

Arkansas

Swimming

Handbook



**ARKANSAS
SWIMMING**

2023

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ARSI Committee & Coordinator Responsibilities

Standing ARSI Committees are listed in Article 607 of the ARSI bylaws. Additional committees or coordinators that support the ARSI operations include:

ARSI Handbook/Bylaws Chair - The General Chair will oversee the ARSI Handbook / Bylaw committee and shall be responsible for ensuring that changes to USA Swimming and ARSI rules and regulations and policy are incorporated into the ARSI Handbook, the bylaws, legislation, and rules of ARSI, and shall present the Committee's recommendations regarding these proposals to the Board of Directors.

Awards Coordinator - The Awards Committee Coordinator shall be responsible for supervising and administering nomination and selection procedures for ARSI sponsored awards, including, among others, ARSI Age Group Swimmers of the Year, ARSI Coach of the Year, Heil Mile Award, Conoco Phillips Volunteer Award and Hall of Fame Inductees.

Club Development Coordinator - The Club Development Coordinator shall be responsible for providing new and existing clubs information on club development and promoting teams to be involved in USA Swimming's Club Excellence Programs, Club Recognition and Virtual Club Championships.

Equipment Coordinator- The Equipment Coordinator shall have general charge of the business, affairs, and property of the Equipment Coordinator, which is responsible for the proper storage of timing equipment at a place approved by ARSI. The Equipment Coordinator also shall be responsible for approving arrangements for use of the timing equipment and for taking inventory of the equipment before and after its use.

Hall of Fame Coordinator- The Hall of Fame Coordinator will be responsible for securing a venue, organizing, maintaining budget, and selling tickets to the Hall of Fame Banquet.

Marketing/Publicity Committee Chair- The Marketing/Publicity Chair shall chair the Marketing/Publicity Committee which shall be responsible for the development of new ideas, proposals, and sponsorships for marketing ARSI programs. In addition, the committee shall be responsible for providing a forum (e.g., Instagram, Facebook, webpage) to communicate news items of interest about ARSI, ARSI Club Members, swimmers, coaches, administrators, and volunteers and to provide information concerning operations of ARSI, Central Zone and Region VIII; and for the promotion of ARSI Programs.

National Times Verification (NTV) / Records Coordinator- The NTV / Records Coordinator shall be responsible for ensuring that official times from sanctioned, approved, and observed competitions hosted within ARSI's geographical boundaries are entered into SWIMS (Swimming Web-based Interactive Membership System), with some exceptions as specified by the SWIMS guidelines. The NTV Coordinator is responsible for maintaining records and top times for ARSI.

Office Administrator- Office Administrator will maintain the Arkansas Swimming website and Google Drive, communicate with teams and be the representative to USA Swimming, support the LSC event logistics, the development and education of the LSC, Clubs and Coaches, and the BOD as directed. Other tasks may be added as needed.

Zone Planning Coordinator- The Zone Planning Coordinator shall have general charge of the budgeting and planning of the zone team and dissemination of zone information. The Zone Planning Coordinator reports to the General Chair / Board of Directors.

TIMING EQUIPMENT

A. General

One set of timing equipment shall be stored in Central Arkansas and one set shall be stored in Northwest Arkansas at designated places as approved by ARSI.

Arrangements for use of the equipment must be made with the Equipment Coordinator at least one week in advance.

Transportation is the responsibility of the organization using the equipment.

The equipment must be transported and packed according to the instruction sheets.

An inventory will be taken by the Equipment Coordinator before and after use of the equipment. A copy of the inventory shall be included with meet final results received by the Sanction Coordinator within fourteen (14) days after the meet.

The timing cable (harness) should be elevated if possible above the ground.

Velcro mounting strips must be carefully protected.

B. Fees

Any organization using the Colorado Timing Equipment must have a qualified operator or pay \$25 per day for a qualified operator.

A \$50 deposit must be given to the Equipment Coordinator before the equipment is transported.

The equipment may be acquired a maximum of seven (7) days prior to the swim meet subject to availability.

The deposit is forfeited if the equipment is not returned within one (1) week following the meet.

The organization using the equipment is responsible for all damages to the equipment. The deposit will be applied to the repair of the equipment.

The organization is responsible for reporting any damage or malfunction before the start of the meet in order not to be charged for the repair.

The timing equipment rental fees for ARSI meets with minimum or no entry fees (i.e., practice meet, another association, time trials, etc.) are \$25 per session.

4. The timing equipment rental fees for non-ARSI meets are \$100 per meet. (Exception is that UALR may use the equipment for free up to 4 meets per year.)

ATHLETE TRAVEL FUND

All monies placed in the Athlete Travel Funds will be distributed to any athlete who is in "Good Standing", represents an Arkansas Swimming, Inc. club in "Good Standing" and meets all eligibility requirements. Funds will be distributed by the ARSI Treasurer on January 31st, April 31st, or August 31st to the athletes that have completed the Athlete Travel Fund Form. The Senior Vice-Chair will verify all eligibility requirements and entry information with the Membership Coordinator and provide this information to the ARSI Treasurer.

The Athlete Travel Funds will be used to defray the cost of reasonable travel expenses of an athlete to NCSA Junior Nationals, USA Swimming Junior Nationals, USA Swimming National Championships, Open Water USA Swimming Nationals; National Paralympic, U.S. Open, Futures, International Team Trials and Olympic Trials meets.

The Central Zone Travel Fund is used as a budget to be applied to the ARSI team overall expenses as permitted by ARSI House of Delegates (see Section 6 "Central Zone Information").

A. ELIGIBILITY REQUIREMENTS FOR REIMBURSEMENT to clubs on behalf of athletes

An athlete must have qualified as an individual "A" qualifier in at least one event and competed in that event at the meet.

An athlete must have been registered in Arkansas Swimming, Inc. for the 12 months prior to the first day of the national competition.

An athlete must represent only an Arkansas Swimming, Inc. club at the national competition.

An athlete must have participated in Arkansas Swimming, Inc. for the minimum of one year prior to high school graduation. Participation shall be defined as swimming in a minimum of three Arkansas Swimming, Inc. sanctioned meets per season in a year.

An athlete enrolled in college that meets all requirements shall have swum in at least two Arkansas Swimming, Inc. sanctioned meets within the twelve months prior to the national competition.

Travel reimbursement is available only to ARSI registered swimmers who have had at least one year of permanent residency within the borders of the Arkansas LSC. Athletes who reside outside the Arkansas LSC borders shall be considered eligible only if their primary training site is located within the LSC borders. (Primary training site is defined as one in which a swimmer trains at least 90% of their practices over the course of the year.) Athletes who are ARSI registered members of Springfield Aquatics or Berzerker Swimming, with at least one year of permanent residency and training at their club's primary training site and satisfy the requirements 1-4 above shall be considered eligible for reimbursement.

B. FUNDING

The Athlete Travel Fund fiscal year is September 1 - August 31.

Money derived from a budget approved by the fall ARSI House of Delegates.

C. DISTRIBUTION

Arkansas Swimming, Inc. will distribute funds according to the following:

\$200: NCSA Junior Nationals, Para Nationals (Can-Am)*, Open Water Nationals, Futures

* Para Can-Am eligibility requires qualifying standards. No OPEN meets are funded.

\$400: Winter & Summer USA Jr. Nationals, and Paralympic Trials

\$600: Winter & Summer USA Nationals, US Open, International Team Trials

\$1000: Olympic Trials

ARSI will reimburse the parent/guardian for the above amounts according to what meet he/she participates.

None of the above is to be in conflict with the USA Swimming or FINA rules and regulations governing the amateur status of any participating athletes.

Limit to four per year (September 1 through August 31) reimbursed at the level of the four highest meets.

The distribution of the Athlete Travel Fund will follow the Athlete Travel Reimbursement Procedures.

CENTRAL ZONE Age Group (14 & Under) INFORMATION

A. TEAM ORGANIZATION AND FINANCIAL INFORMATION

The Central Zone Age Group team funding will be decided annually at the Fall House of Delegates meeting when the ARSI budget is approved. The Head Coach of the zone team will have the responsibility to present the Central Zone budget to have the maximum benefit for the swimmers with the funds available. The Central Zone budget must be submitted for final approval to the Finance Committee by June 10.

The Assistant Coaches will be selected by the Head Coach and turned in to the Board of Directors by April 30.

A minimum of three (3) coaches will be chosen as follows:

Head Coach

Assistant Coaches

The Zone Team Head Coach may assign the Assistant coaches to sessions as needed to best cover coaching responsibilities due to timeline, roster and travel circumstances. A fourth coach may be added at the discretion of the head coach and Board of Directors approval.

The Central Zone budget will be drafted by the Head Coach no later than June 1.

Any activities requiring funding not included in the approved budget shall involve the Finance Committee before adopting action. The Head Coach shall submit a complete itinerary of the zone plans that shall be provided to each ARSI/USA Swimming registered club immediately following final approval of the Finance Committee to include but not be limited to the following:

Travel arrangements which shall be completed by June 1,

Lodging arrangements which must be made by March 1,

Coaches are to be determined by May 1,

Qualifying times for each stroke and age group as determined by the appropriate Central Zone committee.

The Board of Directors will determine the amount that the qualifying athletes need to pay to attend the Zone Meet. **All fees must be paid in full prior to the Central Zone Meet.**

ARSI provides an honorarium of a per diem not to exceed \$25 per day and a stipend to the Zone Coaching staff as follows:

Head Senior Coach	\$700
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Assistant Coaches	\$500
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To qualify for Zone Championships swimmers must achieve at least one (1) “AAA” time standard. Qualifying times, or other criteria, for participation in an event are as determined by Central Zone. The Zone Coaches may select individuals with a minimum of an A time standard to fill events (two swimmers per event). The fastest two times at the completion of ARSI Long Course Championship will determine who achieves Zone cuts if “AAA” time standards is not met.

As legislated by Central Zone through USA Swimming, all swimmers must be USA Swimming year round athlete members. Before entries can be processed, the ARSI Registration/Membership Coordinator must certify the list of swimmers/coaches/chaperones.

Swimmers who achieve or exceed an individual event cut for the USA Swimming National Championships or Junior National Championships during the qualifying period for the Central Zone Meet and prior to the USA Swimming National Championships entry deadline or the Junior National Championships entry deadline may not enter or participate in that event or swim that stroke at that distance in a relay event at the Central Zone Meet. The head coach will have final authority on all matters once the team assembles.

B. Head Coach The Head Coach shall be selected **by the Board of Directors**

The Head Coach is responsible for selecting the Assistant Zone Coaches and submitting to the ARSI BOD for approval by May 1st.

The Head Coach shall have, but not limited to, the following duties and responsibilities:

Promote Central Zone swimmer attendance at each ARSI sanctioned competition.

Secure lodging at the proposed Central Zone site for the next competition.

Submit any contracts and/or invoices associated with the Central Zone trip to the ARSI Finance Committee for review and appropriate action.

Determine the agenda of the Central Zone trip with input from the Assistant Coaches.

Complete and submit planned activities for the Central Zone trip to the ARSI Finance Committee no later than July 1 prior to the Central Zone Trip.

Distribute the proposed Central Zone trip's tentative agenda to each ARSI club by July 1.

Following the Central Zone trip, submit a final report that includes but not limited to:

Overview of the Central Zone competition.

Overall strong and weak points for future Central Zone trips.

A final list of expenditures.

The final report shall be presented at the Fall House of Delegates meeting and shall be submitted to the ARSI Finance Committee by August 30.

SWIMMING OFFICIATING

A. OFFICIALS CHAIR

The duties and powers of the Officials Chair include, but are not limited to, the following.

Serve as voting delegate to the Arkansas Swimming House of Delegates.

Duties

Preside over the Arkansas Swimming Officials Organization and the Officials Committee.

Schedule Officials Training Clinics at least twice annually. It is preferred that clinic scheduling accommodates the concentration of teams in the central and northwestern parts of the LSC to encourage recruitment and participation of officials from member

clubs. A member club may request to host an Officials Training Clinic in addition to those scheduled by the Official's Chair by contacting the Official Chair who will recommend approval of the request, including the instructor, to the ARSI Sanction Coordinator. All clinic sanctions are issued to the Officials Committee with the club serving as the host. At present there is no sanction fee associated with a clinic.

Utilize the current version of the USA Swimming Officials Tracking System to maintain a roster of currently certified officials that includes their levels of certification, the dates of initial certifications, dates of certification expirations, dates of official's examinations, participation in USA Swimming sanctioned meets, USA Swimming required non-athlete membership expirations, background checks, and athlete protection training, and such other requirements as may be added by ARSI or by USA Swimming.

Assist member clubs and meet directors in obtaining officials suitable to the needs of the meet.

Supervise projects and programs established by the General Chair, Administrative Division Vice-Chair, or ARSI.

Establish lines of communication with the Arkansas Swimming Officials Organization, Officials Committee, and ARSI to communicate rule book changes or interpretations from USA Swimming, procedural changes, and similar information to coaches, officials, and ARSI and furnish changes of certification level and expirations to officials.

Furnish changes in the list of certified referees who may serve as meet referees as they occur to the ARSI Sanction Coordinator. A similar list of Administrative Referees/Administrative Officials shall be provided to the Sanction Coordinator.

Approve officials transferring to ARSI from other LSCs and provide confirmation to other LSCs about the qualifications of Arkansas Swimming Officials transferring into their program.

Attend the USA Swimming Officials Chair meetings, or designate an attendee to represent the LSC. Identify attendees for the USA Swimming Officials Clinic held annually. It is preferable that all newly certified Referees and experienced Starters have the opportunity to participate in USA Swimming meetings/clinics to increase the knowledge base of the senior officials within the LSC.

B. Certification OF OFFICIALS

Officials certified by the Officials Chair of Arkansas Swimming shall meet the minimum requirement/guidelines of USA Swimming and ARSI currently in effect.

All levels of certification expire annually on December 31. Officials meeting the requirements for recertification will have their certification extended for one year or until the expiration date of their USA Swimming required background check or required athlete protection training, whichever occurs earliest within the calendar year.

Certified officials in "Good Standing" that have completed a minimum of 10 sessions as volunteers to Arkansas Swimming will be reimbursed for USA non-athlete registration fees and background checks. The Officials Chair of Arkansas Swimming will provide a list of volunteers that have completed the minimum session requirements to the Secretary and Treasurer by January 30th. The Administrative Vice Chair will reimburse the Club Team by February 15th.

Certified officials are required to have a valid USA Swimming and Arkansas Swimming non-athlete membership in "Good Standing", a valid USA Swimming required background check, a valid completion date for USA Swimming required athlete protection training, and other requirements as may currently be required by USA Swimming.

USA Swimming rule examinations required for certification and/or recertification are administered on-line through the USA Swimming website and are open book multiple choice tests which include citing the proper rule book references. Minimum passing scores are as currently established by USA Swimming. Examinations are good for a maximum of two years and expire on December 31.

Certification Levels and Requirements for Certification/Recertification

Certification Levels

AP – Apprentice – Not Certified (Used for administrative purposes only)

J1/S1/R1/A1 – Initial certification period as Stroke & Turn
Judge/Starter/Referee/Administrative Official

J2/S2/R2/A2 – Subsequent certification periods as Stroke & Turn
Judge/Starter/Referee/Administrative Official

Stroke and Turn Judge including Relay Take-Off Judge and Timer Certification

Must be at least eighteen (18) years of age.

Must attend ARSI Stroke & Turn Official's Training Clinic.

Must be a current non-athlete member of USA Swimming and Arkansas Swimming in "Good Standing".

Must have a current USA Swimming background check, and Athlete Protection Training expiration dates.

Must complete and pass the current USA Swimming combined Timer and Stroke & Turn Judge examination.

Must complete 6 sessions of apprenticeship training as Stroke Judge, Turn Judge and Relay Take-Off Judge for different age groups and different positions on the pool deck. Apprenticeship sessions must be completed within one year following attendance of an ARSI Stroke & Turn Official's Training Clinic. Up to 3 sessions may be completed in another LSC if supervised by a certified referee. It is suggested these occur later during the apprenticeship period.

Starter Certification

Must be at least eighteen (18) years of age.

Must view the current version of the USA Swimming Starter's video/CD.

Must be a currently certified Stroke & Turn Judge (meeting each of the requirements for certification or recertification in that position) and have been certified for at least one year in that position.

Must complete and pass the current USA Swimming Starter examination.

Must complete 6 sessions of apprenticeship training as Starter for different age groups and under different supervising Referees. At least one apprentice session must include distance events. Up to 3 sessions may be completed in another LSC if supervised by a certified referee. It is suggested these occur later during the apprenticeship period.

Administrative Official Certification

Must be at least eighteen (18) years of age.

Must attend the Administrative Officials Clinic.

Must be a current non-athlete member of USA Swimming and Arkansas Swimming in “Good Standing”.

Must have a current USA Swimming background check, and Athlete Protection Training expiration dates.

Must complete and pass the current USA Swimming Timer, Timing Judge, Clerk of Course, and Administrative examinations.

Must demonstrate competence in all components of Administrative Official by completing at least 4 apprentice sessions under an approved LSC Administrative Official trainer and 1 apprentice session as acting Administrative Official.

Referee Certification

Must be at least twenty one (21) years of age.

Must be a currently certified Starter (meeting each of the requirements for certification or recertification for Starter and Stroke & Turn Judge) and have been certified for at least one year in that position.

Must be a currently certified Administrative Official (meeting each of the requirements for certification or recertification for Administrative Official).

Must complete and pass the current USA Swimming combined Timer and Stroke & Turn Judge, Starter, and Referee examinations.

Must complete 6 sessions of apprenticeship training as Referee for different age groups and under different supervising Referees. Apprenticeship sessions must include duties as Deck Referee, Administrative Referee and/or Chief Judge and include assignment of officials during sessions. Up to 3 sessions may be completed in another LSC if supervised by a certified referee. It is suggested these occur later during the apprenticeship period.

Stroke and Turn Judge Recertification

Must be a current non-athlete member of USA Swimming and Arkansas Swimming in “Good Standing”

Must have a current USA Swimming background check, and Athlete Protection Training expiration dates.

Must complete and pass the current USA Swimming combined Timer and Stroke & Turn Judge re-certification examination or have a valid examination expiration date.

Must have completed 10 sessions as Stroke Judge & Turn Judge or higher position during the calendar year.

Starter Recertification

Must complete and pass the current USA Swimming Starter examination or have a valid examination expiration date.

Must have completed 10 sessions as Starter or higher position during the calendar year.

Administrative Official Recertification

Must be a current non-athlete member of USA Swimming and Arkansas Swimming in "Good Standing".

Must have a current USA Swimming background check, and Athlete Protection Training expiration dates.

Must complete and pass the current USA Swimming Timer, Timing Judge, Clerk of Course, and Administrative examinations.

Must have completed 4 sessions as Administrative Official or Meet Referee during the calendar year.

Referee Recertification

Must be a currently certified Starter (meeting each of the requirements for certification or recertification for Starter and Stroke & Turn Judge).

Must be a currently certified Administrative Official (meeting each of the requirements for certification or recertification for Administrative Official).

Must complete and pass the current USA Swimming Referee recertification examination or have a valid examination expiration date.

Must have completed 10 sessions as of which 5 must be in Referee position during the calendar year.

Reciprocity of Officials from other LSC

Certified Officials relocating to the Arkansas LSC are eligible for certification by Arkansas Swimming and may contact the Official's Chair to begin a review of their credentials. Transferring officials are to provide their initial dates of certification for each certification level transferring to Arkansas. Generally, officials will be accepted at the currently certified levels held in their former LSC.

The Arkansas Official's Chair will review the status of expiration dates of USA Swimming non-athlete membership, USA Swimming required background check, USA Swimming required athlete protection training, certification/recertification examinations, and meet participation through the USA Swimming Official's Tracking System.

If the relocating official has lapsed credentials the ARSI Officials Chair may detail a program for rehabilitating certifications as outlined by ARSI requirements.

Lapsed Certifications

Certified Officials who have allowed their certifications to lapse at the end of the calendar year may become recertified after meeting each of the requirements for recertification for each level they were previously certified.

Official's requiring session participation to rehabilitate a lapsed certification may do so under supervision of the meet referee provided the official has current expiration dates for USA Swimming non-athlete membership, USA Swimming required background check, USA Swimming required athlete protection training, and certification/recertification examinations prior to being assigned on deck.

If the official has credentials lapse for more than a six month period the Officials Chair may detail a program for rehabilitating certifications as outlined by ARSI requirements.

C. OPERATION AT SWIMMING MEETS

Staffing of Officials

Meets shall be staffed by certified officials from the Arkansas Swimming Officials Organization who are volunteers and are unpaid except as noted in Section 2.B of the

ARSI Rules & Regulations. Certified officials visiting from other LSCs should be integrated into the meet in an appropriate capacity. Apprentice officials are not required to be non-athlete members.

ARSI Officials must be qualified by training and experience in various capacities for efficient operation of meets. Positions and duties of officials at meets as set forth by *USA Swimming Rules and Regulations* as they suit the meet situation and comply with ARSI rules. A rotation of officials during the meet should be used to give all certified officials the opportunity to be qualified at the highest levels.

Apprentice officials may not work ARSI Championship meets. Apprentices work under the supervision of the Meet Referee and other certified officials during their apprenticeship.

The Meet Officials Report is to be completed by the Meet Referee and returned with the final results to the Sanction Coordinator and to the ARSI Officials Chair for entry into the USA Swimming Officials Tracking System within fourteen (14) days after the meet.

All ARSI officials shall present their ARSI officials' card and their USA Swimming non-athlete membership card to the Meet Referee upon request and may wear these while on deck.

Officials shall wear a uniform of appropriate white shirt or blouse and khaki pants, shorts, or skirt during the performance of duties on deck.

D. ORGANIZATION

All persons certified as ARSI officials are members of the Arkansas Swimming Officials Organization.

Officials Committee

Those persons who are ARSI certified officials and qualified as selected by the Officials Chair in consultation with the ARSI General Chair.

Minimum of five (5) members including the Officials Chair. It is preferred these be from different member clubs if possible.

At least three (3) members should be certified Referees.

All of the duties shall be carried out as described by USA Swimming and ARSI during their appointment.

The ARSI representative to the USA Swimming Officials Training Clinic shall submit to the Officials Chair and the ARSI Secretary a written report that focuses on the content of the clinic. In addition, materials that are distributed at the clinic should be shared with the Officials Chair for possible copying and distribution to the appropriate ARSI Officials.

Assist the Officials Chair with projects and programs as necessary.

STATE & LSC RECORDS

The following information pertains to records processing by ARSI. Regulations for establishing records are set forth by ARSI and *USA Swimming Rules and Regulations*.

Records will be certified for those events per represented age group referenced in the National Age Group Motivational Times. Age Groups categories are:

8 & Under, 10 & Under, 11 & 12, 13 & 14, 15 thru 18 and Open.

The Office Administrator will run a search from the LSC Portal website for new records as soon as possible once it is known meet results have been uploaded into SWIMS.

STATE records are set by USA Swimming member athletes in a Sanctioned USA Swim meet hosted within the State of Arkansas.

LSC records are set by Arkansas Swimming, Inc. member athletes in a Sanctioned USA Swim meet in or out of the State of Arkansas.

Included: Sanctioned Time Trials and USA Swimming Higher Level Events where the participant represents an ARSI club.

Excluded: Observed swims such as for NCAA or High School, FINA events such as the Olympics or Worlds where the participant doesn't represent an ARSI club.

ARSI CONVENTION AND SEMINAR TRAVEL POLICY

1. Reimbursement of travel expenses shall not exceed **actual expenses** incurred.
2. Arkansas Swimming, Inc. will reimburse the reasonable cost of travel expenses in the following areas: transportation and lodging.
3. When meals are included with the Workshop or Seminar, there will be no reimbursement for meals. A per diem may be included for meals if not provided by the Workshop or Seminar.

4. Only expenses which are directly related to attendance at and participation in the United States Aquatic Sports convention and USA Swimming seminars will be considered for reimbursement.

1. The budget for the delegates to the United States Aquatic Sports (USAS) Workshops and Seminars is approved at the Arkansas Swimming, Inc. House of Delegates (ARSIHOD) fall meeting. The delegates will be selected by the submission of the Workshop Attendee Request Form. Depending on how many submissions received the General Chair may select the number of attendees. The General Chair may also approve funds to be moved from another budget item to the Workshops and Seminars Reimbursement budget.

2. ARSI will approve the budget at its Fall House of Delegates meeting for the following functions/actions:

a. ARSI will budget funds at the discretion of the ARSI Executive Committee for delegates attending authorized meetings of USA Swimming workshops and seminars.

b. The ARSI Executive Committee will establish in the fall of each year priorities for USA Swimming seminars and number of attendees.

Advertisement on ARSI Website

Club team members of ARSI may post advertisements for special events such as swim clinics on the ARSI website at no cost. Non-club team members that wish to advertise swimming events hosted in Arkansas will pay a \$150 advertising fee to post the event on the ARSI webpage. All non-USA Swimming organizations must provide proof of liability insurance. All non-club members must complete the online Advertisement Request Form and Liability Release Form prior to the website posting of the event. Request will be reviewed for final approval by the ARSI Board of Directors.

APPENDIX A

This appendix contains information pertaining to Arkansas Swimming, Inc. awards, including their eligibility and criteria, nomination and voting procedures, and descriptions of the awards. A Hall of Fame Kiosk of all past winners of Hall of Fame Inductees will be located at UALR in the Donaghey Student Center lobby near the pool.

ARSI COACH OF THE YEAR

ELIGIBILITY AND CRITERIA

All coaches who are members of ARSI/USA Swimming in “Good Standing” are eligible for the **ARSI Coach of the Year Award**.

The period for consideration is September 1 through August 31.

The award is to recognize the coach who has done the best job of coaching as evidenced by team rankings at the senior level of State Age Group, Zone, Sectional, USA Swimming Junior National Championships, and USA Swimming Spring and National Championships or vast improvement at the same level(s); or individual swimmer performance at the same level(s).

NOMINATIONS AND VOTING

The coaches rep with the help of the Office Administrator will facilitate the nominations at the end of the Long Course Season.

Must be decided no later than one week prior to the awards dinner. Anyone can submit nominations and/or supporting documents to show why the coach and/or coaches deserves to earn the award.

A brief statement of the accomplishments should be submitted by the person making the nomination. This statement must be submitted to the ARSI Secretary and must be received within seven (7) days following the Fall ARSIHOD meeting.

Each club shall have one (1) vote.

AWARD

The **ARSI Coach of the Year Award** will be presented at the ARSI Hall of Fame banquet.

The recipient receives a silver tray and \$250 cash award.

ARSI will sponsor the award and the recipient's attendance at the ARSI Hall of Fame banquet.

ASCA AGE GROUP COACH OF THE YEAR

The **ASCA Age Group Coach of the Year Award** is measured September 1 to August 31 of each year. Must be decided no later than one week prior to the awards dinner. Anyone can submit nomination(s) and/or supporting documents to show why the coach and/or coaches deserve to earn the award. Age Group Swimming is defined as 14 & Under categories and all meets within the measured time frame count toward evaluating Age Group Coach of the Year. The recipient receives a silver tray and a \$250 cash award. ARSI will sponsor the award which is presented to the recipient at the ARSI Hall of Fame banquet.

ARKANSAS SWIMMING, INC. AGE GROUP SWIMMERS OF THE YEAR

ELIGIBILITY AND CRITERIA

The **Arkansas Swimming, Inc. Age Group Swimmers of the Year Award** will be presented annually for both long course and short course seasons in the following age groups:

9 year old girls and boys

10 year old girls and boys

11 year old girls and boys

12 year old girls and boys

13 year old girls and boys

14 year old girls and boys

15-16 year old girls and boys

17-18 year old girls and boys

To be eligible for "Swimmer of the Year" award in both short course or long course, an athlete must be a registered athlete member of ARSI for a minimum of 90 days during the awarded season. Any swims that occur during the season while representing another club that is not affiliated with Arkansas LSC or swimming unattached with another LSC will not be counted in the selection process.

Consideration shall be given to performances during the period beginning September 1 through August 31 of the following year. (One complete short course and long course season.) Swimmers age group determined by their age as of January 1.

Awards are based on the following criteria:

10& Under – Power points for swimmers 10 years of age.

11, 12, 13 and 14 – Power points for the appropriate single year age group.

Swimmers who qualify for consideration will be awarded points from their power points in the seven highest scoring events during the season specified. Scores will be tabulated using the SWIMS database. If a swimmer wins two of the same group awards in one year, the lower age group award will go to the runner up in the younger bracket. For example, if a 12 year old wins the 12 year old award, ages up to 13 and wins the same age group award, they will be awarded the 13 year old award and the 12 year old age group award will be given to the runner up in the 12 year old age group.

15 – 16 and 17-18 year old age groups must have a minimum of one USA Swimming Junior National Championships qualifying time or better.

NOMINATIONS AND VOTING

The NTV / Records Coordinator will provide a list of eligible swimmers and their times based on SWIMS database 14 days after the end of the season.

Swimmers for short course awards and long course awards will be awarded at the spring Hall of Fame Banquet. .

The Age Group chair will compile a list of qualifying swimmers for 15-18 years of age. Coaches will vote by email by April 1.

Each club's Head Coach shall receive one (1) vote.

AWARD

The Arkansas Swimming, Inc. Age Group Swimmers of the Year Award will be presented at the ARSI Hall of Fame banquet.

ARSI will sponsor the awards and the recipient's attendance at the ARSI Hall of Fame banquet.

ARKANSAS SWIMMING, INC. MALE AND FEMALE SWIMMERS OF THE YEAR

ELIGIBILITY AND CRITERIA

The **Arkansas Swimming, Inc. Male and Female Swimmers of the Year Award** will be presented annually to a female swimmer and a male swimmer.

Consideration shall be given to performances by ARSI registered swimmers during the period beginning April 1 through March 30 of the following year. (One complete short course and long course season.)

At least one (1) USA Swimming Junior National Championships qualifying time standard shall be achieved.

NOMINATIONS AND VOTING

Coaches of each swimmer who is eligible and nominated may provide a written bio supporting the nomination. Bios must be submitted to the ARSI Age Group Chair by March 20 prior to the email vote on April 1.

The ARSI Swimmer Biographical Forms will be distributed by email. The email vote must be returned to the ARSI Secretary by April 1st each year, with the results announced within 15 days following the ballot deadline.

Each club's Head Coach shall receive one (1) vote.

AWARD

The Arkansas Swimming, Inc. Male and Female Swimmers of the Year Award will be presented at the ARSI Hall of Fame banquet.

ARSI will sponsor the awards and the recipients' attendance at the ARSI Hall of Fame banquet.

HEIL MILE AWARD

ELIGIBILITY AND CRITERIA

The **Heil Mile Award** is designed to recognize outstanding achievements in distance swimming.

The award will be presented annually to the ARSI female and male swimmers that are considered to be the most outstanding distance swimmers over the past year.

The award will be presented to the outstanding age group and senior swimmers from ARSI.

Consideration shall be given to performance achievements from the short course and long course seasons.

Criteria include the minimum of “AAA” times for age group and Sectional times for seniors. Other criteria will include qualifying for Central Zone, USA Swimming Junior National Championships, USA Swimming Spring and National Championships, Top 16, etc.

NOMINATIONS AND VOTING

Each year, the Heil family determines recipients of the Heil Mile awards.

AWARD

The **Heil Mile Award** will be presented at the ARSI Hall of Fame banquet.

Each recipient will receive a silver tray.

ARSI Volunteer of the Year

ELIGIBILITY AND CRITERIA

The selection criteria for the **ARSI Volunteer of the Year** considers quality, level, and years of volunteer service to USA Swimming in elected or appointed positions from among the categories of administration, official and coach.

NOMINATIONS AND VOTING

Nomination will be taken through a Jotform after the Long Course Season by the Office Administrator. A brief statement that indicates how the nominee satisfies the selection criteria will be included in the form.

The Jotform submissions will be distributed to the house of delegates along with the a Jotform ballot for voting.

AWARD

The General Chair may determine a maximum of 3 nominees that may receive this award.

A Silver Platter will be presented at the ARSI Hall of Fame Banquet.

ARSI will sponsor the recipient at the ARSI Hall of Fame Banquet.

ARKANSAS SWIMMING, INC. HALL OF FAME

The Arkansas Swimming, Inc. Hall of Fame (ARSI HOF) banquet will be in September. The nomination process is normally completed by mid-December. Anyone with a distinguished swimming background will be considered. Each nominee's information that is provided to the ARSI HOF Committee is retained for four (4) years. At the end of the four (4) years it must be resubmitted. There are three individual categories: athletes, coaches, and friends of swimming. There also is a corporate award that goes to the group friends of swimming.

The Arkansas Swimming, Inc. Hall of Fame would like to recognize a Corporate Sponsor as part of the annual Hall of Fame awards. The Committee requests that each club submit a corporate nominee. The Hall of Fame Committee will determine the winner. The intent of the corporate award is to recognize organizations that support the local swim teams or Arkansas Swimming through financial support, time, or in-kind donations (e.g., pool time, vans, photo copying, etc.).

Corporate nominations need to be submitted by January 15 for the year of the award and should include the following information:

CORPORATE SPONSOR NAME,

ADDRESS,

PHONE NUMBER,

CONTACT PERSON AT THE BUSINESS, and

REASON(S) AS TO WHY THE NOMINEE SHOULD BE CONSIDERED.

Please provide as much detail as possible. Be certain to include a CLUB SIGNATURE AND PHONE NUMBER OF PERSON TO CONTACT AT THE CLUB.

APPENDIX B

This appendix contains various Arkansas Swimming, Inc. forms, guidelines, and selected job descriptions.

ARKANSAS SWIMMING, INC.

AGE GROUP VICE-CHAIR

JOB DESCRIPTION

The Age Group Vice-chair is an elected officer of the Arkansas Swimming, Inc. (ARSI) Board of Directors. This position is voted on at the Fall ARSI House of Delegates meeting in even-numbered years. The term of office is two (2) years, and the same person may not serve more than two (2) consecutive terms (four (4) years) as the Age Group Vice-chair.

The Age Group Vice-chair is responsible for the development of a program for age group swimming in ARSI. The Age Group Vice-chair will work in conjunction with the ARSI Board of Directors and an appointed committee to accomplish this task.

Please refer to *USA Swimming Rules and Regulations, Part Six: Bylaws, Rules and Regulations for the Local Swimming Committees* Article 606.7.6 for the duties and powers of the Age Group Vice-chair and Article 607.1.3 for the Age Group Division Organization. Specific responsibilities of the Age Group Vice-chair which also may be specified elsewhere in *USA Swimming Rules and Regulations, Part Six* and the ARSI Handbook include, but are not limited to, the following:

To schedule and direct regular, open meetings of the Age Group Committee to discuss current issues related to age group swimming, develop and recommend policies, and establish new programs for age group swimming.

To publish and distribute minutes of the above meetings to the ARSI General Chair and ARSI Secretary within thirty (30) days of said meetings.

To attend and give reports at the Board of Directors and House of Delegates meetings on the status of current issues pertaining to age group swimming.

To edit, jointly with the Senior Vice-chair, the meet information for the ARSI Short Course and Long Course Age Group Championships and the ARSI Regional Championships, and to send the complete updated meet information to the host clubs within two (2) weeks after the ARSI House of Delegates meeting.

To attend USA Swimming Age Group Vice-chair workshops/seminars.

To attend the USA Swimming national convention each year and actively participate in the age group issues being presented.

To appoint and monitor a camps coordinator responsible for administering the USA Swimming camps program within ARSI.

To serve as a member of the Finance Committee, Executive Committee, , and Zone Committee.

To work actively and cooperatively with other ARSI committees to ensure the efficient running of ARSI.

To actively seek improvement and advancement of age group swimming within ARSI.

To direct the ARSI Zone program including the operation of the Zone Committee.

ARKANSAS SWIMMING, INC.

SENIOR VICE-CHAIR

JOB DESCRIPTION

The Senior Vice-chair is an elected officer of the Arkansas Swimming, Inc. (ARSI) Board of Directors. This position is voted on at the Fall ARSI House of Delegates meeting in odd-numbered years. The term of office is two (2) years, and the same person may not serve more than two (2) consecutive terms (four (4) years) as the Senior Vice-chair.

The Senior Vice-chair is responsible for the development of the senior swimming program of ARSI. The Senior Vice-chair will work in conjunction with the ARSI Board of Directors to accomplish this task and with the Technical Planning Committee, which is responsible for long-range planning regarding the swimming programs conducted by ARSI.

Please refer to *USA Swimming Rules and Regulations, Part Six: Bylaws, Rules and Regulations for the Local Swimming Committees* Article 606.7.5 for the duties and powers of the Senior Vice-chair and Article 607.1.4 for the Senior Division Organization. Specific responsibilities of the Senior Vice-chair which also may be specified elsewhere in *USA Swimming Rules and Regulations, Part Six* and the ARSI Handbook include, but are not limited to, the following:

To promote the senior swimming program in ARSI.

To develop and recommend policies for senior swimming.

To serve as a liaison to the Athlete Representatives and the Athletes Committee, and to conduct the elections of Athlete Representatives. Refer to *USA Swimming Rules and Regulations, Part Six: Bylaws, Rules and Regulations for the Local Swimming Committees* Article 604.1.3 for information pertaining to the eligibility requirements for the Athlete Representatives and for the election procedures.

To publish and distribute minutes of any meetings to the ARSI General Chair and ARSI Secretary within thirty (30) days of these meetings.

To attend and give reports at the Board of Directors and House of Delegates meetings on the status of current issues pertaining to senior swimming.

To edit, jointly with the Age Group Vice-chair, the meet information for the ARSI Short Course and Long Course Age Group Championships and the ARSI Regional Championships, and to send the complete updated meet information to the host clubs within two (2) weeks after the ARSI House of Delegates meeting.

To attend the USA Swimming national convention each year and actively participate in the senior swimming program issues being presented.

To attend workshops/seminars recommended by the ARSIHOD.

To serve as a member of the Finance Committee, Executive Committee, and Zone Committee.

To work actively and cooperatively with other ARSI committees to ensure the efficient running of ARSI.

To actively seek improvement and advancement of senior swimming within ARSI.

ARKANSAS SWIMMING, INC.

COACH REPRESENTATIVE

JOB DESCRIPTION

The Coach Representative is an elected officer of the Arkansas Swimming, Inc. (ARSI) Board of Directors. This position is voted on during the Coaches Committee meeting at the Fall ARSI House of Delegates meeting in even-numbered years. The term of office is two (2) years, and the same person may not serve more than two (2) consecutive terms (four (4) years) as the Coach Representative. The Coach Representative serves as a liaison between the coaches and the Board of Directors and the ARSI House of Delegates.

Please refer to *USA Swimming Rules and Regulations, Part Six: Bylaws, Rules and Regulations for the Local Swimming Committees* Article 606.7.8 for the duties and powers of the Coach Representative, Article 607.1.6 for the Coaches Division Organization, Article 607.2.2E for the duties and powers of the Coaches Committee Chair, and Article 607.3.6 for the members of the Coaches Committee. Specific responsibilities of the Coach Representative which also may be specified elsewhere in *USA Swimming Rules and Regulations, Part Six* and the ARSI Handbook include, but are not limited to, the following:

To notify all ARSI coaches of a coaches meeting held prior to each ARSIHOD meeting, as well as organizing and conducting these meetings.

To publish and distribute minutes of the above meetings to the ARSI General Chair and ARSI Secretary within thirty (30) days of said meetings.

To organize the election for the ASCA Age Group Coach of the Year Award which occurs at the ARSI Long Course Age Group Championships, and to provide the voting results to the ARSI Secretary, ARSI webmaster, and ASCA.

To request approval for individual observed swims at the Arkansas High School State Championships.

To attend and give reports at the Board of Directors and House of Delegates meetings.

To attend the USA Swimming national convention each year and actively participate in the coaches issues being presented.

To attend USA Swimming Coach Representative workshops/seminars.

To serve as a member of the Finance Committee, Coaches Committee (Chair), Executive Board of Directors, and Zone Committee.

To work actively and co-operatively with other ARSI committees to ensure the efficient running of ARSI.

ARKANSAS SWIMMING, INC.

JUNIOR / SENIOR ATHLETE REPRESENTATIVES

JOB DESCRIPTION

USA Swimming Rules and Regulations, Part Six: Bylaws, Rules and Regulations for the Local Swimming Committees Article 604.1.3 specifies that two (2) Athlete Representatives shall be elected, one each year for a two-year term, or until their respective successors are elected (see Appendix for Application Packet). The election of the Athlete Representatives shall be conducted annually during ARSI's Senior Championship, or other regularly scheduled meet designated by the Board of Directors. The balloting shall take place at a meeting called for that purpose by the Senior Athlete Representative or the Athletes Committee, or failing that, at a time and in a manner designated by the Board of Directors. The Athlete Representatives elected shall be determined by a majority of the Athlete Members in good standing present and voting who are thirteen (13) years of age or older. Prior to the election, the current Athlete Representatives and the Athletes Committee shall be asked to nominate one or more Athlete Members for consideration. At the time of election, the Athlete Representative must (a) be an Athlete Member in "Good Standing"; (b) be at least sixteen (16) years of age or at least a sophomore in high school; (c) be currently competing, or have competed during the three (3) immediately preceding years, in the program of swimming conducted by ARSI or another LSC; and (d) reside within the Arkansas LSC and expect to reside therein throughout at least the first half of the term.

The Athlete Representatives serve as liaison between the athletes and the ARSI Board of Directors and the ARSI House of Delegates. The Athlete Representatives are members of the Board of Directors and of the House of Delegates. Please refer to *USA Swimming Rules and Regulations, Part Six: Bylaws, Rules and Regulations for the Local Swimming Committees* Article 604.4 and Article 605.6 for the duties and powers of the House of Delegates and of the Board of Directors, respectively, Article 606.7.7 for the duties and powers of the Athlete Representatives, and Article 607.3.2 for the members of the Athletes Committee. Specific responsibilities of the Senior Athlete Representatives which also may be specified elsewhere in *USA Swimming Rules and Regulations, Part Six* and the ARSI Handbook include, but are not limited to, the following:

To schedule and direct meetings of the Athletes Committee, as such meetings may be necessary.

To publish and distribute minutes of the above meetings to the ARSI General Chair and ARSI Secretary within thirty (30) days of said meetings.

To attend and give reports at the Board of Directors and House of Delegates meetings on the status of current issues pertaining to the athletes.

To attend the USA Swimming national convention each year and actively participate in the athlete issues being presented.

Designing and dissemination of the athlete newsletter twice/year.

The Senior Athlete Representative also serves as a member of the Finance Committee, Executive Board of Directors, Zone Committee, and shall chair the Athletes Committee. As specified in Article 607.2.2B the Athletes Committee Chair has general charge of the business, affairs and property of the Athletes Committee, which shall be responsible for the publication of an athletes' newsletter and shall undertake such other activities (a) delegated to it by the Board of Directors or the General Chair or (b) undertaken by the Committee as being in the best interests of the Athlete Members, ARSI, USA Swimming, and the sport of swimming.

Specific responsibilities of the Junior Athlete Representatives which also may be specified elsewhere in *USA Swimming Rules and Regulations, Part Six* and the ARSI Handbook include, but are not limited to, the following:

1. attending the fall House of Delegates Meeting (October),
2. attending the Arkansas LSC Board of Directors conference calls,
3. attending the National USA Swimming meeting held in September,
4. assisting the Senior athlete representative with organizing meetings (conference calls and in person meetings) with each club's athlete representative to maintain communication between the Arkansas LSC and club athletes.
5. assisting the Senior athlete representative with the athlete newsletter

Application Process

- 1) Go to the ARSI Website and Click on the Athlete Representative Tab for Information [Arkansas Swimming - Athlete Representative \(teamunify.com\)](https://teamunify.com/arkansas-swimming-athlete-representative)
- 2) Complete the Corresponding JotForm
 - a. Junior Athlete Representative - <https://form.jotform.com/223395386338062>
 - b. Senior Athlete Representative - <https://form.jotform.com/223395095392160>

3) Acquire 3 References

a. Reference may complete their own Recommendations or

b. They may fill out the Reference Form -

<https://form.jotform.com/223406793175056>

Arkansas Swimming, Inc. (ARSI) Team Travel Policy

Purpose: Athletes are most vulnerable to misconduct during travel, particularly overnight stays. This includes a high risk of athlete-to-athlete misconduct. During travel, athletes are often away from their families and support networks and the setting- new changing areas, locker rooms, workout facilities, automobiles and hotel rooms- is less structured and less familiar.

Team Travel is defined as overnight travel to a swim meet or other team activity that is planned and supervised by the club or LSC.

Section 1- USA Swimming Required Policies

Club travel policies must be signed and agreed to by all athletes, parents, coaches and other adults traveling with the club. (305.5.D)

Team managers and chaperones must be members of USA Swimming and have successfully passed a USA Swimming-administered criminal background check. (305.5.B)

Regardless of gender, a coach shall not share a hotel room or other sleeping

arrangement with an athlete (unless the coach is the parent, guardian, sibling, or spouse of that particular athlete). (305.5.A)

When only one athlete and one coach travel to a competition, the athlete must have his/her parents' (or legal guardian's) written permission in advance to travel alone with the coach. (305.5C)

Section 2- Additional ARSI Travel Policies

During team travel, when doing room checks, attending team meetings and/or other activities, two-deep leadership and open and observable environments should be maintained.

Athletes should not ride in a coach's vehicle without another adult present who is the same gender as the athlete, unless prior parental permission is obtained.

During overnight team travel, if athletes are paired with other athletes they shall be of the same gender and should be a similar age. Chaperones and/or team managers will ideally stay in nearby rooms.

To ensure the propriety of the athletes and to protect the staff, there will be no male athletes in female athlete's rooms and no female athletes in male athlete's rooms.

A copy of the **ARSI Code of Ethics and Conduct** must be signed by the athlete and his/her parent or legal guardian.

Team or LSC officials should obtain a signed **USA Swimming Liability Release and/or Indemnification Form** for each athlete.

Team or LSC officials should carry a signed **ARSI Medical Consent Form** for each athlete.

Curfews shall be established by the team or LSC staff each day of the trip.

Team members and staff traveling with the team will attend all team functions including meetings, practices, meals, meet sessions, etc. unless otherwise excused or instructed by the head coach or his/her designee.

The directions & decisions of coaches/chaperones are final.

Swimmers are expected to remain with the team at all times during the trip. Swimmers are not to leave the competition venue, the hotel, a restaurant, or any other place at which the team has gathered without the permission/knowledge of the coach or chaperone.

When visiting public places such as shopping malls, movie theaters, etc. swimmers will stay in groups of no less than two persons. 12 & Under athletes will be accompanied by a chaperone

The coordinator or his/her designee shall make a written report of travel policy or code of conduct violations to the appropriate club or LSC leadership and the parent or legal guardian of any affected minor.

Zone Team Code of Ethics and Conduct

Arkansas Swimming, Inc.

Purpose: The purpose of this code is to promote the best possible team and individual impression at all times, and to acknowledge each person's responsibility as a member of this team. ALL ATHLETES, COACHES, CHAPERONE and LSC STAFF must have signed the Code of Ethics and Conduct form. Copies of all signed forms will be kept by the LSC representative while attending the Central Zone Championship meet.

PART I: Acknowledgement:

I, as a member (swimmer, coach, chaperone) of the Arkansas Swimming Zone Team, understand and will comply with the following guidelines as set forth by USA Swimming and Arkansas Swimming, in addition to those established by the Central Zone Team staff. Any additional guidelines for the Arkansas Swimming Zone Team will be established by the Head Coach or the Arkansas Swimming Zone Coordinator and will be presented at the first team meeting. I understand that membership on the Team is a privilege; I will personally acknowledge all responsibilities associated with it.

PART II: General Conduct

All participating team members shall abide by this Code of Ethic and Conduct.

All athletes are expected to follow the directions of the staff.

The possession or use of alcohol, tobacco products, fireworks or controlled substances by an athlete is prohibited.

The possession, use, or sale/distribution of any controlled or illegal substance or any form of weapon is strictly forbidden.

Team members will attend all appropriate functions including meetings, practices, exhibitions, press conferences, warm-ups, competitions (events), etc., unless otherwise excused or instructed by the Head Coach or by group coach. Arkansas Zone staff is also expected to attend events appropriate to them.

Sexual misconduct (including personal display of affection, PDA) and/or possession of pornography is prohibited.

Team members and staff will comply with USA Swimming and Arkansas Swimming Zone Team uniform requirements. Team t-shirt and/or jacket will be worn to the awards podium when receiving awards.

Team members and staff will refrain from any illegal, indiscrete or inappropriate behavior (rough house play or fighting, use of disrespectful language, vandalism, destruction of property, non-payment, etc.) that would detract from a positive image of the Arkansas Swimming Zone Team or would be detrimental to its performance objectives. Dishonesty will not be tolerated. Every effort should be made to avoid guilt by association with such activities. The proper authorities (police, ARSI Zone Coordinator/Committee, etc.) will deal with team members and any staff member in violation of such acts.

Team members and staff will display proper respect and sportsmanship toward coaches, officials, administrators, fellow competitors and the public.

No "deck changes" are permitted. Athletes are expected to use available change facilities.

PART III: Implementation

1. All team and staff are apprised in writing of this policy. Signature of the documentation constitutes unconditional agreement to comply with the Code of Ethics and Conduct of the Arkansas Swimming Zone Team.
2. An evaluation system will be established to determine if team and staff members have followed all aspects of the policy.
3. Failure to comply with this Code of Ethics and Conduct may result in disciplinary action under the provisions set forth. Final authority, judgment and execution of any such action shall be the responsibility of the Head Coach.

PART IV: Violation of the Code

The coach *and* chaperone have the power to impose penalties for violation of the Code. Such discipline may include but not be limited to:

1. Revoking of social privileges during the meet and/or revoking any "after meet" functions.
2. Scratch from one or more events/relays or all events of competition.
3. Dismissal from the Team and immediate return home at his/her own expense with travel arrangements to be made by his/her parent or guardian.
4. Fines, probations, suspension and/or expulsion from Arkansas Swimming and USA Swimming.

5. The ARSI Board of Review is responsible for reviewing any and all alleged violations of the Code of Conduct and for determining if any further disciplinary actions is to be taken.

I hereby agree to abide by the rules of conduct and acknowledge that, should I violate any provision of Part II, I will be subject to disciplinary action as set forth in Party IV, including immediate and/or future suspension from the team.

Athlete/Staff name printed

Signature

Parent or Guardian signature

Date

Date

Any appeal taken from disciplinary action shall be in accordance with Part Four of the USA Swimming Rules and Regulation.

*Parents are strongly urged to keep a copy of the Code of Conduct agreement for their personal records.

Arkansas Swimming, Inc.
Medical Treatment Authorization & Consent
Dates: _____

MEDICAL TREATMENT AUTHORIZATION AND CONSENT

I hereby give consent for the local hospital staff, when a USA Swimming coach member or adult volunteer deems necessary, to provide, consent to, or obtain for me medical, psychological or psychiatric care and treatment, emergency medical services, and any related transportation deemed necessary or advisable throughout the duration of any Arkansas Swimming, Inc. travel (e.g., Zones) during the dates provided above. I authorize a USA Swimming coach member or adult volunteer to act as my agent to receive, procure, store, and issue any medications which are prescribed for me. In the event that medical services are required, I authorize the USA Swimming coach member or adult volunteers to act without first obtaining my prior consent or the consent of my next of kin, parent, guardian, or any other individual. **By signing below, I release and hold harmless USA Swimming and its directors, officers, employees, members, volunteers, other participants and agents, of and from, and do discharge and waive, any and all claims, demands, losses, damages, and liabilities related to providing, obtaining or consenting to medical care and obtaining protected health information pursuant to this authorization and consent.**

Athlete's Signature Athlete's Name (Print)

Athletes under 18 years of age, require the consent of a parent or guardian:

Parent's/Guardian's Signature Parent's/Guardian's Name (Print)

Date: _____ Relationship: _____

Phone: _____ Email: _____

CONSENT FOR RELEASE OF MEDICAL INFORMATION

I authorize the release and exchange of any and all medical or health information concerning me, including information regarding physiological and/or biomechanical evaluations, and psychological or psychiatric records, between the USA Swimming coach member or adult volunteer and any medical provider or medical treatment facility for the management of my care and/or treatment while I am traveling for Arkansas Swimming, Inc. This consent is intended to authorize the disclosure of protected health information concerning me under the Health Insurance Portability and Accountability Act.

(Please list the names of any additional volunteers, coaches, trainers, physicians, etc. to whom Arkansas Swimming, Inc. may release information should it be requested.)

I understand that releasing this information will no longer guarantee the confidentiality of this released information. I understand that this consent will become a permanent part of my sport science record. By signing below, I release and hold harmless USA Swimming and its directors, officers, employees, Medical Staff, members, volunteers, other participants and agents, of and from, and do discharge and waive, any and all claims, demands, losses, damages, and liabilities related to obtaining or exchanging medical or health information pursuant to this consent.

Athlete's Signature Athlete's Name (Print)

Date: _____ LSC: _____

Athletes under 18 years of age, require the consent of a parent or guardian:

Parent's/Guardian's Signature Parent's/Guardian's Name (Print)

Date: _____ Relationship: _____

Phone: _____ Email: _____

USA Swimming

(From USA Website)

LIABILITY RELEASE AND INDEMNIFICATION FORM FOR TRAVEL

THIS FORM IS APPLICABLE TO ALL ATHLETES OVER THE AGE OF EIGHTEEN AND ALL ATHLETES OVER THE AGE OF NINETEEN THAT ARE RESIDENTS OF MISSOURI AND ARKANSAS.

I, the undersigned participant, request voluntary participation to travel to and from USA Swimming events for the dates from _____, 20____ through _____, 20__ .

I consent to my participation in traveling to and from USA Swimming events and acknowledge that I fully understand my participation in travel may involve risk of serious injury or death, including losses which may result not only from my own actions, inactions or negligence, but also from the actions, inactions, or negligence of others. This includes all travel to and from the event arranged by USA Swimming, including but not limited to all transportation being plane, boat, train, van, car, airline and/or chartered plane paid either by the participant or travel paid or reimbursed by USA Swimming. I understand that if I have any risk concerns regarding travel, I should discuss the risks associated with my participation with the activity coordinators and event staff, before I sign this document and before travel begins.

Release – Participant's Rights:

In consideration of allowing Participant to travel to and from USA Swimming events, I hereby release and hold harmless USA Swimming, members of its board of directors, and its officers, employees, members, volunteers, other participants, and agents (collectively, the "Released Parties"), of and from, and do discharge and waive, any and all claims, demands, losses, damages, and liabilities that Participant may have or sustain with respect to any and all damage and/or injury, of any type, arising out of his or her travel to USA Swimming events. I also agree that if any portion of this agreement is held to be invalid the balance, notwithstanding, shall continue in full force and effect.

(Print name of Participant)

(Signature of Participant)
