\$1.25 to Host Club \$0.50 to ASI General Fund \$0.50 to ASI National Travel Fund* \$0.25 to Great Alaska Open Travel Fund \$0.25 to Long Course Champ Travel Fund
Relay event fee: \$8.00	\$4.00 to Host Club \$2.00 to ASI General Fund \$2.00 to ASI National Travel Fund*

#### *INVITATIONAL*

Swimmer entry fee: \$3.00	\$1.00 to Host Club \$1.00 to ASI General Fund \$1.00 to ASI National Travel Fund*
Individual event fee: \$2.25	\$0.95 to Host Club \$0.30 to ASI General Fund \$0.50 to ASI National Travel Fund* \$0.25 to Great Alaska Open Travel Fund \$0.25 to Long Course Champ Travel Fund
Relay event fee: \$5.00	\$2.80 to Host Club \$1.20 to ASI General Fund \$1.00 to ASI National Travel Fund*

\*(See Article 2.E. and Article 5.)

COMPETITION HELD UNDER BLANKET SANCTION: No entry fees shall be charged.

### B. Additional Fees

In addition to the meet entry fees described above, the host group for any meet may charge each swimmer entered in that meet an additional facility charge up to a value equal to \$5.00 times the total number of scheduled days in the meet, with a maximum charge of \$16.00 per swimmer.

### C. Post-Meet Financial Procedure

Refer to your team's ASI Meet Management binder which is distributed by the Sanction Coordinator. All current requirements and forms will be updated as necessary and sent to each team by the Sanction Coordinator. Send appropriate amount of fees collected directly to the ASI Sanction Coordinator.

### D. Other Revenues

All revenues collected from snack bars, heat sheets, sponsorships, etc., may be retained by the host club.

### E. Alaska Travel Fund

The ASI Travel Fund will be collected for each swimmer meet entry, individual event entry, and relay event entry. It may be transmitted in one sum with meet fees, but shall be clearly designated as ASI Travel Fund fees. Clubs that fail to report and

transmit the collected Travel Fund monies shall be denied sanctions.

# Article 3

## Conduct of Meets

### A. General

1. **Age-Groups** - USA Swimming recognizes the following age groups for age group competition: 10 and younger; 11, 12, 13, 14, 15, 16, 17, 18 or 15-18, and 19 and over. In addition, ASI recognizes the 8 and under age group.
2. **Events** - Events in all age groups shall conform with the list of events recognized under the current USA Swimming Code. Alaska also recognizes the following events for the 8 and under age group:
  - 25 - 50 - 100 Free
  - 25 - 50 Back
  - 25 - 50 Breaststroke
  - 25 - 50 Butterfly
  - 100 Individual Medley
  - 100 Free Relay
  - 100 Medley Relay
3. **Consolidated Events** – ASI may sanction freestyle events 400 meters/500 yards and longer, 200 yard/meter backstroke, breaststroke and butterfly and 400 individual medley seeded as a single event, without regard to swimmers' ages or gender, in order of submitted times.
4. **Combined Events** - At the Meet Referee's discretion, events may be combined at ASI meets by age, sex, distance, and/or stroke provided there is at least one (1) empty lane between such combined events.
5. **Officials** - The host club shall be responsible for acquiring and selecting all officials.
6. **Time Standards**
  - a. A set of time standards will be created for all ASI state Championship Meets. These standards will be set by a time standards committee composed of the Senior Vice-Chair, Age Group Vice-Chair, and two coaching members-at-large appointed by these chairs. The time standards for all short course championship meets will be given to each team/club at the annual House of Delegates Meeting. Time standards for the long course championship meet will be mailed to each area representative and team/club by September 1.
  - b. Relay events in all Alaska Championships shall have no qualifying times. A swim team/club may enter no more than (2) individually non-qualified swimmers per relay event.
  - c. National Time Standards may be used for any meet calling for such time standards.
  - d. The last digit for all time standards shall be a nine (.09).
  - e. Qualifying times for Championship meets will be listed as both Short Course Yards (SCY), Short Course Meters (SCM), and Long Course Meters (LCM) standards. A swimmer may enter individual events for which he/she qualifies with SCY, SCM, or LCM entry times. Entry times must be submitted in the format swum. Meet Management shall seed all entries by conforming each to the course of competition. Meet Management will list all entries with the times submitted for each individual entry.

All times must meet the appropriate qualifying standard and eligibility time frame and must be verified. The short course meter times shall be non-conforming for all meets and shall follow all other non-conforming times. The 400 meter, 800 meter, and 1500 meter freestyle times shall equal the corresponding 500 yard, 1000 yard, and 1650 freestyle short course times.

7. **Eligibility** - To be eligible to participate in an ASI USA Swimming sanctioned meet, a swimmer must be a USA Swimming or FINA registered athlete member. In addition:
  - a. Eligibility for any ASI USA Swimming sanctioned non-championship meet shall be at the discretion of the host club(s).
  - b. Participants in Speedo/ASI Age-Group, and Junior Olympic Championships shall be registered athlete

members of Alaska Swimming, Inc.

- c. Participants in Speedo/ASI Long Course and Speedo Senior Region XIV Great Alaska Open meet shall be registered athlete members of any USA Swimming LSC or any recognized FINA member.
- d. Eligibility for ASI Area Championship meets shall be determined by the area clubs involved.
- e. Exceptions to (a) and (c) above may be made in accordance with ASI Article 1.B. No exceptions will be allowed for paragraph (b).

## 8. Entries

- a. Entry forms for ASI USA Swimming sanctioned meets shall be in the form prescribed by meet management and specified in the meet invitation. A paper alternative to computer disks shall be available for all meets.
- b. Hard copy meet entries shall be postmarked and/or hand delivered or sent by facsimile by deadline date as specified in the meet entry information sheet. In no case will this deadline be earlier than two Wednesdays before the start of the meet. Meet entries which are submitted by e-mail (Electronically) may be due at a later date as specified in the meet entry information sheet. The person receiving meet entries by e-mail (Electronically) shall reply to the sender to acknowledge receipt. It is the responsibility of the person submitting the entries to determine that the entries have been received and to maintain a document trail evidencing the submission and receipt. The host organization may provide for a penalty (up to \$50) for late submission of entries in the meet entry information sheet.
- c. Swimmers must enter their best times which have been achieved at sanctioned events. A swimmer may enter individual events for which he/she/qualifies with SCY, SCM, or LCM entry times. Entry times must be submitted in the format swum.

All times must meet the appropriate qualifying standard and eligibility time frame and must be verified.

- d. Teams in dual meet competition, by mutual consent, may enter more contestants and relays per event than recommended.
- c. It is recommended the host team of any LSC Championship meet compile entry lists, heat sheets, final sheets and final results by computer.
- c. Verification of an athlete's membership in USA Swimming shall be made by a signature of a club official or coach on the ASI Membership Verification Form. Penalties for falsifying membership shall be imposed as per Article 8.4. Not signing the ASI Membership Verification Form does not allow club officials or coaches to claim ignorance with regards to fines that may be imposed.
- c. Verification of coach membership and certification shall be made by a signature of a club official or coach on the ASI Coach Membership Form.

## 9. Individual Scratch Rule - Each swimmer shall inform himself of the meet starting time and shall report to the proper meet authorities promptly upon call.

- a. **Pre-seeded Meets** - Each swimmer shall report promptly to the starting location prior to the start of each race in which he is entered.
  - 1) Any swimmer not reporting for or competing in an individual timed final event shall not be penalized.
  - 2) Any swimmer not reporting for or competing in a preliminary heat when finals are scheduled shall not be penalized.
- b. **Events Seeded on the Deck** - Any swimmer entered in an individual event that is seeded on the deck, in whole or in part, who has checked in for that event, must swim in the event unless he notifies the clerk of course before the seeding for that event has begun that he wishes to scratch. Failure to scratch prior to seeding and not swimming the event will result in his or her being barred from the next individual event in which he or she is entered on that day or the next meet day. Events seeded on the deck shall be closed for seeding no later than thirty (30) minutes prior to the start of the event.

### c. **Scratching from Consolation Finals and Championship Finals**

- 1) Any swimmer qualifying for a consolation final or championship final race in an individual event who fails to compete in said consolation final or championship final race shall be barred from further competition for the remainder of the meet, except as noted in "d" below.
- 2) In the event of withdrawal or barring of a swimmer from competition, the Referee shall fill the consolation final or championship final when possible with the next qualified swimmer(s). First and second alternates shall be announced along with the final qualifiers. These alternates shall not be penalized if unavailable to compete in the finals.
- 3) Where consolation finals have not yet been swum and a barring or withdrawal is known to the Referee, the Referee shall re-seed the consolation final and the championship final. If necessary, the Referee may insert the alternate(s) in the appropriate lane(s), filling all lanes in the championship final.
- 4) If a consolation final has already been contested, the championship final shall be swum without reseeding for the empty lane(s).

### d. **Exceptions for Failure to Compete** - No penalty shall apply for failure to withdraw or compete in an individual event if:

- 1) The Referee is notified in the event of illness or injury and accepts the proof thereof.
- 2) A swimmer qualifying for a consolation final or championship final race following preliminaries notifies the Referee within thirty (30) minutes after announcement of the qualifiers for that final race that he may not intend to compete and further declares his final intentions within thirty (30) minutes following his last individual preliminary event.
- 3) It is determined by the Referee that failure to compete is caused by circumstances beyond the control of the swimmer.

## 10. **Relay Scratch Rule**

### a. **Pre-Seeded Meets** - Any relay team entered in a pre-seeded relay event that fails to compete in or report for that event shall not be penalized.

### b. **Relays Seeded at the Meet**

- 1) Any relay team entered in a relay event that is seeded at the meet in whole or in part, that has been checked in and the swimmers' names declared for that event, must swim the event unless the clerk of course is notified before the seeding for that event is begun that the relay team wishes to scratch.
- 2) A relay team member failing to appear ready to swim for the relay event shall be barred from the next individual event in which he is entered, either that day or the next meet day. The relay team members who do appear ready to swim shall not be penalized for failure of other relay team members to appear.
- 3) Exceptions - Relay teams or team members who give acceptable notification to the Referee of illness, injury, or that failure to compete is caused by circumstances beyond the control of the swimmer(s) shall not be penalized.

## 11. **Safety**

- a. The safety of everyone on deck at ASI-sanctioned swim meets shall be the highest priority for the Meet Referee and all certified officials present. Striving to provide a healthy and safe environment on deck takes precedence over improving conditions for competition and minimizing meet cost and duration. For behaviors risking the health or safety of anyone in the swimming venue, the Meet Referee has the authority to impose any restriction on the participation of any swimmer, coach or volunteer in the meet deemed appropriate, up to and including removing the offender from the swimming venue (per USA Swimming regulation 102.10.3).
- a. The Meet Referee may delegate authority (other than imposing disciplinary actions) to other personnel on deck to carry out any aspects of maintaining meet safety.
- a. Because of the extreme weather conditions common during swim meets in Alaska, the Meet Referee must be familiar with the emergency response and evacuation plans for the meet venue. The facility



staff have the primary authority and responsibility in the event of an emergency, but the Meet Referee and all certified officials on deck will assist the staff as requested.

- a. At least one Safety Marshal shall be identified in the sanction application for each meet submitted to the Sanction Coordinator. The Safety Marshal must be a member of USA Swimming and at least 18 years of age. Additional safety marshals may be designated at the meet by the Meet Referee as needed.
- a. The Safety Marshal shall wear identifying attire and carry a whistle or other device capable of alerting a swimmer in the water. It is the responsibility of Meet Management that the above safety equipment be available for the Safety Marshal's use.
- a. The Safety Marshal shall inspect the pool and deck area before the start of pre-meet warm ups, to identify and have corrected any identified hazard to health or safety. Examples of such hazards include biological substances (especially bodily fluids) on deck or in the water; objects on the deck which may cause slips, trips or falls; and glass (or other sharp objects) anywhere on deck.
- a. Before the start of warm ups, the Safety Marshal shall clearly mark all lanes which are closed to race starts. Warm ups will begin when the Safety Marshal (with the concurrence of the Meet Referee) opens the pool. The Safety Marshal shall open lanes for race starts at the times specified in the meet information sheet (consistent with ASI Warm Up/Warm Down Procedures). It is the responsibility of Meet Management that devices to mark the lanes closed to race starts be available for the Safety Marshal's use.
- a. The Safety Marshal shall remain on deck during pre-meet warm ups, and strive to maintain order on deck and in the pool. This includes attempting to stop any unsafe horseplay or running on deck, which are prohibited at all times. Forcing anyone into the water under any circumstance is a serious safety infraction for which the Meet Referee will impose appropriate disciplinary action.
- a. No swimmer shall enter or remain in the water for warm up or warm down, at any time before, during, or after the meet, unless under the direct control of a team coach (or coach of record on deck) in line of sight. The team coach is responsible for swimmers' entering the water using the approved ASI procedure. The Safety Marshall shall bring repeated and/or flagrant violations during pre-meet warm ups to the attention of the Meet Referee for appropriate disciplinary action.
- a. The Meet Referee may assign the Safety Marshall to monitor warm ups during breaks in the competition if deemed necessary to maintain safety.
- a. At all times, all certified officials on deck are authorized to stop any unsafe behaviors observed at the swimming venue, including on deck or in the water. Behaviors significantly risking the safety of anyone on deck shall be brought to the attention of the Meet Referee for appropriate disciplinary action.

- 12. Technical Rules Protests** - Prior to the start of each championship meet, the ASI Administrative Vice-Chair shall appoint a Technical Jury composed of at least one athlete representative from a slate provided by the ASI Athlete Representatives, at least one coach, and at least one, but not more than three other persons. Written protests involving technical rules, except disqualification due to judgment decisions by deck officials, shall be made to the meet referee within 30 minutes of the protested act or occurrence. Decisions of the meet referee regarding these protests may be appealed to the Technical Jury, whose decision must be made the day of the protest.

The jury shall not adjudicate judgment decisions, which can only be considered by the Referee under Section 102.13 of the USA Swimming Code.

For all other meets sanctioned within ASI, the meet referee may appoint a Technical Jury. The Technical Jury shall be composed of at least one athlete, one coach and at least one, but not more than three other persons.

- 13. Conduct of Finals** – The order of heats during the finals for a preliminary and final event will be swam as bonus, consolation, and final in that order.

## **B. Speedo Senior Region XIV Great Alaska Open**

1. Swimmers may enter all individual events in which they are qualified, but will be limited to compete in four (4) individual events, exclusive of relay events and time trials.
1. Qualifiers will receive up to two (2) bonus swims.
1. All individual events shall be conducted with preliminaries, consolation finals and championship finals on the same day except the 1000 freestyle and 1650 freestyle which shall conducted as timed finals in alternating years, swum fastest heat to the slowest heat alternating girls/boys on Friday. All individual events shall be conducted

with preliminaries and finals regardless of the number of entries. All relays shall be conducted on a timed final basis.

1. Qualifying Time Period - See Article 3.G.2.
1. This meet shall be held on the last full weekend in January.
1. This meet shall be conducted in Long Course Meters in Olympic years.
1. This meet shall be conducted in Short Course Meters when hosted in Northern Area.
1. The time standards for the Speedo Senior Region XIV Great Alaska Open will be set by a time standards committee composed of the Senior Vice-Chair, Age Group Vice-Chair, and two coaching members-at-large appointed by these chairs. These standards will be mailed to the coaches two weeks after the completion of the meet.
1. Relay events in the Speedo Senior Region XIV Great Alaska Open shall have no qualifying times. A swim team/club may enter no more than (2) individually non-qualified swimmers per relay event.
1. Order of events:

FRIDAY	SATURDAY (prelims)	SUNDAY (prelims)
1650 Free	200 Free	200 IM
(Alt)	100 Back	100 Free
1000 Free	200 Breast	200 Fly
800 Free Relay	100 Fly	100 Breast
	50 Free	200 Back
	400 IM	500 Free
	400 Med. Relay	400 Free Relay
	SATURDAY (finals)	SUNDAY (finals)
	200 Free	200 IM
	100 Back	100 Free
	200 Breast	200 Fly
	100 Fly	100 Breast
	50 Free	200 Back
	400 IM	500 Free
	200 Free Relay	200 Med. Relay

The 1650 Free and 1000 Free will be swum in alternate, non-Olympic years. During Olympic years males will swim the 1500m Free and females will swim the 800m Free

\*The free relay events on Sunday will be conducted as timed finals with all heats swum as scheduled during the preliminaries.

1. It is recommended that awards for each event be presented to the swimmers prior to the start of the next championship event.
1. A break of at least two (2) hours shall be scheduled between preliminaries and finals with the pool available for warm-ups during the last hour.
1. Scoring:  
 Individual 16-13-12-11-10-9-7-5-4-3-2-1  
 Relays 32-26-24-22-20-18-14-10-8-6-4-2

Exception: when meet is held in an eight (8) lane pool, eight (8) lane scoring will be used as follows:

Individual events:

Final 20-17-16-15-14-13-12-11  
 Consolation 9-7-6-5-4-3-2-1

Individual point values shall be doubled for relays.

Scores shall be kept on combined team scores, men's and women's team scores, and individual scores. All the above scores shall be included in the official results.

1. Awards: See Article 3.I.
14. Travel assistance for the Speedo Senior Region XIV Great Alaska Open will be distributed on an equitable basis for all qualified participants attending the meet from areas outside the host area or those within the host area, unable to drive to the meet within two (2) hours. The funds for the Great Alaska Open Travel Fund come from meet entry fees (See Article 2.A. Meet Entry Fees). Procedures for distribution of such monies will be established by the Board of Directors.

### C. Speedo/Alaska Swimming Age-Group Championship

1. Swimmers may enter three (3) events per day for a maximum total of seven (7) over the three (3) days. This is exclusive of relay events.
2. All events shall be conducted with preliminaries and finals on the same day with the exception of the 400 IM and 500 freestyle which shall be conducted as timed final/consolidated events and swum fastest to slowest alternating girls/boys with girls swimming first during their respective preliminary sessions. The fastest two (2) heats of all 11 and over relays shall be swum as timed finals during the finals sessions with all other heats of relays swum as timed finals during the preliminary sessions. All 10/U events will be conducted as timed finals during the preliminary session. All preliminary events will be consolidated by stroke and distance, but not by gender.
3. Qualifying Time Period - See Article 3.G.2.
4. This meet shall be held on the weekend beginning on the first Friday in December and shall include: 10/U, 11 year old, 12 year old, 13 year old, and 14 year old age divisions.
5. Relay events in the Speedo/Alaska Swimming Age-Group Championships shall have no qualifying times. Age groups shall be combined for all relay events: 10/U, 11/12, and 13/14. A swim team/club may enter no more than two (2) individually non-qualified swimmers per relay event.
6. Meet Format:

Friday	Saturday	Sunday
10/U 50 Back	10/U 200 IM	10/U 200 Free
11 50 Back	11 200 IM	11 200 Free
12 50 Back	12 200 IM	12 200 Free
11 200 Back	13 200 IM	13 200 Free
12 200 Back	14 200 IM	14 200 Free
13 200 Back		
14 200 Back		
10/U 50 Fly	10/U 50 Free	10/U 50 Breast
11 100 Fly	11 50 Free	11 100 Breast
12 100 Fly	12 50 Free	12 100 Breast
13 100 Fly	13 50 Free	13 100 Breast
14 100 Fly	14 50 Free	14 100 Breast
10/U 100 Free	10/U 100 Breast	10/U 100 Fly
11 100 Free	11 50 Breast	11 50 Fly
12 100 Free	12 50 Breast	12 50 Fly
13 100 Free	11 200 Breast	11 200 Fly
14 100 Free	12 200 Breast	12 200 Fly
	13 200 Breast	13 200 Fly
	14 200 Breast	14 200 Fly

10/U 100 IM  
11 100 IM  
12 100 IM

10/U 500 Free\*  
11 500 Free\*  
12 500 Free\*  
13 500 Free\*  
14 500 Free\*

10/U 100 Back  
11 100 Back  
12 100 Back  
13 100 Back  
14 100 Back

11 400 IM\*  
12 400 IM\*  
13 400 IM\*  
14 400 IM\*

11/12 400 Free Relay  
13/14 400 Free Relay

10/U 200 Free Relay  
11/12 200 Free Relay  
13/14 200 Free Relay

10/U 200 Medley Relay  
11/12 200 Medley Relay  
13/14 200 Medley Relay

\*Consolidated event/timed final

7. A break of at least two (2) hours shall be scheduled between preliminaries and finals with the pool available for warm-ups during the last hour.
8. Scoring: Individual 7-5-4-3-2-1  
Relays 14-10-8-6-4-2

Exception: when the meet is held in an eight (8) lane pool, eight (8) lane scoring will be used. (See USA Swimming Rule 102.7.3)

Scores shall be kept on combined team scores and individual scores. All the above scores shall be included in the official results.

9. Awards: See Article 3.I.

#### **D. Alaska Swimming (name of area) Area Championship**

1. The time, place, and mechanics of the area championship meet will be determined at the area level.
2. For a suggested format, refer to the ASI Junior Olympic Championships, Article 3.E.10.

#### **E. Speedo/Alaska Swimming Junior Olympic Championship**

1. Swimmers may enter three (3) events per day for a maximum total of seven (7) over the three (3) days. This is exclusive of relay events.
2. All events shall be conducted with preliminaries and finals on the same day with the following exceptions: The 400 IM events will be swum as timed finals at the conclusion of preliminaries; the 500 freestyle events will be swum as timed finals during the prelim session; the 1000 and the 1650 freestyle events shall be conducted as timed finals as the last event of their respective preliminaries sessions; the fastest two (2) heats of all relays will be swum as timed finals during the finals sessions with all other heats of relays swum as timed finals during the preliminary sessions; all 10/U events (individual and relay) will be swum as timed finals during the prelim sessions. When the venue allows, all preliminary events and the 500, 1000, and 1650 freestyle events shall be swum at both ends of the pool.
3. The 1000 and 1650 freestyle events shall be deck seeded with positive check in and shall be swum fastest to slowest with all ages combined. The boys' and girls' heats shall alternate with girls swimming first. Scoring by age group will follow section 12 below.
4. The 400 IM and the 500 freestyle events shall be deck seeded with positive check in and shall be swum fastest to slowest with all ages combined. The boys' and girls' heats shall alternate with girls swimming first. Scoring will be computed by age group event and awards will be generated by age group event.
5. Qualifying Time Period - See Article 3.G.2.

6. This meet shall be held on the second weekend (second Thursday) in April, unless that weekend is Easter, in which case the meet shall be held on the third weekend. It shall include the 10/U, 11/12, 13/14, and 15/Older age groups. Both a final heat and a consolation final heat will be included for the 15/Older age group and both will be scored. All 15/Older distance events will be scored 1<sup>st</sup> – 16<sup>th</sup> place, with 9<sup>th</sup> – 16<sup>th</sup> scored as consolation finals. Swimmers 20 years or older on the first day of the meet may not advance beyond prelims or score in timed finals,
7. The time standards for the Speedo/Alaska Swimming Junior Olympic Championship shall be set by a time standards committee composed of the Senior Vice-Chair, Age Group Vice-Chair, and two coaching members-at-large appointed by these chairs. These standards will be mailed to coaches two weeks after the completion of the meet.
8. Relay events in the Speedo/Alaska Swimming Junior Olympic Championship shall have no qualifying times. A swim team/club may enter no more than (2) individually non-qualified swimmers per relay event
9. Central Area shall be the official host of this meet
10. Meet Format

Thursday	Friday	Saturday	Sunday
11/12 1650 Free*	11/12 400 Med. Relay*	11/12 400 Free Relay*	10/U 200 Free Relay*
13/14 1650 Free*	13/14 400 Med. Relay*	13/14 400 Free Relay*	11/12 200 Free Relay*
15/O 1650 Free*	15/O 400 Med. Relay*	15/O 400 Free Relay*	13/14 200 Free Relay*
			15/O 200 Free Relay*
	10/U 200 IM	10/U 200 Med Relay*	11/12 200 Back
	11/12 200 IM	11/12 200 Med Relay*	
	13/14 200 IM	13/14 200 Med Relay*	10/U 50 Breast
	15/O 200 IM	15/O 200 Med Relay*	11/12 50 Breast
			13/14 100 Breast
	10/U 50 Back	10/U 200 Free	15/O 100 Breast
	11/12 50 Back	11/12 100 Free	
	13/14 200 Back	13/14 100 Free	10/U 100 Free
	15/O 200 Back	15/O 100 Free	11/12 200 Free
			13/14 200 Free
	10/U 100 Fly	10/U 100 Breast	15/O 200 Free
	11/12 100 Fly	11/12 100 Breast	
	13/14 200 Fly	13/14 200 Breast	10/U 50 Fly
	15/O 200 Fly	15/O 200 Breast	11/12 50 Fly
			13/14 100 Fly
	10/U 50 Free	10/U 100 Back	15/O 100 Fly
	11/12 50 Free	11/12 100 Back	
	13/14 50 Free	13/14 100 Back	11/12 100 IM
	15/O 50 Free	15/O 100 Back	
			11/12 1000 Free*
	11/12 200 Breast	10/U 100 IM	13/14 1000 Free*
			15/O 1000 Free*
	10/U 500 Free*	11/12 200 Fly	
	11/12 500 Free*	11/12 400 IM*	
	13/14 500 Free*	13/14 400 IM*	
	15/O 500 Free*	15/O 400 IM*	

- \* The 400 IM is a timed final – swum at the end of prelims
- The 500 Free is a timed final – swum at the end of prelims
- The 1000 Free is a timed final – swum at the end of prelims
- The 1650 Free is a timed final – swum Thursday afternoon/evening
- Consolidated event/timed final

- 400 Med. Relay is a timed final – swum at the beginning of finals
- 400 Free Relay is a timed final – swum at the beginning of finals
- 200 Med. Relay is a timed final – swum at the beginning of prelims
- 200 Free Relay is a timed final – swum at the beginning of prelims

11. A break of at least two (2) hours shall be scheduled between preliminaries and finals with the pool available for warm-ups during the last hour.
12. Scoring:
  - All events are: 20-17-16-15-14-13-12-11 "A" Final
  - 15 & Over Consols: 9-7-6-5-4-3-2-1 "B" Final
  - (Double for relays)
  - Scored 1-8 relays only/

Scores shall be kept on combined team scores and individual scores. All the above scores shall be included in the official results.
13. Awards: See Article 3.I.
14. Travel Assistance for the Speedo/Alaska Swimming Junior Olympic Championship will be distributed on an equitable basis for all qualified participants attending the meet from areas outside the host area or those within the host area, unable to drive to the meet within two (2) hours. The annual USA Swimming athlete registration fee will include a portion designated for travel assistance. Procedures for distribution of such designated monies will be established by the Board of Directors.
15. During preliminaries on even numbered years, girls compete in the deep end on Friday and Sunday and the shallow end on Saturday while the boys compete in the shallow end on Friday and Sunday and the deep end on Saturday. During preliminaries on odd numbered years, boys compete in the deep end on Friday and Sunday and the shallow end on Saturday while the girls compete in the shallow end on Friday and Sunday and the deep end on Saturday.

## F. Speedo/Alaska Swimming Long Course Championship

1. Swimmers may enter four (4) events per day and a total of seven (7) over three (3) days. This is exclusive of relay events.
2. All events shall be conducted as timed finals in accordance with USA Swimming Rules and Regulations 102.5.4-Timed Finals.
3. The 400IM and the 400, 800, and 1500 freestyle events shall be deck seeded with positive check in and shall be swum fastest to slowest with all ages combined. The boys' and girls' heats shall alternate with girls swimming first. Scoring by age group shall follow section 10 below.
4. Qualifying Time Period – See Article 3.G.2.
5. This meet will be held on the last Friday, Saturday, and Sunday of July and shall include the 10/U, 11/12, 13/14, and 15/Older age groups.
6. The time standards for the Speedo/Alaska Summer Long Course Championship will be set by a time standards committee composed of the Senior Vice-Chair, Age Group Vice-Chair, and two coaching members-at-large appointed by these chairs. These standards will be mailed to the coaches two weeks after the completion of the meet.
7. Relay events in the Speedo/Alaska Long Course Championship shall have no qualifying times. A swim team/club may enter no more than two (2) individually non-qualified swimmers per relay event.
8. The meet format shall be as follows:

Friday	Saturday	Sunday
11/12 1500 Free*	15/0 200 Free Relay	15/0 200 Medley Relay
13/14 1500 Free*	13/14 200 Free Relay	13/14 200 Medley Relay
15/O 1500 Free*	11/12 200 Free Relay	11/12 200 Medley Relay
	10/O 200 Free Relay	10/U 200 Medley Relay
15/O 800 Free Relay	15/O 400 IM*	15/0 200 IM
13/14 800 Free Relay	13/14 400 IM*	13/14 200 IM

11/12 800 Free Relay	11/12 400 IM* 11/12 200 IM 10/U 200 IM	
	15/O 200 Free 13/14 200 Free 11/12 200 Free 10/U 200 Free	15/O 100 Free 13/14 100 Free 11/12 100 Free 10/U 100 Free
	15/O 100 Breast 13/14 100 Breast 11/12 50 Breast 10/U 50 Breast	11/12 200 Breast 15/O 200 Breast 13/14 200 Breast 11/12 100 Breast 10/U 100 Breast
	11/12 200 Back 15/O 200 Back 13/14 200 Back 11/12 100 Back 10/U 100 Back	11/12 200 Fly 15/O 200 Fly 13/14 200 Fly 11/12 100 Fly 10/U 100 Fly
	15/O 50 Free 13/14 50 Free 11/12 50 Free 10/U 50 Free	15/O 100 Back 13/14 100 Back 11/12 50 Back 10/U 50 Back
	15/O 100 Fly 13/14 100 Fly 11/12 50 Fly 10/U 50 Fly	15/O 400 Free* 13/14 400 Free* 11/12 400 Free* 10/U 400 Free*
	15/O 400 Medley Relay 13/14 400 Medley Relay 11/12 400 Medley Relay	15/O 400 Free Relay 13/14 400 Free Relay 11/12 400 Free Relay
	15/O 800 Free* 13/14 800 Free* 11/12 800 Free*	

\* Deck seeded with positive check in and shall be swum fastest to slowest with all ages combined. The boys' and girls' heats shall alternate with girls swimming first.

9. Scoring: All events are: 20-17-16-15-14-13-12-11 "A" Final  
15 & Over Consols: 9-7-6-5-4-3-2-1 "B" Final

Relays scores are doubled scoring 1-8 only.

Scores shall be kept on combined team scores and individual scores. The above scores shall be official results.

10. Awards: See Article 3.I.  
11. Travel assistance for the Speedo Alaska Swimming Summer Long Course Championship will be distributed on an equitable basis for all qualified participants attending the meet from areas outside the host area or those within the host area, unable to drive to the meet within two (2) hours. The funds for the Long Course Championship Travel Fund come from meet entry fees (See Article 2.A. Meet Entry Fees). Procedures for distribution of such monies will be established by the Board of Directors.  
12. The Speedo/Alaska Long Course Championship meet shall be open to all athletes registered as USA Swimming athlete members and athlete members of any recognized FINA member.

## G. Proof of Times for ASI Championship Meets

1. Qualifying times may be made at all USA Swimming sanctioned and approved meets and time trials as well as at Alaska High School Regional and State Championships provided USA Swimming officials are on deck whose sole purpose is to observe that the individual swims conform to the USA Swimming rules and regulations.
2. For meets requiring a qualifying standard, a valid time shall have been achieved within the following time frame:
  - a. **Speedo/Alaska Swimming Junior Olympic Championship:** January 1 of the previous year through the entry deadline for the current year's meet.
  - b. **Speedo Senior Region XIV Great Alaska Open:** January 1 of the previous year through the entry deadline for the current year's meet.
  - c. **Speedo/Alaska Swimming Summer Long Course Championship:** June 1 of the previous year through the entry deadline for the current year's meet.
  - d. **Speedo/Alaska Swimming Age-Group Championship:** September 1 of the previous year through the entry deadline for the current year's meet.
3. If two or more coaches from separate teams challenge an entry time, proof must be provided at the meet with official meet results by the team/unattached swimmer. If proof is not provided by the team/unattached swimmer on site, a proof of entry time form shall be completed. Proof of time must be postmarked or received within one week or 1) the swimmer will be withdrawn from the results of the challenged event(s); 2) the team/unattached swimmer shall be fined \$100 per challenged event; 3) the team/unattached swimmer shall be barred from further USA Swimming competition until the fines are paid to ASI or until the appropriate proof is provided; and 4) the request form will be forwarded to the Area Representative, Sanction Coordinator, and the ASI General Chair.

## H. Rotation of Championship Meets

	'08	'09	'10	'11	'12
Sen. Reg XIV Great AK Open (January)	C	SC	N	SE*	C
Spring Jr. Olympics (April)	C	C	C	C	C
Summer Long Course (July)	C	C	C	C	C
Age-Group Champ. (December)	SE	SC	N	SE	SC

\*Meet will always be held in Juneau when the meet is in SE. Central Area will always host the meet in Olympic years.

Note: Any area which cannot host a scheduled meet shall notify ASI Board of Directors six months prior to the date of the meet. Bids will then be sought for an alternate site.

## I. Championship Meet Awards

1. Applies to these Championship Meets:
  - a. Speedo Senior Region XIV Great Alaska Open
  - b. Speedo/Alaska Swimming Junior Olympic Championship
  - c. Speedo/Alaska Swimming Summer Long Course Championship
  - d. Speedo/Alaska Swimming Age-Group Championship
2. Awards - If funds are appropriated by the House of Delegates, ASI will pay for awards not covered by net entry fees and facility/award surcharges at the ASI Championships.



3. Individual Awards - First through sixth place (through eighth place for eight (8) lane pool).
4. Relay Event Awards - First through third place.
5. High Point Awards
  - a. Girls: first through third place - plaque, trophy, or other appropriate award
  - b. Boys: first through third place - plaque, trophy, or other appropriate award
6. Team Trophies
  - a. Age-Group, JO and Summer LC Championships - First through third place for combined points and a first for percent best time\* and a first for points per swimmer\*\*.
  - b. Speedo Senior Region XIV Great Alaska Open - First place girl's team  
 First place boy's team  
 1<sup>st</sup>-2<sup>nd</sup>-3<sup>rd</sup> place combined team points and a first for percent best time\* and a first for points per swimmer\*\*

\* based on number of best times/number of individual swims. To be eligible, a team must have at least six (6) swimmers entered in the meet.

\*\* The teams individual point total/the number of entered swimmers. To be eligible, a team must have at least six (6) swimmers entered in the meet.
7. Awards at all meets will have the title of that particular meet location. Cards will be attached to each award giving the following information:
  - a. Name of swimmer(s)
  - b. Name of the swimmer(s) team
  - c. Date of the meet
  - d. Title of the meet
  - e. Name of the event
  - f. Swimmer's official time
  - g. Location of the meet

## **J. Including Swimmers With a Disability in Championship Meets**

1. Swimmers with a disability may enter a championship meet once they have met the Alaska Disability Time Standard. Teams will be responsible to contact the meet director and referee to confirm events and placements.
  - a. Applies to these meets:
    1. Age Group Championships
    2. Great Alaska Open
    3. Junior Olympics
    4. Long Course Championships
2. The Alaska All-Star Team may include 2 (12 & under) and 2 (13 & over) swimmers that have a disability. Selection will be made by the Adapted Chair, Age-Group Chair, and Head Zone Coach based on the swimmers application for the All-Star Team.
  - a. Applies to:
    1. 2004 Western Zone Championship
    2. 2005 Western Zone Championship

# Article 4

## Alaska Swimming Records

1. ASI records may be set only by Alaska registered swimmers.
2. The record must be established in the relevant stroke-event.
3. ASI recognized State Records in Short Course Yards, Short Course Meters and Long Course Meters for the following age groups: 10 & Under, 11/12, 13/14, 15/16, 17/18, and Senior.
4. Records may be set in any meet or time trial held under sanction of ASI, or any High School Regional or State Championship where USA Swimming certified officials verify that such swims are in compliance with USA Swimming rules.
5. Times submitted for records must be from three (3) watches or from semi-automatic or automatic electronic timing and judging systems.
6. Record times may be established within ASI by using initial splits and lead-off relay times if they are accompanied by three (3) watches other than those assigned to the lane or automatic timing records.
7. Each swim which is to be considered for a record shall be submitted to the Record Chair on an Alaska Record Form and supported by entry cards or automatic timing machine printouts signed by the Referee or by official meet results. Relay swims must include first and last names and ages of all relay members as well as the order in which they swam.
8. Each submitted record will be considered for age group and senior records.
9. All properly submitted swims matching or bettering the listed record shall be recognized with a certificate of record achievement.
10. Any record, regardless of the age group in which the swimmer is competing, shall be a Senior record as well, if the current Senior record is broken.
11. A swimmer shall receive one certificate if he or she breaks a record twice in an event in the same meet. Both times shall appear on the certificate.
12. Each record swim, properly submitted, will be a new listed record.
13. A complete update of all record swims will be posted on the Alaska Swimming website before each Championship meet and at the House of Delegates Meeting. Hytek record files shall be updated by the records chair and posted on the Alaska Swimming website.
14. ASI records set by Alaska registered swimmers in sanctioned meets held in other LSC's, in regional meets, or in national meets will be recognized from correct official meet results with the claimed record clearly marked or from a statement by the meet officials giving the date and location of the meet. Responsibility of submission of record times achieved outside of ASI rests with the swimmers and coaches involved.
15. Long Distance Postal Meet Records - ASI recognizes state records for the following events when established in 25 yard pools:

9 year old: 1000 yard Freestyle	10 year old: 1000 yard Freestyle
11 year old: 2000 yard Freestyle	12 year old: 2000 yard Freestyle
13 year old: 3000 yard Freestyle	14 year old: 3000 yard Freestyle
15 year old: 3000 yard Freestyle	16 year old: 3000 yard Freestyle
17 year old: 3000 yard Freestyle	18 year old: 3000 yard Freestyle
Senior: 3000 yard Freestyle	

NOTE: The ASI long distance postal meet will be held once each year.

# **Article 5**

## **Alaska Travel Funds**

### **A. National Travel Fund**

#### **1. Purpose**

The ASI National Travel fund will be used to help defray the travel costs of ASI athletes and their coaches who participate in USA Swimming Sectional Championships, National Championships, USA Swimming Open Championship, National Team Selection meets, and/or Phillips 66/USA Swimming National Meets. The fund will also be used to defray travel costs of the appointed ASI All\*Star Team coaches.

#### **2. Fund Source**

Travel fund monies for each National meet shall be approved by the House of Delegates at the Annual Meeting as part of the annual budget. The source of funding shall be ASI National Fund monies and the General Fund as determined by the House of Delegates.

#### **3. Distribution of the ASI National Travel Fund**

48% to Western Zone  
20% to Short Course Senior Sectional  
10% to Long Course Senior Sectional  
10% to National Championships  
10% to Camp Education in ASI  
2% to National Disability Championships

#### **4. Control of Funds**

The ASI National Travel Fund shall be under the exclusive control of the ASI Board of Directors and shall be deposited and managed by the ASI Treasurer. The Administrative Vice-Chair and the Age Group Vice-Chair shall advise the ASI Treasurer on the use of funds.

#### **5. Eligibility for the ASI National Travel Fund**

- a. Swimmers shall:
  1. Be currently registered ASI athlete members.
  2. Be qualified for at least one individual event at the National meet.
  3. Be a member in good standing of an ASI team.
  4. Have swum in one of the last round of ASI statewide championship meets and not represented another LSC 120 days prior.
- b. Collegiate swimmers who maintain ASI athlete registration, reside in Alaska, and represent an ASI team are exempt from the requirement in paragraph a.4. above.
- c. Currently registered ASI coaches who accompany qualifying swimmers may apply for travel reimbursement funds.

#### **6. How and When to Apply**

- a. When notified by the swimmer's coach that a swimmer has qualified for a USA Swimming Sectional Championship or National Championship, the ASI Senior Vice-Chair will forward a packet containing: 1) letter of congratulations from the ASI Board of Directors; 2) a copy of swimmers' code of ethics/conduct; 3) a copy

of swimmer commitment contract to be signed by the athlete, the athlete's parents and coach and returned to the Senior Vice-Chair; and 4) reimbursement request forms.

- b. Coaches and participating swimmers shall submit a Travel Reimbursement Request form to the Treasurer of ASI postmarked no later than the third Monday following the last day of the meet. If the Travel Reimbursement Request form is not available, a signed letter may be substituted which must include: swimmer's name, mailing address, and phone number; name of Alaska team represented; name, date, and location of the last ASI statewide championship meet attended; national meet name, date, and location; event(s) swum; copy of travel tickets; receipts for out-of-pocket expenses; a statement that no funding for the expenses reimbursed by ASI has been or will be received from another source; and answers to the following questions: "In general, what does being a competitive swimmer in Alaska mean to you?" and "What did you learn at the National championship?"

## **7. Disbursement**

- a. Time - Swimmer and Coach applications must be postmarked by the 3<sup>rd</sup> Monday after the close of the meet. Swimmers who complete a timely application will be given priority for reimbursement, until no money is available.
- b. Amount - Acceptable expenses include airfare, lodging, and ground transportation (as verified by receipts) but exclude meals. Air travel reimbursements shall not exceed coach 21-day advance fares. Accommodations shall not exceed \$50.00/day. Reimbursement maximums shall be reduced by \$50.00, for each 30 days, or portion thereof, that requests are postmarked after the 3<sup>rd</sup> Monday following the close of the meet.
- c. Allocation hierarchy – Funds will be allocated pro rata between all participants, subject to the number of qualified applicants each year, on the following basis:
  - 1. Timely applicants: 100%, up to the limits of 7b.
  - 2. Late applicants: 100%, of the reduced maximum.
  - 3. Coaches: pro rata distribution of balance, not to exceed actual expenses.
  - 4. Funds will be distributed no later than December 31, of the event year.
- d. Alaska Travel Fund monies will be disbursed to swimmers before General Fund money which the House of Delegates may have appropriated for additional support of travel fund activities. Money left in any Alaska Travel Fund at the end of the year, after all reimbursements have been paid, will be carried forward to that Alaska Travel Fund's next year's balance.

## **B. Great Alaska Open Travel Fund**

### **1. Purpose**

The fund will be used to help defray the travel costs of ASI athletes from areas outside the host area who participate in the ASI Speedo Senior Regional XIV Great Alaska Open.

### **2. Fund Source**

The funds for the Great Alaska Open Travel Fund come from meet entry fees (See Article 2.A. Meet Entry Fees). Procedures for distribution of such monies are as follows:

- a. A factor will be calculated as the ratio of:
  - i) All travel expenses incurred by athletes from outside host area and postmarked by the third Monday after the close of the meet.

- ii) All money in the Great Alaska Open Travel Fund raised from splash fees in the prior calendar year.
- b. The Treasurer will issue a reimbursement check by the fifth Monday following the close of the meet for the expenses submitted under (a)(i) multiplied by the factor calculated in (a).
- c. Any reimbursement requests from clubs received more than two weeks following the close of the meet will not be honored.
- d. For purposes of this rule when the host area is Central Area, then the host area does not include Naknek, Cordova, and Valdez.

## **C. Junior Olympic Championship Travel Fund**

### **1. Purpose**

The fund will be used to help defray the travel costs of ASI athletes from areas outside the host area who participate in the Speedo/Alaska Swimming Junior Olympic Championship.

### **2. Fund Source**

The funds for the Junior Olympic Championship Travel Fund come from a portion of the annual USA Swimming athlete registration fee (See Article 8.2 Registration of Athlete Members). The procedures for distribution of such monies are as follows:

- a. A factor will be calculated as the ratio of:
  - (iii) All travel expenses incurred by athletes from outside the host area and postmarked by the third Monday after the close of the meet.
  - (iv) All money in the Junior Olympic Travel Fund raised from athlete registration fees in the prior calendar year.
- b. The Treasurer will issue a reimbursement check by the fifth Monday following the close of the meet for the expenses submitted under (a)(i) multiplied by the factor calculated in (a).
- c. Any Junior Olympic Travel Fund money from membership fees in the prior year but not received by the Treasurer until the current year will be treated as if earned in the current calendar year. Any reimbursement requests from clubs received more than two weeks following the close of the meet will not be honored.
- d. For purposes of this rule when the host area is Central Area, then the host area does not include Naknek, Cordova, and Valdez.

## **D. Alaska Long Course Championship Travel Fund**

### **1. Purpose**

The fund will be used to help defray the travel costs of ASI athletes from areas outside the host area who participate in the ASI Speedo Alaska Long Course Championship.

## **2. Fund Source**

The funds for the Alaska Long Course Championship Travel Fund come from meet entry fees (see Article 2.A. Meet Entry Fees). Procedures for distribution of such monies are as follows:

- a. A factor will be calculated as the ratio of:
  - a. A factor will be calculated as the ratio of:
    - i) All travel expenses incurred by athletes from outside the host area and postmarked by the third Monday after the close of the meet.
    - ii) All money in the Alaska Long Course Championship Travel Fund raised from splash fees in the prior year.
  - b. The Treasurer will issue a reimbursement check by the fifth Monday following the close of the meet for expenses submitted under (a)(i) multiplied by the factor calculated in (a).
  - c. Any reimbursement requests from clubs received more than two weeks following the close of the meet will not be honored.
  - d. For purposes of this rule when the host club is Central Area, then the host area does not include Naknek, Cordova, and Valdez.

## **Article 6**

### **Member Club Annual Elections**

All member clubs shall hold their annual elections at a time of their choosing, with the new officers to take office no later than September 1.

# Article 7

## Officials Certification

### A. Initial Certification

1. Alaska certification is awarded in the following categories:
  - a. Timer, Place Judge, Relay Take-Off Judge,
  - b. Stroke and Turn Judge,
  - c. Starter,
  - d. Referee, and
  - e. Administrative.
2. Initial certification of officials shall take place following a clinic approved by the Officials Committee and run by officials certified in the area of certification.

Exception: Initial certification for remote/rural areas (such as Nome, Unalaska, Kodiak) and Southeast communities may be obtained by taking the applicable current USA Swimming National Test without attendance at a clinic.

3. Testing at the clinics shall be done using current national tests.
4. The tests shall be scored or reviewed by the Area Officials Chair.
5. Persons instructed as deck officials with clinics and/or tests shall serve at meets as trainees under the supervision of experienced qualified officials. Certification of deck officials shall require the recommendation of meet referees under whom the training was accomplished in addition to the clinic instruction and approval of the Area Officials Chair.

Persons certifying under the exception above (7.A.2) are exempt from requirements of serving as a trainee. Their certification will remain, however, as apprentice until observed by an experienced referee and recommended for regular status.

### B. Operation

1. All certified officials must be current members of USA Swimming.
2. All key personnel at Alaska Championship Meets must be certified officials.
  - a. The following positions are deemed key personnel for the purposes of this section:
    - i) Across-the-Board Judges (two)
    - ii) Starters
    - iii) Stroke and Turn Judges\*
    - iv) Referee(s)

\* It is recommended these officials be representative of the four geographic areas.

- b. It is recommended that the officials for State Championship Meets be experienced qualified officials and be selected with the recommendation of the Area Officials Chairs.
3. The Officials Committee shall consist of the State Officials Coordinator and the four Area Officials Chairs.
4. The Officials Committee shall send a list of certified officials to each Area Representative yearly, with monthly updates as appropriate
5. The State Officials Coordinator (or designee) will issue credentials to each person achieving initial certification or recertification as stroke & turn judge, starter or referee. The credential will include the official's name, certified position, and expiration date for the certification.

### C. Recertification

1. Recertification of all officials shall be made every two years (in conjunction with the printing of the new USA Swimming Rule Book) in even numbered years. This can be done either by clinic or test as long as the official has been actively participating.
2. Recertification shall be completed by Dec. 31.
3. Transfer from other LSC's with requirements at least equal to the USA Swimming Guidelines may be accomplished by submitting evidence of current certification to the Alaska Officials Committee. Attendance at one clinic is recommended.

# Article 8

## Membership

### 8.0 Membership

Clubs, Organizations, Affiliated Groups, Athletes and Non-Athletes may become members of Alaska Swimming and USA Swimming by completing the requirements set forth in Section 8.1.

#### 8.1 Group Membership

##### 1. Clubs

Application for Club Membership may be obtained from the Alaska Swimming website. Membership is for a calendar year, although applications received between September 1 and December 31 are valid until December 31 of the following year. The affiliations of at least one athlete and one properly credentialed coach member are required for Club Membership. A Club is entitled to compete in its own name and to field relays.

##### a) Fees

Annual dues for Club membership are as follows:

\$120 for New Club Members

\$120 Renewal Clubs if received by November 30

\$140 Renewal Clubs if received by December 31

\$160 Renewal Clubs received after December 31

##### 2. Affiliated Groups

An Affiliated Group membership is available to any group interested in the sport of competitive swimming.

Organizations do not have coach and athlete members. Applications for Organization Membership are available on the Alaska Swimming website. Annual dues are \$120. Membership is for the calendar year, although applications received between September 1 and December 31 are valid until December 31 of the following year.

### 8.2 Individual Membership

#### 1. Athlete

a) To participate in sanctioned events, swimmers must be current athlete members of USA Swimming, in keeping with Articles 303 and 303 of the USA Swimming Rules. Membership in Alaska Swimming includes membership in USA-Swimming and insurance coverage provided by USA Swimming.

b) Athlete registrations are valid January 1 through December 31. Registrations received between September 1 and December 31 are valid through December 31 of the following year. The Athlete Membership fee includes a local fee of \$17, \$10 of which goes towards the Junior Olympic Travel Fund. The rest goes to the ASI General Fund.

- i) Seasonal Athlete Membership covers a continuous period of 150 days beginning the day of registration. Seasonal athlete memberships are not valid at or above the Zone level. The Seasonal Athlete membership fee includes a local fee of \$9, \$5 of which goes to the Junior Olympic Travel Fund. The rest goes to the ASI general Fund.

#### c) Transfers

- i) Swimmers transferring from one club to another must do so according to Article 203 of the USA Swimming Code. Specifically, "For a swimmer to represent a USA Swimming club in a competitive event, one hundred twenty (120) consecutive days must have elapsed without the swimmer having represented any other USA Swimming club in USA Swimming competition". Swimmers must apply for a transfer by submitting a ASI Transfer Form to the Registration Coordinator. The Transfer form must state the swimmer's name, USA Swimming number, birth date, name of club from which swimmer is transferring, date of last competition with that club, and name of new club (if any) to which the swimmer intends to attach after completion of the 120 days unattached period. This form must be signed by the Treasurer (an authorized official) of the swimmer's previous club, signifying all financial obligations have been made and by the coach of the previous team, verifying the swimmer's last date of competition representing that club.
- ii) Upon completion of the 120 day unattached period, and submittal of a properly filled out and signed ASI Transfer Form as in paragraph 3.a above, the swimmer may attach to the new club. A swimmer may remain in the unattached status. If attachment to a team is desired, an ASI Transfer Form must be submitted to the Registration Coordinator of ASI (if that form was not previously submitted) stating the swimmer's name, address, USA Swimming number, birth date, and name of club to which they wish to attach. The form must be signed by the Treasurer of the swimmer's previous club, signifying all financial



obligations have been met, and by the coach of the previous team, verifying the swimmer's last date of competition representing that club.

- iii) Swimmers competing for a secondary school, college or university need not apply for formal transfer to unattached status as stated in Article 303 of the USA Swimming Code. However, if they wish to attach to a different club than the one in which they are registered, they should submit an ASI transfer form as in Paragraph 3.b above.

## 2. Outreach Athletes

Outreach Athlete membership is available to qualified athletes in accordance with USA Swimming guidelines. The purpose is to make membership available to athletes who might otherwise not be able to afford regular membership. The fee for Outreach Athlete membership is just the USA Swimming fee of \$5. There is no local fee. USA Swimming guidelines for Outreach membership are: eligible for food stamps, eligible for free or reduced price school lunch programs, or eligible for similar need based programs.

## 3. Non-Athlete

### a) Coach Members

- i) To be a Coach member of USA Swimming, an individual must be a Non-Athlete member and must:
  - 1) hold the current safety credentials required by USA Swimming (current CPR, First Aid and Safety Training for Swim Coaches.) Photocopies of the front and back of coach credentials must be submitted along with the registration form.
  - 2) present proof of satisfactory completion of the USA Swimming coach education requirements before registering for the second year of coach membership. (Exemption: Individuals who can provide proof of coach membership in the 1998 or prior registration years shall not be required to complete education requirements.)
  - 3) pass the Background Screening. All coaches 18 years and older must pass the USA Swimming Background Screen. Coaches under age 18 are exempt.

### ii) Coach Membership Cards

#### 1) *Valid To* Cards

Coach membership cards will be valid until December 31, or until the first expiration date of a Coach Safety credential (CPR, First Aid or Safety Training for Swim Coaches), whichever occurs first. The *Valid To* date is printed in bold characters on the face of each coach membership card. When a coach member submits new credentials with a later expiration dates, the coach will receive a new coach card.

#### 2) Expired Coach Cards

If the required safety credentials are not provided before the passage of the *Valid To* date, the coach loses all coach privileges and authorities, and risks lapsed insurance coverage for the club.

### b) Non-Athlete, Non-Coach Members

- i) Any person interested in the purposes and programs of Alaska Swimming is eligible to be a Non-Athlete member.
- ii) Deck Officials (Starters, Referee, Stroke & Turn, etc.) must be Athlete or Non-Athlete members of USA Swimming.
- iii) Club Safety Coordinators must be members of USA Swimming.
- iv) Voting Members of the House of Delegates and Club Representatives to the House of Delegates must be members of USA Swimming.

c) Non-athlete registrations are valid January 1 through December 31. Applications received between September 1 and December 31 are valid through December 31 of the following year.

d) Non-Athlete Registration forms may be obtained from the Alaska Swimming website.

## 8.3 Early Registration Discount

Athlete (except Outreach Athletes) membership applications received electronically (via email or disk) by the Registration Chair before November 1 of the prior year shall be eligible for a discount. The discount amount is determined by the ASI Board. Current discount amount is \$2 per athlete for electronic registrations received by October 15 and \$1 per athlete for electronic registrations received by November 1. No discount will be given to any membership application received on paper.

## 8.4. Compliance

- a) Compliance with Paragraph 1 through 3 above must be accomplished prior to competition in a sanctioned

event. Any athlete not in compliance may be subject to review as provided for in the USA Swimming Code and Bylaws of ASI.

b) Any athlete entering a sanctioned event as a properly registered member of USA Swimming and ASI as applicable, who is in fact not properly registered, shall be subject to a fine of up to \$50.00 as shall be determined by the Review Section and shall be ineligible for registration until such a fine is paid.

c) Any athlete entering a sanctioned event as properly registered as a member of specific club or team (i.e. "attached") who is in fact not eligible to be so attached, shall be subject to a fine of up to \$25.00 as shall be determined by the Review Section, and shall be ineligible for registration as a member of a specific club or team (i.e. "attached") until such fine is paid.

d) In the event the improperly registered athlete described in Paragraphs b. or c. above is a member of a "relay team" which swims in a sanctioned event, the club or team so represented by such a relay team shall be subject to a fine of up to \$100.00 as shall be determined by the Review Section, and shall be ineligible for membership as defined in ASI Bylaws Article 2.1.1. until such fine is paid.

e) The meet director and referee of each meet are authorized to and shall assure themselves that any and all swimmers entered in a sanctioned event are properly registered swimmers in accordance with Article 8 herein, and shall take whatever action is necessary to ensure compliance with this Article.

# Article 9

## Western Zone All\*Star Team

### Mission Statement

ASI will annually assemble an Alaska All\*Star Team, which will represent the LSC at the Western Zone Swim Championships. The purpose of this team will to demonstrate the competitiveness, sportsmanship, and spirit of Alaskans. Alaska Swimming, Inc. pledges to create an environment in which the collected individuals will develop into a strong cohesive All\*Star team.

### A. Qualifications

ASI shall support a Zone All\*Star Team each year, consisting of registered Alaska swimmers who meet or exceed the requirements set by the Zone Team Selection criteria in 9.E.

### B. Financial Support

1. **Athlete Members** – The Western Zone Travel Fund (up to \$400 per swimmer) shall be used to pay for part of the related travel costs (equipment, ground transportation at destination, entry fees, lodging, etc.) of the Alaska Swimming All\*Star Team. If the related travel costs are less than \$400 per Zone swimmer plus the swimmer's deposit, the unused portion of the swimmer's deposit will be returned. To receive financial support a swimmer must:
  - a. be a currently registered ASI athlete member,
  - b. meet or exceed the requirements set by the Zone Team Selection Criteria in 9.E.
  - c. represent an Alaska team, and
  - d. have swum in one of the last round of Alaska Swimming state-wide championship meets. (Collegiate swimmers who maintain ASI athlete registration, Alaska residency, and who represent an ASI team are exempt from this requirement)
2. **Coaches and Chaperones** - Coaches and Chaperones will be funded for transportation to the meet, housing, and per diem for meals not furnished. In addition, coaches shall receive an honorarium as budgeted.
3. Any money left in Western Zone Alaska Travel Fund at the end of the year will be carried forward to the next years Western Zones Alaska Travel Fund.
4. The Zone Manager will report swimmers and coach/chaperones expenses separately.

### C. Zone Committee

1. **Selection** - A Zone Committee shall be formed under the direction of the Age Group Vice-Chair. The Zone Committee will be composed of the following: General Chair, Treasurer, one of last year's Zone coaches, Age Group Vice-Chair, and a Zone Manager who shall be appointed by the Age Group Vice-Chair.
2. **Job Description and Responsibilities** - The committee will be responsible for timely communications of Zone information, including distribution of applications to all teams; setting up Zone itinerary; arrangements for meals, lodging, ground transportation, and equipment; setting cutoff dates for swimmer and chaperone applications, deposits, and achieving a qualifying time; working with current head Zone Coach to select chaperones.

### D. Zone Coach Selection

1. Zone coach selection shall be made from a sufficiently randomized list of Alaska Swimming registered coaches who are more than 25 years of age. New ASI coaches shall be placed at the end of the list. The necessary number of coaches shall be selected from the beginning of the list and offered Zone Coach positions by the Age Group Vice Chair. Those coaches declining Zone Coach positions shall be placed at the end of the list. Those coaches serving positions on the Zone Coaching staff shall be placed at the end of the list at the conclusion of the Zone meet. Those coaches not utilized, due to an insufficient number of qualified Alaska All\*Star Team applicants, shall retain their position on the list. The ASI board of directors may retain one member of the previous year's coaching staff as the head coach. This coach may serve on the zone staff for no more than two consecutive years.
2. An Alaska Swimming registered coach from the ASI registered club or team with the most Alaska All\*Star Team members, as listed by the final selection date, shall be appointed to an Assistant Zone Coach position. This appointment shall not change the appointee's position on the Zone Coach selection list. This appointee is not eligible to serve as a Head Zone coach during that Zone meet or the next Zone meet.
3. The prospective Zone Coaches will be listed at a meet specified by the Board of Directors but not later than the Region XIV Senior Championship. The list of Zone Coaches will be forwarded by the Age Group Vice-Chair to the Board of Directors for approval.

4. There will be no more than ten (10) swimmers per coach. Coaches are in control from the time the team leaves for the Zone Meet until the team returns.

## **E. Zone Team Selection**

1. Selection of the All\*Star Team Shall be the responsibility of the Zone Coaches and the Zone Committee.
2. Zone Coaches may select up to 50 members of the All Star Team based on a compilation of swimmers and their performances over the course of the year from the start of the previous Zone Championship. Coaches may select up to 5 male and 5 female All Star Team members from each age group based on the following:
  - a. A pool of qualified candidates will be compiled based on results during the qualifying period for the Western Zone championships (from August of the previous year to include the previous year's Western Zone championships).
  - b. A priority list from that pool of candidates will be rated based on the following ranking system:
    - i. Swimmer has 800 or above power points in an event.
    - ii. Swimmer achieved a time (either actual or converted) equal or faster than the 8<sup>th</sup> fastest time (a finalist) in that age group.
    - iii. Swimmer achieved a ZPT (top 12 time).
    - iv. Swimmer qualified for zones in an individual event.
    - v. Swimmer is selected to fill out a relay that would equal a ZPT relay time.
    - vi. In the event the age group is exceptionally strong, Zone Coaches have the latitude to increase the number of zone swimmers in that age group, or to rank based on the power point rankings, swimmers selected to the Zone All Star Team.
  - c. In addition, additional latitude may be afforded the younger (12 and under) swimmers, as the Western Zone Championships is a higher level championship at the younger age groups.
3. All Zone All Star Candidates and their parents committing to membership on the team will sign a code of conduct and commit to training through the summer months.
  - a. Once a swimmer is selected as a candidate, the swimmer and the family are asked to commit through a prescribed deposit. At this time, the Zone Coaches and Staff should be able to give a fair estimate of all expenses anticipated for the trip.
  - b. Zone Coaches reserve the right to dismiss from the Zone Team a swimmer who has not demonstrated either the behavior or training standards required to achieve top potential performance at the Western Zone Championships. This can be done through assessment at swim camps, reports from their coaches, behavior at any competition and performance (or lack of performance) at competitions.
  - c. Zone Staff will accept commitments from the swimmers up to the deadline required for team travel.

## **F. Zone Chaperones**

Priority for selection for the Zone Chaperones will be given to those parents who apply and who have a swimmer selected for the Alaska All\*Star Zone Team. The chaperone ratio will be one (1) for every ten (10) swimmers. An additional chaperone will be added after the 6th additional swimmer. (Example: 1-10 swimmers = 1 chaperone; at the 16th swimmer an additional chaperone is added; at the 26th swimmer, a third chaperone is added.)

A head chaperone will be selected by the Zone Committee to be in charge of the chaperones and work directly with the coaches.

# **Article 10**

## **MISCELLANEOUS**

### **A. Amendments**

1. The Rules and Regulations of ASI may be amended by the Board of Directors of ASI consistent with the Bylaws of USA Swimming and ASI.
2. Any provisions of the Rules and Regulations not prescribed by USA Swimming may be amended at an annual meeting of ASI House of Delegates as follows:
  - a. In odd-numbered years by a majority of the House members present and voting.
  - b. In even-numbered years by nine-tenths (9/10) of the House members present and voting.
3. Amendments passed at the annual meeting will be effective September 1 following the annual meeting. A date earlier or later than September 1 may be adopted by two-thirds (2/3) vote of those members present and voting.

# **Article 11**

## **ASI General Reserve Fund**

- A.** General Reserve Fund of \$25,000 shall be maintained.
- B.** All monies in the ASI General Reserve Fund shall be held for emergency use. Drafts against the General Reserve Fund must be approved by ninety percent (90%) of the ASI Board of Directors. Draft approval shall be by written ballot at a duly noticed board meeting or by written ballot, delivered to the ASI General Chair within two weeks prior to the board meeting.
- C.** Investment income from the ASI General Reserve Fund shall be allocated to the ASI operating revenues.
- D.** The Treasurer shall administer the General Reserve Fund subject to the approval of the ASI Board of Directors. The Treasurer shall invest the General Reserve Fund in certificates of deposit or bank accounts insured by the Federal Deposit Insurance Corporation, or in securities issued by the United States Government, as authorized by the ASI Board of Directors.

# **Coaches' Code of Ethics**

(Adopted from the American Swim Coaches Association)

The distinguishing characteristics of a profession is that its members are dedicated to rendering a service to humanity. Personal gain must be of lesser consideration. Those who select professional swim coaching within the American Swimming Coaches Association must understand the justification for competitive swimming is that it provides spiritual and physical values for those who participate in it.

The welfare of the sport and the swim coaching profession depends on how the coaches remain ever mindful of the high trust and confidence displayed in them by their athletes, parents and the public.

## **Purpose**

The Code of Ethics has been developed to protect and promote the best interests of the sport (the swimmers and their families) and the coaching profession. Its primary purpose is to clarify and distinguish ethical and approved professional practices from those which are detrimental.

## **Responsibilities to the Athletes**

1. Conduct himself/herself in a manner which will protect the rights and welfare of the athletes with whom he/she comes in contact.
2. Be aware of the significant ethical and social responsibility he/she bears because of the tremendous influence his/her recommendations and professional actions may have on the lives of young athletes. (i.e. A coach does not take any action or behave in a manner that might lead to misuse of this influence.)
3. Proceed with caution and sensitivity when contacted by an athlete who is considering switching clubs, weighing carefully the athlete's welfare, the situation at each club, and the athlete's relationship with his/her coach.
4. Once gone, one should strive to support and encourage those athletes in the choices they make.

## **Responsibilities to the Public**

1. Promote the many benefits of swimming at all levels and attract athletes into his/her program in an ethical and positive manner.
2. Represent accurately his/her competence, education, training, and experience.
3. It is very important to the coaching profession that the image be elevated and improved through self-esteem, actions, dress, influence, presentation, communications, determination, integrity, and pride. In short a coach will conduct himself in a professional manner.

## **Responsibilities to the Coaching Profession**

1. If a coach is contacted by an athlete (or his parents) representing another club about the possibility of changing teams, the coach should encourage the athlete or parents to discuss the situation with his coach, and in cases involving minors, discuss it with the parents.
2. A coach may not contact an athlete representing another USA Swimming club without permission from his/her coach. In the case of a minor, the athlete's parents as well as coach must be contacted requesting permission to recruit that athlete.
3. A college coach who operates a club program must contact an athlete's club coach and explain his intention to permit or encourage an athlete to remain in that club's program for summer training, if they have represented another USA Swimming club the previous season.
4. Should the college coach wish to encourage an athlete to train in a program other than his/her club program of the previous season, he/she must contact the club coach first.
5. A coach should conduct oneself honestly in registrations, meet entries, travel arrangements, and adhering to warm-up procedures.

## **Responsibilities to Families**

1. A coach is ever mindful of his responsibilities in dealing with minors.
2. If a coach is contacted by an athlete representing another club about the possibility of changing teams, the coach should encourage the athlete to have his or her parents contact him.

ASI endorses the Coaches Code of Ethics and, furthermore, recognizes that our coaches are the members of our LSC who have the greatest need to be professional; therefore, the LSC recommends that every coach be ASCA certified or apply for ASCA certification within the first 3 months of hire by a member team.

# APPENDIX

## Sanctions

### A. Forms – (See Alaska Web site for forms.) Forms used in the sanctioning process are:

1. Application for sanction - sent by clubs to the Sanction Coordinator along with a meet information sheet and attached check for the sanction fee.
2. Official sanction approval - sent to clubs by the Sanction Coordinator upon approval of meet information sheet.

### B. Procedure

1. The club meet director shall forward the application for sanction and the meet information sheet to the Sanction Coordinator a minimum of sixty (60) days prior to the meet. At the same time a copy of the meet information sheet should be sent to the Area Representative and Meet Referee.
2. The Area Representative, Meet Referee, and Sanction Coordinator shall independently review the meet information. The Sanction Coordinator shall contact the Meet Director, Meet Referee, and Area Representative after any necessary changes to the information sheet have been made. A sanction number shall be given to the Meet Director. An official meet invitation shall be sent to the Sanction Coordinator, Meet Referee, and Area Representative when they are sent to invited teams.
3. The Sanction Coordinator shall fill out the official sanction, note the necessary changes, if any, and send the original to the host club meet director with a copy to the Area Representative.
4. No meet information sheet is to be circulated to invited teams unless it has a sanction number assigned, and necessary changes, if any, have been made. A copy of the revised information sheet must be sent to the Sanction Coordinator and Area Representative.
5. Invited teams should receive the meet information sheet a minimum of thirty (30) days before the entry deadline.
6. Application for sanction will be rejected for any proposed competition that coincides with, or is held during, any Alaska Swimming Championship, unless the proposed competition excludes individual event qualifiers for that Championship.

### C. Meet Follow-up

1. **Deadline** - Final results, event results for state records, and copies of the financial summary with check shall be postmarked/sent to the appropriate person(s) no later than 2 weeks from the Monday following the meet.
2. **Distribution of Post-Meet Data:**
  - a. **Official meet results:**
    - i. one (1) copy to each participating team which requests written results in writing prior to the end of the meet.
    - ii. one (1) copy to Sanction Coordinator
    - iii. one (1) copy to Area Representative (if requested)
    - iv. one (1) electronic copy of the final meet results in HTML format to the ASI Web Master
    - v. one (1) electronic copy of the final meet results in Hytek Export Format and Meet Manager Backup file format to the ASI Web Master and the National Times Chair
    - vi. one (1) electronic copy to the registration file to the Registration/Membership Coordinator (if swimmers are added on deck at the meet)
  - b. **State Records:**
    - i. Hard copy supporting State records shall be sent directly to the Records Chair.
  - c. **Financial Reconciliation:**
    - i. Summary of Entries: one (1) copy to Area Representative  
one (1) copy Sanction Coordinator
    - ii. Financial Summary: one (1) copy to Sanction Coordinator with check payable to ASI  
one (1) copy to Area Representative
  - d. The Post Meet Checklist (as provided in your team's "Meet Management" binder) must be completed, signed by the Meet Director and sent to the Sanction Coordinator along with the final results and financial reconciliation. This will verify to the Sanction Coordinator that the host team has met all of its Post Meet obligations within the required time frame.
3. **Records**
  - a. Information on how to handle state records and OVCs is contained in the "Meet Management" binder provided your team by the Sanction Coordinator.



- b. Entry cards signed by the meet referee must be sent, or given directly, to the Records Chair with the official results within the two week post-meet time frame. Note compliance on the "Post-Meet checklist" that is sent to the Sanction Coordinator.

#### **D. Sample Meet Information Sheet (non-blanket sanction)**

1. Meet name
2. Host team/club
3. Site: List location and address
4. Date(s): List days with complete dates (month/day/year)
5. Under sanction by USA Swimming and Alaska Swimming #
6. Rules: Current United States Swimming (USA Swimming) and Alaska Swimming (ASI) rules govern this meet. (Indicate the type of seeding, check-in procedure, and scratch procedure for this meet. Also note whether timed finals or prelims/finals).
7. Time: List all warm-up times and starting times, as well as breaks scheduled for the meet.
8. Facilities: List pool length and number of lanes, indicate horn or gun start, type of timing system/back-up system, etc.
9. Eligibility: All swimmers must be currently registered with USA Swimming. For further eligibility requirements see Article 3.A.6. Contestants must enter the age bracket corresponding to their age on the first day of the meet.
10. Entry time: A swimmer may enter up to \_\_\_\_\_ (state number) individual events a day exclusive of relays. (Note total number of events allowed if applicable.
  - a. Timed final meets allow five (5) individual events per day. Prelim/finals meets allow three (3) individual events per day. The host club may specify less total events per day, but not more.
  - b. For championship meets, indicate that required proof of entry time and fine for failure to comply will be per Article 3.G.3. Also note the qualifying period (i.e., January 1 through the deadline, etc.) as per Article 3.G.2.
11. Entry times: Entry seed times must be submitted for a \_\_\_\_\_ course (specify). Times must be submitted to the hundredth.
12. Entry fees: (see current swim guide for appropriate entry fees) Make check payable to \_\_\_\_\_ (name of team). The check must accompany the entries. Note that entry fees are not refundable.
13. Entry forms: Specify entry form(s) (i.e., Hytek disk, consolidated entry cards, master recap sheet.) See Article 3.A.7.a. Also request the name and phone number of a person responsible for entry information.
14. Entry Deadline: Indicate day, date and time. Deadline shall be per Article 3.A.7.b.
15. Late entries: Indicate yes or no. If yes, give specific times and conditions for late entries.
16. Entries chairman: Name, complete address and phone number(s).
17. Additional contact: List at least one other contact person including address and phone number. This should be someone who knows what is going on and can answer questions.
18. Meet director, Meet Referee and Safety Marshal: Name, complete address and phone number(s).
19. Team scoring: Will there be team scoring? Anything special (i.e., will swimmers score if they fail to meet time standards listed for the meet? If the meet will be scored, state points to be awarded.
20. Awards: State what they will be.
21. Smoking: No smoking shall be permitted during the meet in any swimmer designated area prior to or during competition.
22. Concessions: Will you have a concession stand? What will be available if you do?
23. Information Form for Disabled Swimmers
24. Miscellaneous: Lodging or any other helpful information to pass along to the visiting teams. List Attachments.

**E. Sample ASI Membership Verification Form**

**ALASKA SWIMMING INC.**  
**Membership Verification Form**  
 USA SWIMMING RULES AND REGULATIONS  
 PART FIVE  
 ARTICLE 502.4

502.4 Privileges and Responsibilities of Membership

- .2 All clubs, including seasonal clubs, shall ensure that all athletes and coaches participating in USA Swimming sanctioned competition are members of their LSC and USA Swimming.
- .3 All coaches of USA Swimming clubs, including seasonal clubs, shall join USA SWIMMING as coach members and shall satisfactorily complete safety training required by USA SWIMMING.

This form must be filled out and returned to meet management, prior to the meet, or the club's athlete(s) may not be able to participate.

**COACH USA SWIMMING MEMBERSHIP VERIFICATION**

I certify that all coaches from our team, \_\_\_\_\_, who will be attending the meet and are listed below, are currently a coach member of USA Swimming, and have current approved CPR, First Aid, and Safety training for Coaches cards and that I have personally inspected the above mentioned cards. I further certify that these cards will remain valid for the duration of the meet. I understand that if a coach is not registered or a certification has expired, that coach will not be allowed on deck during the meet.

\_\_\_\_\_  
 Print Name

\_\_\_\_\_  
 Club Position

\_\_\_\_\_  
 Signature

\_\_\_\_\_  
 Date

<b>Coach Name</b>	<b>CPR Exp. Date</b>	<b>First Aid Exp. Date</b>	<b>STFSC Exp. Date</b>

## F. Sample Information Sheet for Blanket Sanction

NAME OF TEAM

Blanket Sanction (Dual Meets; Time Trials)

September 1, 199\_ - August 31, 199\_

Sanctioned by U.S.S. and Alaska Swimming Sanction # \_\_\_\_\_

Hosted by: (Name of Alaska Swim Team)

FACILITY: Facility will adhere to USA Swimming Article 103 facilities standards.

TIMES: Meet start TBA  
Warm-ups 30 minutes prior to the start of the meet or time trial.

ELIGIBILITY: Open to swimmers currently registered with USA Swimming.

- RULES:
- 1) Current USA Swimming and Alaska Swimming rules apply.
  - 2) The Alaska Swimming Individual Scratch Rule does not apply.
  - 3) All events will be timed finals and deck seeded.
  - 4) A maximum of five (5) events per swimmer, plus relays may be entered.
  - 5) The facility and building rules will be enforced.
  - 6) USA Swimming Warm-up and warm-down procedures will be followed (see attached).

### ENTRY INFORMATION:

- 1) Standard pink/blue entry cards may be used for all events including relays.
- 2) Entry cards must be legibly and completely filled in.

SCORING: Per USA Swimming Rules and Regulations. No scoring for Time Trials.

AWARDS: Ribbons may be awarded for first through third places including relays for dual meets. No awards for Time Trials.

FEES: None.

ORDER OF EVENTS Events listed in the Swim Guide for JO's or Senior Championships will be offered. Events may be offered as age group, junior or senior events.

MEET DIRECTOR: Fred Smith  
2000 Center St.  
Centerville, Alaska 99999  
(907) 444-5555

## House of Delegates Cost Reimbursement

Each registered member team or organizations qualified to vote at the House of Delegates (hereafter "delegate") will be responsible for paying two thirds of the average House of Delegates' attendance cost. ASI will reimburse the remaining third, as well as all reasonable travel costs of Board members.

To qualify for a reimbursement, all reasonable costs, including estimates if necessary, must be submitted to the Treasurer by the end of the House of Delegates. Where delegates from different clubs have shared costs, the costs must be broken out between clubs. The Treasurer will calculate the actual cost for each delegate. The Treasurer will then divide the sum of actual costs by the number of delegates, whether those delegates were at the House of Delegates or not, yielding an average cost. Where a delegates actual costs are less (including zero costs) than two thirds the average cost, ASI will bill the delegate for the difference, which invoices are due within on month of issue.

In this section reasonable costs include air fare or mileage and hotel, but not local transportation or meals.

## Proposals to the House of Delegates

All proposed changes and additions to the Bylaws and subsequent parts of ASI's governing code shall be submitted no later than the last weekend of February, coincident with the Speedo Region XIV Great Alaska Open, or 60 days prior to the annual meeting, whichever is earlier. Proposals submitted after this date will only be considered with a 9/10ths agreement by the voting members of the House of Delegates. Each proposal shall be submitted on a separate piece of paper and follow the general form used by USA Swimming as outlined below:

**Page** (Current Alaska Swimming Swim Guide)

**Proposer's Name**

**Indicate Bylaw or Rules/Regulation, Article number, and subsection number**

**PRESENTLY:** An exact quote of the pertinent section to be modified or concise statement of the current situation if the proposal is to add wording.

**PROPOSED:** A rewrite of the entire section to be changed crossing out the current words which are to be deleted, and underlining the newly added wording. An entirely new addition should be underlined completely.

**RATIONALE:** A concise statement of why the change is recommended.

# Swim Meet

## Warm-up/Warm-down Procedures

### I. RULES FOR GENERAL WARM-UP

#### A. Overview

1. **The accepted method for entering the water is one hand on the wall, feet first, from the end of the pool.** At no time should the athlete enter the water head-first unless starts are being directly supervised by their coach.
2. All swimming should be done in a counter-clockwise swimming direction.
3. No equipment including, but not limited to, paddles, pull buoys, fins, assisted or resisted cords and/or similar such devices that could result in injuries to swimmers.
4. No swimming under bulkheads of pools.

### II. GENERAL WARM-UP PERIOD

#### A. Overview

1. *Recommended* for first 30 – 45 min. of the warm-up session.
2. **NO DIVING...** Swimmers must enter the water using the accepted pool entry method.
3. No sprinting or pace work.
4. All lanes will be used for general warm-up.

### III. SPECIFIC WARM-UP PERIOD

#### A. Overview

1. *Recommended* for last 30-45 minutes of the warm-up session.
2. Push pace lanes: Push-off one or two lengths from the starting end, circle swimming only (counter-clockwise). **NO DIVING...** Swimmers must enter the water using the accepted pool entry method.
3. Racing starts: Sprint lanes for race starts from blocks, sides, or from in the water (as for backstroke). Starts initiated from coach's signal.
4. The meet referee or designee should follow the chart below, but may alter as needed.

Pool Size	Race starts/Sprints	Push Pace	General
5 Lane	Lanes 2 & 4	Lanes 1 & 5	Lane 3
6 Lane	Lanes 2 & 5	Lanes 1 & 6	Lanes 3 & 4
8 Lane	Lanes 2, 3, & 7	Lanes 1 & 8	Lanes 4, 5 & 6

## Proper Handling of State Records

Alaska State records are updated and distributed regularly to each club. In order to submit a new state record for consideration, the following steps must be taken:

### A. At the Meet

1. At the meet, the entry card or official timing machine tape must be confirmed by signature of the referee.
2. Relay cards must include the first and last names and ages of all relay members as well as the order in which they swam.
3. An ALASKA RECORD FORM must be completed.

### B. After the Meet

1. Official documentation of the swim and the ALASKA RECORD FORM must be submitted to the Records Chair.
2. For meets held under ASI sanctions, official results of the meet must be submitted to the Records Chair by the meet host within two weeks of the last day of the meet. For results to be official, they must be signed by the Meet Referee or accompanied by official meet results.
3. For Alaska high school regional and state meets and for meets held outside of Alaska, unofficial result pages may be submitted with the ALASKA RECORD FORM. These will be verified by the Records Chair with the official results.

## Alaska Team Registration Policy

Alaska Swimming, Inc., in order to be within the rules established and published in the USA Swimming Code Book will recognize only those clubs in which all swimmers and coaches are members of USA Swimming.

Clubs not complying with registration requirements and therefore not recognized by ASI:

- A. Would not score points at any meet within the LSC.
- B. Would not be granted sanctions to host meets. (This would not prohibit the granting of approval for high school meets or other special meets.)

Individual USA Swimming swimmers from such clubs may swim unattached at any meet as they are recognized as USA Swimming members. However, swimmers and their families should be aware that practices and other activities sponsored by non-recognized clubs would not be recognized by USA Swimming or their insurance carrier.

ASI will notify USA Swimming of the club's status within the LSC and the reasons for that status. (i.e. non-registered coaches conducting practices or non-registered athletes on the team.)

## Alaska Swimming Camp/Clinic

Alaska Swimming Camp/Clinic is defined as any swim camp/clinic conducted by an instructor other than the host club swim coach conducted for the express purpose of swim education/instruction. A USA Swimming camp program may be conducted by the local coach. The camp/clinic should be a minimum of four (4) hours in length, and should have a minimum of twenty (20) swimmers.

### Procedure:

1. The Camp Director must submit Letter of Intent to the Camp Coordinator prior to the Camp/Clinic. The Letter should include the following information:
  - a. Host Club or Host Area
  - b. Camp director with contact information
  - c. Date of camp, which must be within the calendar year of the letter of intent.
  - d. Location of camp
  - e. Camp Name/what type of camp
  - f. Name of camp instructor/clinician
  - g. Explanation of camp/clinic content
2. Within fifteen (15) days of receipt of the letter of intent, the Camp Coordinator will contact the Camp Director to see what assistance he/she may need. The Camp Coordinator will also forward the Letter of Intent to the ASI Treasurer who will issue a check to the Camp Director. Within 30 days of completion of the camp/clinic the Camp Director will send the Camp Coordinator the following:
  - a. Number of athletes and/or coaches attending.
  - b. A recap of the camp/clinic, actual hours of camp/clinic, short description of what was covered.
3. Only ASI registered Clubs in good standing may apply for a Club Camp/Clinic. Any of the four Areas may apply for an Area Camp/Clinic\*. Each ASI Club is limited to only one (1) Club Camp/Clinic per calendar year; each Area is limited to only one (1) Area Camp/Clinic per calendar year. If the Host Club or Host Area fails to run the Camp/Clinic during the calendar year the funds must be returned to ASI by January 15 of the next calendar year.

A Club that hosts a "Catch the Spirit" 4-hour Camp for their club will receive \$100.

A Club that hosts a 4-6 hour Club Camp utilizing Non-Home Coaches/Clinicians will receive \$250.

A Club that hosts a 6-more hour Club Camp utilizing out of State Coaches/Clinicians will receive \$500.

An Area that hosts a 6-more hour Area Camp\* will receive \$1000.

\* Area Camps must be open to any ASI registered club in that Area, as defined by the Area Membership section of the Alaska Swimming Swim Guide (p.18).

## **Alaska Swimmer-of-the-Year**

ASI will recognize one athlete each year by a vote of the coaches (one team, one vote) and a plaque and certificate will be awarded to this swimmer at Junior Olympic Championship meet. The criteria the coaches will use are as follows:

1. The athlete must be a member of ASI and be in good standing with both his/her club and the LSC.
2. The athlete must have exhibited exemplary sportsmanship and attitude.
3. The athlete must have attended any one of the last round of ASI Championship meets. The athlete will be considered from the first day after the JO meet to the last day of the next JO meet.

In addition to the above criteria, the coaches can consider the athlete's length of participation in ASI, their membership on Alaska's All\*Star team, their level of performance (Junior or National Championship qualifier), etc. A form will be provided to each club for the coaches to use in nominating swimmers. Nominations and biographies must be received by the Senior Coach Representative by April 1. A complete list of the nominees and their biographies will be presented at the JO meet at the coaches' meeting on Friday. Voting for the Alaska Swimmer-of-the-Year will take place at the Alaska JO Championship meet on Sunday morning and the award will be presented before the beginning of finals on Sunday. The Senior Coach Representative will formally recognize the Alaska Swimmer-of-the-Year at the House of Delegates.

## **SWIMS Certificates**

SWIMS certificates are available if a hard copy of an official proof of time is needed. SWIMS now takes the place of OVC cards - any performance in the SWIMS database is considered 'proven'. Requests for a SWIMS certificate should be directed to the current Records chair.

## **Insurance**

United States Swimming, Inc., Alaska Swimming, USA Swimming member clubs, and USA Swimming members will be insured under the following general liability insurance policy:

Peak Insurance Group  
PO Box 32712  
Phoenix, Arizona 85064-2712  
1-800-777-4930  
FAX (602) 274-1117



## GLOSSARY

**A.A.U.** -- Amateur Athletic Union.

**ASAA** -- Alaska School Activities Association. ASAA cooperates and works with all agencies that are concerned with the health and educational welfare of high school and junior high school students.

**ASI** -- Alaska Swimming, Inc. The name of this LSC. The geographic boundaries are the State of Alaska.

**Aggregate Time** -- Times achieved by four individuals in separate starts which are added together to arrive at a relay time for entry purposes.

**Approved Meet** -- a designated meet conducted by organizations other than USA Swimming member clubs from which swimmers may use their times as USA Swimming qualifying times. A designated USA Swimming Official must be present to attest that the conduct of competition conforms to all relevant USA Swimming rules and meet standards.

**Attached** -- An athlete member who represents a USA Swimming member club in competition after having met the requirements of Article 303 of the USA Swimming Rules and Regulations.

**Closed Competition** -- A competition open only to members of one organization or group.

**Composite Time** -- A time achieved in a relay event by four members of an organization.

**Consolation** -- (finals) competition for the fastest of those who failed to qualify for the Championship Finals.

**Course** -- The designated distance over which the competition is conducted.

**Long Course** -- 50 meter pool.

**Short Course** -- 25 yard or meter pool.

**Deck Entered Meet** -- A meet where all entries are accepted on the first or later day of that meet and subsequently seeded into events.

**Deck Seeded Meet** -- A meet where all entries are due prior to first day of the meet and swimmers must declare their availability to swim prior to the scratch deadline.

**DQ** -- Disqualification. A violation of USA Swimming rules, causing a swimmer to be disqualified in an event.

**Entry Card** -- A card submitted by the coach/team before each meet. These cards are used to compile the heat sheets and record each swimmer's times.

**Event** -- Any race or series of races in a given stroke and/or distance. For competitive limits, one (1) event equals one (1) preliminary, or one (1) preliminary plus its related final, or one (1) timed final, or one (1) time trial.

**Final** -- Any single race which determines final places and times in an event.

**Finals** -- The concluding session of each day of the meet in which the final race of each event is swum.

**Good Standing (as in "...member in good standing.")** -- A Group Member/Club is considered to be "in good standing" when:

1. All dues, fees, and other monies owed by that member are paid as required and within a reasonable period of time as determined by the Board of Directors.
2. All athletes, coaches, coaching staff, officials, Board members, chaperones, managers, trainers and all other appropriate members of a Group/Club are registered members of USA Swimming.
3. Group Members/Clubs and all members of the Club abide by the Rules and Regulations of the Corporation (USA Swimming) and the LSC.
4. Group Members/Clubs shall support both the LSC and Area programs and events.

In regards to any Group Member/Club that has failed to be a member in good standing, the ASI House of Delegates may:

"Censure, suspend for a definite or indefinite period of time with or without terms of probation, fine, or expel any member of the Corporation and the LSC, including any athlete, coach, manager, official, member of any committee, or any other person participating in

any capacity whatsoever in the affairs of the LSC, who has violated any of the rules of the Corporation or the LSC, or who aids, abets, and encourages another to violate any of its rules or regulations, or who has acted in a manner which brings disrepute upon the Corporation, the LSC, or upon the sport of swimming. All disciplinary hearings may be closed at the option of the respondent." (USA Swimming 1993 611.3.1, pg. 139)

**Heats** -- A division of an event in which there are too many swimmers to compete at one time and in which swimmers compete in groups - (Usually 6 swimmers or less in 6 lane pools and 8 or less in an 8 lane pool)

**Qualifying Heats** -- Competition in which a number of heats are swum to qualify the fastest swimmers for the finals where final placing for the event will be determined.

**Timed Final Heats** -- Competition in which only heats are swum and final placing is determined by the times performed in the heats.

**Initial Distance** -- That first portion of a race for which an official time may be recorded but which is not in itself a completed event.

**Invitational Competition** -- for those swimmers, organizations and clubs invited by the host.

**Junior Olympic** -- A type of Age Group competition conducted by Program Operations, except the national Junior Olympic Championships.

**Lane** -- the specific area in which the swimmer is assigned to swim; i.e., lane one, lane two, etc.

**Leg** -- (relay) The part of the relay event that is swum by a single team member.

**LSC (Local Swimming Committee)** -- An administrative division of USA Swimming with supervisory responsibilities within certain geographic boundaries designated by USA Swimming.

**Manual Start** -- The start of any timing device by an individual if this start is initiated in response to the same starting signal given to the swimmer.

**Meet** -- a series of events held in one program.

**Mixed Classification** -- meet in which events of Age Group and Junior, Senior, or any other classification are offered.

**Non-conforming time** -- a short course qualifying time submitted for a long course meet or a long course time submitted for a short course meet.

**Non-Standard Events** -- Events that registered USA Swimming swimmers may participate in during a sanctioned swim meet, but are not recognized by USA Swimming. These events will not be found in the USA Swimming rule book for any type of interpretation.

**Official Verification Card (OVC)** -- An outdated three-copy form for certifying a National Qualifying Time made by a swimmer and issued by a verification official of the LSC in which the meet was held.

**Open Competition** -- A competition which any qualified club, organization or individual may enter.

**Preliminary** -- The session of the meet in which the heats are held.

**Program** -- the order of events, including starting times and intermissions in a meet or portion thereof (See Session), sequentially listed by class of competition, sex, age group, distance, and stroke as set forth in meet announcement.

**Race** -- any single swimming competition, i.e., preliminary, final, timed final.

**Record Attempt** -- swimming against time in a record attempt, unpaced by other swimmers. (Refer to Article 104 in the USA Swimming Rules and Regulations for record requirements).

**Registered** -- Enrolled as an athlete member of USA Swimming and ASI.

**Sanction** -- a permit issued by an LSC to a USA Swimming group member to conduct an event or meet.

**Scratch** -- (from an event) To withdraw an entry from competition.

**Seed** -- To distribute swimmers among the required number of heats and/or lanes, according to their submitted or preliminary times.

**Seeding: Events Seeded on the Deck** -- Swimmers are called to report to the clerk of course for their event on the day of the meet. After scratches are determined, they are then seeded in the proper heats. **Pre-Seeded Heats** -- Swimmers are arranged in heats in

events according to submitted times and heat sheets are prepared prior to the day of competition.

**Session** -- Any portion of a meet distinctly separated from other portions by locale, time or type of competition, i.e., preliminaries and finals; morning and afternoon or evening; Senior and Age Group, etc.

**Split Time** -- The time recorded from official start to completion of an initial distance within a longer event.

**Submitted Times** -- Those times filed with an entry, as having been previously achieved.

**Suspension** -- Deprivation of all rights of membership in USA Swimming.

**Swimming Venue** -- the area located on the sides and ends of the pool, spectator area, team areas within the pool facility (e.g., portion of the building designated for teams and swimmers, or fenced area around outdoor pool), locker rooms, and such other areas as may be specifically designated by the host club or organization, meet director, or referee.

**SWIMS**- A database hosted and maintained by USA Swimming. Each LSC has an operator that loads their meets into the SWIMS database. All times are tracked within the central database. Swimmers, coaches and other interested parties can now go online to research swimmers times.

**Timed Finals** -- A competition in which only heats are swum and final placing is determined by the times performed in the heats.

**Time Standard** -- The time standard for any event in a meet is the cut-off time for that event.

**Time Trial** -- An event or series of events where swimmers may achieve or better a required time standard.

**Unattached** -- An athlete member who competes but does not represent a club or team. The word "UNAT" will be used instead of team name on entry cards.

**USA Swimming** -- United States Swimming, Inc. The national governing body for the sport and the organization which registers athletes, sanctions events, and conducts local, regional and national competitions and developmental programs.