



INDIANA SWIMMING INC.

POLICY & PROCEDURES MANUAL

Including Rules & Regulations

Preface to Policies & Procedures/Rules & Regulations Manual

Indiana Swimming uses its web site (www.inswimming.org) as its primary delivery tool for the dissemination of information and communication with its membership. This policies and procedures/rules & regulations manual contains numerous references to both the Indiana Swimming and USA Swimming (www.usaswimming.org) web sites where more detailed information on current policies and procedures/rules & regulations is available. The intent of this manual is to provide basic information regarding policies and procedures/rules & regulations and to refer the reader to the appropriate web site location for the most current documents under each category. For categories not found in this document, please refer to the Indiana Swimming bylaws or other listings on the Indiana Swimming web site.

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1. INDIANA SWIMMING

1.1 Organization

Indiana Swimming, Inc. (ISI) is one of 59 Local Swimming Committees (LSC) with responsibility under USA Swimming to govern the sport of swimming in the State of Indiana, except Floyd and Clark Counties, and including Vermillion County in the State of Illinois. Indiana Swimming, as delegated to it in the USA Swimming Rules and Regulations, has jurisdiction to conduct swimming programs consistent with the policies and procedures of USA Swimming and to sanction, approve, observe, oversee and conduct, on behalf of USA Swimming, competitive swimming events within the LSC boundaries.

Indiana Swimming is a tax-exempt organization as described in Section 501(c)(3) of the U.S. Internal Revenue Code and may accept contributions, bequests, and gifts deductible for federal income and estate and gift tax purposes respectively.

Indiana Swimming operates under by-laws adopted in 12/1996 and amended thereafter. ISI is governed by its House of Delegates (Article 604), a Board of Directors (Article 605), elected and appointed Officers (Article 606), and various Divisions, Committees and Coordinators (Article 607) as described in its by-laws.

The House of Delegates governs Indiana Swimming. The Board of Directors has the authority to act for the Corporation between meetings of the House of Delegates. The officers of the Corporation comprise the Executive Committee and shall have the authority to act for the corporation between meetings of the Board of Directors.

1.2 Objectives

The objectives and primary purpose of Indiana Swimming shall be the education, instruction, and training of individuals to develop and improve their capabilities in the sport of swimming. ISI shall promote swimming for the benefit of swimmers of all ages and abilities, in accordance with the standards, rules, regulations, policies and procedures of FINA, USA Swimming, and ISI and its Articles of Incorporation.

1.3 Vision

Growing Champions, Inspiring Dreams

1.4 Mission Statement

Indiana Swimming inspires excellence through progressive, innovative programs and partnerships.

1.5 Core Values

Integrity and Commitment

1.6 Statements of Principles, Accountability and Conflict of Interest

1. Statements of Principles

Those who choose to serve Indiana Swimming and its members, whether as volunteers or as paid professionals are held to a high standard of conduct. As guardians of Olympic ideals, they assume an obligation to subordinate individual interests to the interests of the Olympic Movement. Those who serve ISI must do so without personal gain in order to avoid any institutional loss or embarrassment and to behave in such a way that the organization's trust and public confidence are enhanced. It is important to avoid any real conflict of interest as well as to avoid the appearance of a conflict of interest.

Indiana Swimming Board of Directors

2. Statement of Accountability

The Board governs with an emphasis on outward vision rather, encouragement of diversity in viewpoints, strategic leadership, clear distinction of Board roles, collective decisions, and, proactively rather than reactively. The Board shall:

Be accountable to the Indiana Swimming community for competent, conscientious, and effective accomplishment of its obligations.

Enforce on itself whatever discipline is needed to govern with excellence. Discipline will apply to matters such as attendance, preparation for meeting, policy-making principles, respect, speaking with one voice, and ensuring the continuity of governance capability. Board development will include orientation of new members in the Board's adopted governance process and strategic planning and monitoring.

Direct, control, and inspire the organization through the careful establishment of broad written policies reflecting the Board's values and perspectives. The Board's major policy focus is on the intended long-term impacts.

Accept responsibility for Board performance. The Board will be an initiator of policy, not merely a reactor to other initiatives. The Board will use the expertise of individual Board members to enhance the ability of the Board as a team and operate in partnership with the professional staff. The Board will monitor and regularly discuss its own processes and performance.

3. Conflict of Interest Statement

The Board of Directors affirms that the directors, officers, administrators, employees, and other volunteers of Indiana Swimming (referred to as the Corporation) have an obligation to exercise their authority and to carry out the duties of their respective positions for the sole benefit of the Corporation. They should avoid placing themselves in positions in which their personal interests are, or may be, in conflict with the interests of the Corporation. Where a potential conflict of interest exists, it shall be the responsibility of the person involved or any other person with knowledge to notify the Board of Directors of the circumstances resulting in the potential conflict so that the Board of Directors can provide such guidance and take such action as it shall deem appropriate. Areas of potential conflict of interest are:

Financial Interests

Ownership by the individual directly or indirectly of a material financial interest in any business or firm (i) from which the Corporation obtains goods or services, or (ii) which is a competitor of the corporation. Competition by the individual, directly or indirectly, with the Corporation in the purchase or sale of property or any property right or interest.

Representation of the Corporation by the individual in any transaction or activity in which the individual, directly or indirectly, has a material financial interest.

Any other circumstance in which the individual may profit, directly or indirectly, from any action or decision by the Corporation in which he or she participates, or of which he or she has knowledge.

Inside Information

Disclosure or use by the individual of confidential information about the Corporation, its activities or intentions, for the personal profit or advantage of the individual or any person.

Conflicting Interests Other than Financial

Representation as a director, officer, agent or fiduciary of another company, institution, agency or person in any transaction or activity which involves this Corporation as an adverse party or with adverse interests.

Gifts and Favors

Acceptance of gifts or favors from any firm or individual, which does or seeks to do business with, or is a competitor of, the Corporation under circumstances which imply reasonably that such action is intended to influence the individual in the performance of his or her duties. No Director who directly or indirectly is involved in a potential conflict of interest shall be counted in determining the existence of quorum at any meeting of the Board where the potential conflict is considered, nor shall the director vote on any action of the Board regarding that potential conflict.

1.7 Organizational Structure

Indiana Swimming is governed by a House of Delegates. The Board of Directors, as outlined in sections 605 and 606 of its by-laws, has the authority to act for the Corporation between meetings of the House of Delegates. The officers of the Corporation comprise the Executive Committee and have the authority to act for the Corporation between meetings of the Board of Directors. The organizational structure includes nine (9) divisions, committees, and coordinators as detailed in section 607 of the by-laws. Twenty percent (20%) of the voting membership of each committee shall be athletes, each of whom must at the time of appointment be engaged in amateur swimming within eight (8) years preceding the appointment.

Indiana Swimming maintains a permanent office at 201 South Capitol Avenue; Suite 410; Indianapolis, IN 46225 and currently employs two full-time staff members (Executive Director and Sport Development Director) and additional contractors and/or staff as agreed upon by the Personnel Committee.

1. Club Regions, Official Areas, and Divisional Assignments

Club Regions

The Indiana LSC is divided into four regions to provide equal athlete representation among all geographical areas of the LSC. The quadrants of the state are NE, NW, SE, and SW. The approximate boundaries of each region are below with some variance surrounding the Indianapolis area.

NE – east of U.S. 31 and north of SR 28

NW – west of U.S. 31 and north of SR 28

SE – east of I-65 and south of SR 28

SW – west of I-65 and south of SR 28

Method of Division

The office staff is responsible for reviewing and presenting the information to the BoD on a four year cycle, and aligned with the USA quad schedule. Realignment shall be conducted if there is an imbalance of more than 15% of the athlete numbers between any two regions.

The realignment of regions must be approved by the BoD, and will go into effect for the following quad, in January following HoD. Region representatives will be permitted to serve out their BoD term, even if their associated club is moved in realignment.

Representation

One coach and non-coach member will be elected from each region during the HoD meeting. The process is outlined in the ISI Bylaws.

Publication

Region assignments will be published on the ISI web-site.

Official Areas

The Indiana LSC is divided into four areas to provide equal official representation among all geographical areas of the LSC. The approximate division of each Official Areas are below with some variance surrounding the Indianapolis area.

Area 1 - west of U.S. 31 and north of SR. 32

Area 2 - east of U.S. 31 and north of I-70; not including Area 4

Area 3- south of I -74 west of Indianapolis, and I-70 on the east side of Indianapolis

Area 4 – north of I-74 west of Indianapolis and I-70 east of Indianapolis, south of U.S. 32, east of SR 267, and west of SR 13

Method of Division

The Officials Chair and committee are responsible for reviewing the information on a four year cycle, aligned with the USA quad schedule. Realignment shall be conducted if there is an imbalance of more than 15% of the official numbers between any two regions.

The realignment of areas will go into effect for the following quad, immediately following HoD. Official area representatives will be permitted to serve out their term, even if their associated club is moved in realignment.

Representation

One official will be elected from each region during the spring championships, per the ISI Bylaws.

Publication

Area assignments will be published on the ISI web-site.

Divisional Assignments

The Indiana LSC divides all clubs for divisional meet assignment. The number of divisional meets is set by the HoD and varies from spring to summer championship season.

Method of Division

Assignment of clubs between divisional sites is based on geographic location, time zone, drive times, and the number of athletes. Consideration is also given to viable host sites for each meet. Sites may be realigned due to athlete numbers or the number of hosting sites.

Initial assignment of a new club to a divisional is completed by office staff in conjunction with Technical Chair. This also applies to teams in the process of forming, but currently designated as unattached.

Unattached members, not attaching to a team, will be assigned a location based on the member registration's permanent address.

Single teams requesting realignment must do so via the Divisional Re-assignment forms, on the ISI web-site/Club Forms. This is reviewed by the Technical committee.

The Technical committee in conjunction with the Performance committee reviews the numbers at sites following the championship season, and may request teams move divisionals to balance the sites. This may happen at any point following the championship seasons, and does not require HoD approval.

When realigning all divisional sites, the ISI office staff will develop the plan for realignment with input from the Technical, Performance and Officials committees. The plan must be approved by the HoD, and will go into effect for the quad. If realignment impacts spring championships, the plan will be implemented April 30th. If realignment impacts summer championships, the plan will be implemented August 30th. Thus hosts that have already completed the bid cycle will not be impacted by the change.

Publication

Assignments will be published on the ISI web-site.

1.8 Athlete Code of Conduct

Indiana Swimming athletes recognize and agree to conform to the following principles at all times while representing ISI.

1. To conduct myself so as to be a worthy team athlete and/or staff member
2. To follow the Indiana Swimming and the USA Swimming Rules
3. To conduct myself in a manner so as to earn the respect and confidence of others
4. To act/conduct myself with dignity & with respect for others and the property of others
5. To dress in a manner suitable to my position as a representative of Indiana Swimming
6. To be a responsible goodwill ambassador between the sport of swimming and the public
7. To promote positive high team spirit and morale
8. To strive to do my best and encourage all team members to do the same

9. To deal justly, kindly, impartially, and intelligently with all my fellow team members
10. To do my very best to bring the highest possible credit and regard to myself, my team, Indiana Swimming and to the sport of swimming

The use of any of the below is strictly FORBIDDEN for those not of legal age:

1. Alcoholic beverages and tobacco products
2. Fireworks and Drugs (other than those prescribed by my physician)

Indiscreet or destructive behavior will not be tolerated. Every effort should be made to avoid guilt by association with such activities.

ISI national meet reimbursement is a privilege, and athletes shall personally acknowledge those responsibilities associated with-it.

1.9 Member Code of Conduct

Members of ISI are bound to the USA Swimming Code of Conduct as outlined in Article 304 of its Rules and Regulations.

Any member or prospective member of USA Swimming may be denied membership, censured, placed on probation, suspended for a definite or indefinite period of time with or without terms of probation, fined or expelled from USA

Swimming if such member violates the provisions of the USA Swimming Code of Conduct, set forth in 304.3, or aids, abets or encourages another person to violate any of the provisions of the USA Swimming Code of Conduct.

2 GENERAL POLICIES FOR COMMITTEE ADMINISTRATION

2.1 Divisions of the Corporation

The House of Delegates of Indiana Swimming shall consist of the following divisions. Each division shall be presided by a Vice-Chair or Chair of the Corporation.

- General
- Administrative
- Senior Swimming
- Age Group Swimming
- Budget/Finance
- Technical
- Officials / Rules
- Coaches
- Athletes

2.2 Committees and Coordinators

Each Division is further divided into several standing committees. Unless otherwise specified in the Indiana Swimming by-laws, the General Chair shall appoint the members of all committees including the chair of the committee. A committee may consist of only one member who is known as the coordinator. Each committee is directly responsible to a Vice-Chair or Chair.

2.3 Ad-Hoc Committees

The General Chair of the Board of Directors may appoint an ad-hoc committee (task force) to complete a specific objective where an existing standing committee would not otherwise be appropriate. In each instance where an ad-hoc committee is established, the Board of Directors must also approve a budget for the activities and the administration of the committee. The term of service for any ad-hoc committee shall not exceed one year.

2.4 Mission Statement of the Committee

Each committee shall establish a mission statement and shall annually review the mission statement of the committee. The mission statement of the committee shall be forwarded to the Board of Directors for approval.

2.5 Annual Goals of the Committee

Each committee shall establish goals for the committee and a timetable or action plan for achieving these goals. The goals, timetable and action plan shall be distributed to the respective Vice-Chair or Chair to whom the committee is directly responsible.

2.6 Functions of the Committee

The functions of the committee may include but are not limited to the following:

1. To study and evaluate existing programs of the Corporation
2. To create and develop new programs for the Corporation for recommendation to another committee or to the Board of Directors
3. To advise the Board of Directors through the Vice-Chair or Chair to whom the committee is directly responsible
4. To consider items which have been referred to the committee from the Indiana Swimming membership, from another committee or from the Board of Directors
5. To present resolutions for action items that should be referred to the division Vice-Chair or Chair for consideration by the Board of Directors
6. To implement the policies of the Board of Directors and the Corporation
7. To prepare a budget for the projects and the administration for the committee in the next fiscal year
8. To conduct the projects and operate the activities of the committee within the approved budget for the current fiscal year

2.7 Responsibilities of Committee Chair or Coordinators

The responsibilities of the Committee Chair and/or Coordinators include:

1. Schedules all meetings of the committee
2. Proposes an agenda for all meetings
3. Presides at all meetings of the committee and guides the business of the committee
4. Gives a report to members of the committee, of the activities of the committee or of the Corporation since the last committee meeting
5. Introduces guests and presenters to the committee
6. Serves as the spokesperson for the committee
7. Appoints a secretary to take minutes of all meetings
8. Reviews the draft of the minutes prepared by the secretary and make corrections as necessary so that they may be distributed to members of the committee and the division Vice-Chair
9. Works with the Indiana Swimming staff to manage the programs and activities of the committee within the approved budget
10. Assumes responsibility for the committee's compliance with the policies of the Corporation
11. Directs the committee's activities towards the completion of its goals
12. Maintains regular contact with the Indiana Swimming staff and the division Vice-Chair or Chair

2.8 Implementation of Action Items by Committees

1. A proposal or resolution is passed by the committee and becomes an Action Item for consideration by another committee or by the Board of Directors.
2. All Action Items should be submitted in writing and shall include an estimate of the costs of implementation.
3. The Action Item is referred to the Vice-Chair or Chair assigned to the committee who shall discuss the matter with the committee chair or coordinator.

4. The Vice-Chair or Chair shall either refer the matter back to committee, or refer the matter to another committee where appropriate, or shall place the Action Item on the agenda of the next meeting of the Board of Directors.
5. The Vice-Chair or Chair shall present the Action Item to the Board of Directors for their consideration.
6. The Vice-Chair or Chair shall report the disposition of the Action Item to the committee chair or coordinator within 10 days of the Board of Directors meeting.
7. If approved by the Board of Directors, the Vice-Chair or Chair shall discuss with the committee chair or coordinator the plan for implementation of the Action Item.

2.9 Equal Opportunity to Participate

It is the intent and purpose of the Corporation to provide an equal opportunity to athletes, coaches, trainers, managers, administrators, and officials to participate in the governance of the Corporation without discrimination on the basis of race, color, religion, age, gender, disability, or national origin. No conditions or restrictions for participation in the governance of the Corporation may be imposed unless otherwise set forth in the Indiana Swimming by-laws.

2.10 Open Meetings Policy

All meetings of the Corporation, divisions and committees shall be open to all members of the Corporation except in those situations where by majority vote of the body it would be in the interests of the Corporation to hold closed sessions (e.g., those relating to corporate or committee personnel or legal matter).

2.11 Roberts Rules of Order

At all meetings of the Corporation, divisions and committees, Roberts Rules of Order shall be the governing procedural rules, unless otherwise modified in the Indiana Swimming by-laws or the Indiana Swimming Policies and Procedures Manual.

2.12 Misconduct by Committee Members

The General Chair and/or Corporation Counsel may in response to written allegations of misconduct by an Indiana Swimming member, authorize a confidential inquiry to determine whether a further investigation or a LSC, Zone, National, or U.S. Center for SafeSport Board of Review is appropriate.

2.13 Confidentiality

Items, which are of a confidential or sensitive nature, should not be disclosed outside the setting of the committee. Members who knowingly divulge this information shall be subject to the procedures of misconduct.

2.14 Authorization of Expenses

Only the Indiana Swimming staff and Budget/Finance Vice-Chair shall authorize expenditures against the approved budget of the committee. There shall be no separate checking accounts for projects carried out under the direction of any committee without the express authorization of the Board of Directors. All Indiana Swimming funds must be received and disbursed by the Corporation.

2.15 Board(s) of Review Frequently Asked Questions (FAQ's)

1. Jurisdiction

The National, U.S. Center for SafeSport and Zone Board of Review operations are located in the USA Swimming Rule book, Part Three and Four, Code of Conduct and Hearings and Appeals. The LSC Administrative Review Board is outlined in Indiana Swimming by-laws Article 610 and below.

2. Filing a Protest

National, U.S. Center for SafeSport and Zone petitions should be filed according to USA Swimming Rule book, Part Three and Part Four, Code of Conduct and Hearings and Appeals. Additional Zone petition information is located on the Central Zone web site.

Protests for consideration by the LSC Administrative Board of Review do not have a required form. The procedure is listed in the following section.

LSC Administrative Review Board

Complaint

1. The facts of the action, inaction or conduct about which the complaint is being filed must be in writing.
2. Items may be submitted directly to the Chair of The LSC Administrative Review Board or through the Executive Director of Indiana Swimming. The later route may assist with tracking and distribution to the most current Chair of the Administrative Review Board.
3. Statement should include:
 - Names of all persons or groups you claim have acted improperly
 - Reference to specific rules that were violated
 - Relevant documents
4. A filing fee of \$350 must accompany the protest
5. A written request for waiver of the filing fee may be submitted at the time the protest is filed. There is no special form for that waiver request; simply state in writing why the fee should be waived.
6. The Filing fee will be returned/refunded if the judgment is found in favor of complainant.

Hearing

After your Protest is submitted the following could happen:

1. The Chair of the Review Board might dismiss it and notify complainant that they may refile it within a certain time;
2. The Review Board Chair and/or his or her designee(s) may attempt to mediate the matter to see if both sides can agree to resolve the dispute.
3. The Respondents named in your Protest will receive formal Notice of the Protest.
4. After everyone is notified, the Review Board will typically conduct a telephonic Prehearing Conference to establish procedures specific to the case. Both sides will probably be asked to provide to the other side and the Board, with copies of all relevant documents and names of all witnesses in advance of any hearing.
5. A hearing date, time and place will be set. The hearing can be conducted by any member of the Board of Review or by a panel of not less than three Board of Review Members, but will not be conducted without the requisite athlete members.
6. The hearing will be recorded.
7. At the hearing all evidence will be presented, verbally or with documentary evidence by complainant and/or witnesses. The other side will have the right to question complainant and/or witnesses. Then the process will be repeated for the other side.
8. A lawyer may assist, but the complainant is responsible for all fees associated with hiring a lawyer.
9. A written decision will be issued within 30 days of the hearing to all parties, the General Chair and LSC Secretary.
10. Both sides have appeal rights following the written decision.

3 MEMBERSHIP

Indiana Swimming (ISI) is comprised of clubs, athletes and non-athletes as defined in Article 602 of the Indiana Swimming by-laws. Any of the above may become members of Indiana Swimming by completing the requirements set forth in the Registration Section 3.1 of this Policy & Procedures Manual. All memberships in Indiana Swimming include membership in USA Swimming.

3.1 Registration – Individual Members

1. Athlete Membership

Premium

- a. Athlete memberships are valid January 1 through December 31. Registrations received after September 1 are valid through December 31 of the following year (up to 16 months). Current annual dues are shown on current application(s).
- b. Applications for membership are available from each ISI Club or the Indiana Swimming web site.
- c. A swimmer must be a current member of USA Swimming in order to participate in any sanctioned USA Swimming meet. Swimmers may compete representing their Club or as an Unattached swimmer.

Outreach

Outreach membership is yearly (annual) and 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 Premium (annual) membership. If an athlete participates in a reduced or free school lunch program (based on household income), *and can provide documentation to Indiana Swimming*, the USA Swimming/Indiana Swimming membership becomes \$5. Documentation is as simple as a one-page form on the school's letterhead indicating that the member is on a free or reduced lunch program. ISI does NOT have a form to complete. Documentation above can be submitted with a Registration Fee Summary form and payment.

Seasonal

Indiana Swimming offers a seasonal membership, April 1-August 28. These seasonal athletes are afforded the same insurance coverage as the Premium membership, but have the following limitation.

Seasonal athletes cannot compete "above" the ISI championships. Meets not eligible include Central Zones, Speedo Sectionals, Futures, Junior Championships, US Open, Nationals or Olympic Trials.

Flex

Indiana Swimming Clubs may choose whether or not to offer USA Swimming's Flex Membership to its athletes. The Flex membership is available at a cost of \$20 annually, only to individual athletes ages 18 and under, and includes the same insurance coverage provided by the Premium membership. Flex membership restricts swimmer participation to two (2) USA Swimming sanctioned meets per membership year; these meets must be below the LSC Championship level. Indiana Swimming defines its LSC Championship level meets as Divisional meets and above.

Flex membership is good for one calendar year. Individuals applying for Flex membership on or after September 1 of the current year will receive membership through December 31 of the following year. Flex members may choose to transition to the Premium membership at any time during the calendar year; the cost of the Flex membership (\$20) will be applied toward the cost of the Premium membership. Should a Flex member athlete qualify to swim in an LSC Championship level meet, that athlete's Flex membership must be upgraded to a Premium membership in order to compete in the Championship meet.

Single Meet Open Water

ISI offers a one-day open water registration. Application forms must be requested of ISI Offices (office@inswimming.org) and are for open water competition only. This shall not be used for pool competitions. ISI does not post this form on its web site.

- a. This membership may be used once per calendar year.
- b. No proof of date of birth is required.

Transfers

An athlete transferring from one Club to another within or outside of the LSC, or representing a specific Club to Unattached status, must submit a Indiana Swimming Change/Transfer Form signed by the athlete and parent. The purpose of this form is to record the affiliation intent of the swimmer. USA Swimming Rule 203.3 requires that 120 days must pass from the date of last competition representing the prior Club before a swimmer may represent a new Club in competition.

Transfer forms are available from the Indiana Swimming web site and should be returned to the ISI office. A fee of \$5.00 is required to process the transfer of an Athlete from one Club to another Club or from a Club to Unattached. The \$5.00 fee is waived if the swimmer is renewing at the time of submitting the Change/Transfer form.

Insurance

Secondary Accident Insurance is available with all members. Please refer to the USA swimming site (www.usaswimming.org) on specifics on the coverage.

Birth Certificate Requirements

Clubs will submit a copy of birth certificate, passport or other approved proof of date of birth to the Indiana Swimming Registration Chair for athletes 18 & younger via mail, e-mailed scanned copy or fax. After confirmation, these documents will be shredded. Proof of date of birth needs only to be submitted once, as Indiana Swimming logs receipt into USA database (SWIMS).

2. Non-Athlete Membership Requirements

The following are requirements are for all Non-Athlete members. Additional requirements specific to type of Non-Athlete membership are listed in subsequent sections.

1. Complete Non-Athlete membership registration on ISI web site and submit payment. Non-athlete registrations are valid January 1 through December 31. Applications received after September 1 are valid through December 31 of the following year (up to 16 months).
2. Complete or have a current USA Swimming mandated Background Screen. Access to the screening process must be from the USA Swimming web site. Background screens done by any other organization (school districts, state police, etc.) are NOT acceptable. The USA Swimming background screen is good for 2 years and does have a separate fee.
3. Complete the current Athlete Protection Training (APT) course on the USA Swimming web site.

Coach Members

To be a Coach member of USA Swimming:

1. Submit all cpr and safety training for swim coach certifications electronically or via fax to the ISI Member Services Coordinator. The current list of approved courses can be found on the USA Swimming web site.
2. Complete the educational requirements listed on the USA Swimming web site.

Valid To Cards

Coach memberships will be valid until December 31 of the current year or until the first expiration date of APT, background, or safety requirement (CPR or Safety Training for Swim Coaches). The *Valid To* date will be printed in large bold characters on the face of each Coach membership card or deck pass screen. Coaches are responsible for maintaining current certifications.

If the required safety credentials are not provided before the passage of the *Valid To* date, the coach will lose all coach privileges and authorities. The individual will not be permitted on deck at practices or meets and risks lapsed insurance coverage for the club.

Any coach found to be on deck at a meet with invalid coach credentials (expired or missing requirements or registration) will be assessed a \$100 fine per meet.

Non-Athlete, Non-Coach Members

- a. Any person interested in the purposes and programs of Indiana Swimming is eligible to be a Non-Athlete member.
- b. Deck Officials (Starter, Referee, Stroke & Turn Judge) and Meet Directors must be Non-Athlete members of USA Swimming.

3. Life Membership

A Life Member is an individual who is a life member in good standing of USA SWIMMING. Active life members must comply with the Non-Athlete background and APT requirements.

3.2 Group Membership

1. Club

- a. Applications for Club membership may be obtained on ISI web site. Annual dues are as shown on the current application. Membership is for a calendar year, although applications received after September 1 are valid until December 31 of the following year (up to 16 months). The affiliations of at least one Athlete member and one properly credentialed Coach member are required for Club membership. A Club member is entitled to compete in its own name and to field relays at sanctioned meets.
- b. Annual fee for club membership is \$300. If the club sends at least 1 representative to the annual September House of Delegates meeting (see calendar on ISI web site for date), the annual fees is reduced to \$100. Clubs that miss the House of Delegates meeting and pay the \$300 fee are also prohibited from hosting any sanctioned/approved meets until the next scheduled House of Delegates meeting.

2. Membership Payments

Payments for all memberships shall be cash, check, money order, or online payment options (ACH or Credit Card). Please be sure to submit payments in a timely fashion as membership will not be processed until payment is received.

Late Athlete Registration

All athletes should be registered members when they are in the water with your club (even at practices). When they start swimming in meets, ISI will verify current membership. If an unregistered or unverified swimmer competes in a meet, ISI will send communication with stated deadline for compliance. Failure to meet stated deadline will result in your club being assessed a \$100 per swimmer per meet fine (USA Swimming Rules 302.4)

Unpaid Fines

Any unpaid fines at time of club renewal will result in club renewal prohibition.

3.3 Membership Meetings

1. Board of Directors

The members of the Indiana Swimming Board of Directors shall be as provided in the ISI by-laws and are generally elected by the ISI House of Delegates.

The current schedule of Board of Directors meetings (which are open to any and all members of ISI) is the third Monday of January, April, May, June, August, October & November. These meetings begin at 5:30 pm and are held in Indianapolis.

2. House of Delegates

Indiana Swimming House of Delegates meeting is held annually in September or October. Dates will be posted on the ISI web site with additional meeting detail. Article 604 of the Indiana Swimming bylaws outlines the organization and procedures for HOD.

4 FINANCIAL POLICIES: CONTROLS AND PROCEDURES

Indiana Swimming is dedicated to ensuring that all financial operations are conducted under the highest standards of integrity and ethics and in compliance with strict internal controls to safeguard the organization's assets and provide a strong financial foundation. Indiana Swimming operates on a fiscal year, and all financial records are maintained on an accrual basis. Indiana Swimming will maintain operating reserves of a minimum of 75% and a maximum of 125% of its annual operating expenditures budget.

4.1 Financial Reports

The Budget/Finance Vice-Chair shall prepare unaudited financial statements, quarterly and annually, for the Board of Directors. The Budget/Finance Vice-Chair will conduct an internal or external audit. Financial statements will be presented to the Board of Directors and the House of Delegates.

Financial statements are to be prepared in compliance with generally accepted accounting principles and will be published according to the following schedule:

- Quarterly statements: 45 days after the end of the quarter
- Annual unaudited statements: 60 days after the end of the year
- Annual audited statements: 120 days after the end of the year

Financial statements are prepared using the accrual method and will contain budget and actual information.

4.2 Committee Accounting Procedures

There shall be no separate checking accounts for projects carried out under the direction of any committee without the express authorization of the Board of Directors.

All Indiana Swimming funds must be received and disbursed by the Corporation.

4.3 Late Payments

Any members that are late in paying obligations are to be billed with all other Indiana Swimming invoices on a thirty-day basis. If amounts due are not paid within the next thirty days, the Budget/Finance Vice-Chair may refer the matter to a Board of Review for appropriate action. If monies owed Indiana Swimming remain outstanding at the time of club renewal, the club will be prohibited from renewal.

4.4 Grants

All money grants or in-kind contributions shall be recorded as general revenues of the Corporation. Obligations contained in the grant or gift shall be included in the budgeted expenses of the Corporation. The Budget/Finance Vice-Chair, in consultation with the General Chair and staff, will approve all grants requests.

4.5 Allocation of Investment Returns

Indiana Swimming may allocate up to 75% of the annual investment returns averaged over three years to programming. The breakdown is as follows:

- 40% new board approved programs
- 30% travel fund
- 20% support existing programs in the second year
- 10% existing program maintenance

4.6 Expense Reimbursement

Each individual is responsible for filing his or her own reimbursement request form with the Budget/Finance Vice-Chair. Forms should be submitted no later than the August meeting of the Board of Directors. Adequate

documentation must accompany each request. This includes original itemized hotel receipts, transportation tickets, and receipts for all expenses. When driving a personal vehicle, reimbursement will be at the standard IRS rate.

Reasonable parking fees for meetings shall be reimbursed.

4.7 Club Travel Support Policy

Indiana Swimming financially assists our athletes and coaches when participating in National level meets. The program is outlined with all criteria required on the Club Travel Support Application. The current application can be found on the Indiana Swimming web site under the FORMS section – Coach forms.

4.8 Authorizations

Signature authorization is granted by the Board of Directors to the General Chair, Budget/Finance Vice-Chair, Sports Development Director, and Executive Director.

Number of signatures required:

- Less than \$5,000 requires any one signature
- \$5,000.00 - \$10,999.99 requires any two signatures
- \$11,000 and over requires two signatures, one of whom must be the General Chair or Budget/Finance Vice-Chair.

5 INDIANA SWIMMING BUDGET PROCESS AND APPROVAL

5.1 Budget Preparation

All expenditures made in the name of the Corporation are subject to and governed by the annual operating budget approved by the Board of Directors and House of Delegates. An annual budget for capital expenditure is also approved by the same.

The initial part of the budget process begins with the staff and board. According to Article 5.6 Budget Timetable, the Budget/Finance Vice-Chair prepares revenue projections for the coming year. The Budget/Finance Vice-Chair will work with staff, committee chair persons, and Division Vice-Chairs and Chairs to determine committee and Division financial needs for existing and on-going programs. Division Vice-Chairs and Chairs will also prepare proposals for any new programs the committees or divisions deem appropriate for the coming year.

5.2 The Role of the Committees

The committee works with the staff and Division Vice-Chair or Chair to review the viability and performance of existing programs. Committees will review and recommend new pilot programs for the upcoming budget year and, with the help of staff, develop appropriate budget worksheets for such programs.

5.3 The Role of the Vice-Chairs and Chairs

The Vice-Chairs and Chairs have no specific role in the budget preparation process, except in their supervisory capacity over committees. The Vice-Chair and Chairs should maintain contact with the committees, and the staff during the budget preparation phase. As members of the Board of Directors, the Vice-Chairs and Chairs will be involved in the review process and will play the key role of providing insight into the programs and committee budget recommendations.

5.4 The Role of the Board and the House of Delegates

To amend, add, or delete a budget item, the primary place for change should be the Board of Directors. The role of the House of Delegates is to adopt the budget brought forward by the Board of Directors. Once the budget has been adopted, the Budget/Finance Vice-Chair, staff, and Board are responsible for implementing and enforcing the budget.

5.5 Budget Amendment and Performance Review

The budget should be approved as a living document. Any amendments approved by the Board shall be handled administratively by the Budget/Finance Vice- Chair.

For new programs adopted during the year, and previously approved programs that have been greatly expanded, the Board will consider budget amendments to adequately fund the programs.

In order to determine that funds are being spent in conformity with the budget, a budget to actual expenditure report will be provided to the members of the Board at each meeting of the Board of Directors.

5.6 Budget Timetable

May 1 – July 1: Budget forms and instructions will be made available to staff members for development of proposed program budgets. The Budget/Finance Vice-Chair coordinates revenue projections.

July: Using the budget worksheets and revenue projections, the Budget/Finance Committee produces a first draft of the proposed budget.

August BOD meeting: Proposed Budget distributed to Board of Directors. Board of Directors meets to review, amend and approve the Proposed Budget.

September/October: Indiana Swimming House of Delegates meets to review, amend and approve the Budget.

6 INVESTMENT POLICY STATEMENT

6.1 Purpose

The purpose of this statement is to establish a clear understanding between the Investment Committee and the Investment managers concerning the investment policies and objectives of Indiana Swimming, Inc.: "The Fund." ("The Fund" is understood to include all Indiana Swimming assets, including operating funds, unless specifically stated otherwise.) The policies for each managed asset class within The Fund are described as part of this document. This policy outlines an overall philosophy is that specific enough to guide the Managers, yet sufficiently flexible to allow for changes in the economy and securities markets. The Investment Committee will provide realistic risk policies to guide the Managers toward long-term rate of return objectives, which will serve as a standard for evaluating investment performance. The Investment Committee will also establish the procedures for overall policy and performance review.

This statement will establish policies and restrictions to be placed on The Fund investments. However, these are not intended to impede the Managers' effort in attaining the overall objectives of The Fund. The Investment Committee gives the Managers discretion in investment selection and diversification for the purpose of increasing investment returns or reducing risk exposure. The Investment Committee also gives the Managers responsibility to shift The Fund's asset commitment among industry sectors and individual securities to pursue opportunities presented by secular changes within the capital markets.

6.2 Manager Guidelines

Investments of The Fund will be made for the sole interest and exclusive purpose of providing benefits to Indiana Swimming, Inc. The Fund's assets must be invested with care, skill and diligence that a "Prudent Person" acting in this capacity would take.

The Investment Committee understands that fluctuating rate of return are characteristic of the securities markets, therefore, the Managers' greatest concern should be consistency of total return, preservation of principal, liquidity to meet cash flow requirements, and long term appreciation of assets. Recognizing that short-term fluctuation may cause variations in The Fund's performance, the Investment Committee expects to achieve the following total return objectives over a 3 year moving time period.

Portfolio risk levels should be established to minimize the likelihood of sharp declines in principal values. The possibility of moderate declines in total value is a risk the Investment Committee accept as necessary to achieve

superior long-term results. It should also be understood that the client's quadrennial cycle and cash flow requirements will be instrumental in determining the appropriate asset mix and liquidity mix.

Managers are instructed to vote proxies in a manner that best serves The Fund's interest. The Managers are expected to be aware of corporate provisions that may adversely affect stockholdings including, but not limited to, golden parachutes, super majorities, poison pills, fair price provisions, staggered terms for board members, and other tactics. Proxies should be vigorously voted with the interest of preserving or enhancing the overall portfolio value. The Managers shall provide the Investment Committee with an annual summary detailing how proxies were voted.

The Managers are prohibited from investment in private placements, letter stock, and uncovered options, and from engaging in short sales, margin transactions, or other specialized investment activities.

6.3 Objective Standards

The Fund's primary objective is to obtain an additional 3% return relative to the Consumer Price Index with a minimum return of 7% as a secondary objective. This objective should be pursued as a long-term goal designed to maximize benefits for the plan participants without undue risk, as defined herein.

The Investment Committee realizes that poor securities markets may persist over a period of unpredictable duration. Therefore, they have established, as part of their risk policy, a minimum acceptable return equal to the rate of increase of the Consumer Price Index.

The Investment Committee also recognizes that persistently rising securities markets may provide opportunities for above average appreciation of plan assets. Under these circumstances, the Investment Committee encourages the Managers to maintain the flexibility necessary to achieve a total return of the Consumer Price Index rate plus 7% annually. Understanding that a long-term positive correlation exists between volatility and positive expected returns, declines in total value in any 12-month period should not exceed -9% in any one-year due to declining securities markets. It is expected that such a loss will occur no more than 1 out of 10 years.

It is also expected that over a 3 year period, the individual Managers are expected to achieve a return superior to their appropriate respective benchmark, by 1% per year without additional risk, as measured by the variability of quarterly returns.

6.4 Security Classes

1. Equities

All equity investments will be made within the guidelines of quality, marketability, and diversification, mandated by controlling statutes. In keeping with our general philosophy, the Investment Committee expects the Managers to maintain their equity portfolios at a risk level approximately equivalent to that of the equity market as a whole, as represented by the appropriate index benchmark with the objective of exceeding its results by 1% annually over a 3 year period. Equity holdings (including Convertibles) may be selected from the New York, American and regional stock exchanges, the Over-The-Counter markets, or appropriate foreign exchanges. No less than 65% of any foreign equities must be invested in American Depositary Receipts (ADR's), or in shares that, in the Manager's opinion, are comparable in terms of quality, liquidity, marketability, and have potential to become listed ADR's. Equity investments must represent companies meeting a minimum capitalization requirement of \$50 million with readily available market quotations. It is expected that the median capitalization of the portfolio will exceed \$4 billion with no more than 10% to be invested in companies with capitalization below \$500 million.

Within the above guidelines, the Managers are fully responsible for security selection and diversification. However, they cannot exceed a 5% commitment of their portfolio's equity market value for an individual security or 20% for a particular industry (30% for a sector per S&P definition). If, as a result of market growth the holdings of any individual security should exceed 10% or any industry should exceed 30%, (40% for a sector per S&P definition) the Managers should endeavor to reduce the exposure back to the purchase guidelines within a reasonable period of time (90days.)

2. Fixed Income Securities

Investment in Fixed Income securities will be managed actively to pursue opportunities presented by changes in interest rate trends. The Investment Committee expects the Manager to maintain the risk levels of the portfolio roughly equivalent to the market as a whole, with the objective of exceeding the results as represented by the Shearson Lehman Government Intermediate Index by 0.5% annually over a 3 year money time period. The Managers may choose from appropriately liquid preferred stock, corporate debt securities, and obligations of the U.S. Government and its agencies. These investments are subject to the following limitations:

1. Average portfolio maturity should not exceed 10 years at any time, with total portfolio risk similar to the Shearson Lehman Government/Corporate Intermediate Index. No issues may be purchased with more than 20 years to maturity. It is expected that no more than 25% of Fixed Income investments may exceed 10 years in maturity.
2. Investments in securities of a single issuer, with the exception of the U.S. Government and its agencies, must not exceed 5% of The Fund's fixed income market value.
3. Individual Corporate securities (excluding Convertibles) must meet or exceed a credit rating of A/A to be purchased. BBB/BBB rated securities that have been downgraded may be held for a reasonable time (90 days) before being sold. Split rated securities (A/BBB) may be held, but not purchased.
4. Individual Preferred stocks (excluding convertibles) must be rated A/A at the time of purchase and may be held if downgraded for a reasonable time (90 days) before being sold. Split rated securities may be held, but not purchased.
5. Investments in high yield/lower rated bonds may be done through a mutual fund, or separate manager, specializing in that area, where diversification of the portfolio would be expected to offset the higher inherent credit risks. Investments in High Yield (below investment grade) may not exceed 10% of the Longer-Term Investment accounts and is expressly forbidden for operating accounts. Such investments would be done in an effort to offset interest rate risk inherent in government bonds, this enhancing overall portfolio returns and reducing overall portfolio risk.

The Managers are prohibited from investing in private placements or from speculating in covered/uncovered financial futures. Within the above restrictions, the Managers have complete discretion over timing and selection of individual Fixed Income securities.

3. Cash Equivalents

The Managers may invest in Commercial Paper, Repurchase Agreements, Treasury Bills, Certificates of Deposit, and money market funds to provide income, liquidity for expense payments, and preservation of The Fund's principal value. All such asset must represent maturities of less than 3 years at the time of purchase. Commercial Paper assets must be rated A-1 or P-1 by Standard & Poor and Moodys respectively. The Managers may not purchase short-term financial instruments with speculative characteristics (uncertainty of principal and/or interest). The Managers also may not invest more than 10% of The Fund's market value in the obligation of a single issuer, or more than \$100,000 in any 1 commercial bank CD, with the exception of the U.S. Government and its fully guaranteed agencies.

4. Other Assets

The Managers should not purchase assets other than those mentioned above without written consent of the Investment Committee. Investments in futures contracts, commodities, and currency exchange rates are strictly prohibited. Securities of foreign companies traded in ADR's or on Foreign Stock Exchanges may be purchases subject to restrictions within. Without the Investment Committee's written consent, investments not specifically addressed by this statement are forbidden.

6.5 Asset Allocation

The Investment Committee expects The Fund's asset allocation policies to reflect, and be consistent with, the investment objectives and risk tolerance expresses throughout this statement. These policies, developed after examining the historical relationships of risk and return among asset classes, are designed to provide the highest probability of meeting or exceeding The Fund's return objectives at the lowest possible risk.

It is expected that diversification will occur by asset class (stocks, bonds, cash) geographically (both domestic and international securities) credit quality (both high grade and high yield, with an emphasis on high grade) market cap (large cap, median cap and small cap, with an emphasis on large cap), and style (growth and value).

General asset allocation decisions will be made by the Investment Committee and the consultant. Specific asset allocation with the Fixed income and Equity classes are the responsibility of the individual managers. As a result, the following standards will be used to evaluate The Fund's asset allocation, measured at market value.

1. The investments returns of The Fund's asset allocation will be measured against those of a target portfolio consisting of 65% Equities, 30% Fixed Income securities, and 5% Cash equivalents.
2. Equities, including all convertible securities, may comprise up to a maximum of 75% of The Fund's market value with a minimum requirement of 0%.
3. Fixed Income securities, including preferred stocks, should not exceed a maximum of 70% of The Fund's market value and may represent as little as 0%.
4. Cash equivalents, including senior debt securities with less than 3 years to maturity, may represent a maximum of up to 100% of The Fund's value. They should constitute at least 5% at all times.
5. Stock Allocation Guidelines:
 - Large Growth 15-25% of stocks
 - Large Value 15-25% of stocks
 - Large Index 15-25% of stocks
 - Mid/Small 10-25% of stocks
 - International 10-25% of stocks

These asset allocation boundaries are based on market value of all of The Fund's assets. The responsibility of overall allocation, for the Fund, is with our managed account consultant. If changes in market value should lead to allocations exceeding these boundaries by 10% of the portfolio at the end of any calendar quarter, our consultant will notify The Managers who will endeavor to reduce/increase exposure back to guidelines within 90 days. Individual account asset allocation is up to the individual Managers per the Investment Policy Statement.

If the Managers believe that certain opportunities justify allocations beyond the limits prescribed above, they may exceed them only with the Investments Committee's written consent. Such recommendation should be submitted in writing to our managed account consultant and could be expected to be acted upon within 14 days.

6.6 Communications

Unless otherwise requested, the Managers must furnish the Investment Committee with a quarterly account review detailing investment performance (time-weighted), portfolio holdings, an investment strategy, and The Fund's value. The Investment Committee also must receive timely information about changes in the Managers' investment philosophy, management, ownership, and key personnel.

Meetings between the Investment Committee and Managers will be held on an annual basis and could normally be expected to coincide with the April Meeting of the House of Delegates. Topics to be addressed include, but are not limited to:

1. The Managers' investment performance and risk levels in light of the stated policies and objectives.
2. The Managers' views on important developments within the economy and the securities markets, as well as their potential effect on investment strategy, asset allocation, and The Fund performance.
3. Changes in the Managers' organization, professional staff, investment style, investment process, and brokerage practices and the effects on investment philosophy, strategy, and performance.
4. Amendments to the Investment Policy Statement's policies and objectives.

The Investment Committee may call more frequent meetings if significant concerns arise about the Managers' investment strategy or performance, or if key changes occur in the Managers' personnel or organizational structure. These communications should be made to our managed account consultant as well as to the Budget/Finance Vice-Chair.

6.7 Account Specific Information

1. Operating Funds

MANAGED ACCOUNT: The Managed Account is comprised of primarily operating funds that could reasonably be expected to be spent over the next 3 to 18 months. Given the liquidity needs of the account, it is anticipated that no maturities longer than 5 years would be purchased, and the average duration of the portfolio never exceed 3 years. No more than 40% of the funds should exceed 3 years in maturity.

2. Longer Term Investments

RESERVE ACCOUNT: The Reserve Account is comprised of funds for which there is not current identified need or anticipated liquidity need. These funds are further broken down by Equity Accounts and Bond Accounts. It is anticipated that Equity Accounts will be run as domestic equity. It is anticipated that the maximum equity exposure should never exceed 75% of the combined Equity and Bond account values.

7 INDIANA SWIMMING SOCIAL MEDIA POLICIES AND GUIDELINES

7.1 Primary Mission

The primary mission of Indiana Swimming social media is to provide to Indiana Swimming's members and clubs useful information, that is not as readily or more readily available elsewhere, about:

1. Indiana Swimming and its activities;
2. other competitive swimming entities and organizations and their activities;
3. other persons and their activities that are of interest to the members or clubs of Indiana Swimming, and
4. Indiana Swimming's members and clubs and their activities.

7.2 Secondary Mission

Secondary missions of Indiana Swimming social media are (*in order of importance*):

1. to provide information about Indiana Swimming and its activities to the public;
2. to promote and publicize Indiana Swimming and its members and clubs to the public;
3. to promote and publicize the sport of competitive swimming to the public in Indiana;
4. to promote and publicize persons and entities who provide significant support to Indiana Swimming or its activities.

7.3 Design Philosophy

To achieve its present and future missions, the design of Indiana Swimming social media will be governed by the following philosophies:

1. use of technology and programming that works with all of the most commonly used programs and operating systems;
2. logical and obvious organization of information;
3. ease and simplicity of use;
4. consistency of appearance and organization;
5. timeliness and currency of information;
6. archival access to useful historical information;
7. use of reasonable security mechanisms and precautions.

7.4 Content Philosophy

To achieve its present and future missions, the content of Indiana Swimming social media will be governed by the following philosophies:

- a. The information available through Indiana Swimming's social media should: comply with all applicable legal requirements, comply with all applicable mandates of USA Swimming, and be appropriate for dissemination to persons of any age;
- b. The information available through Indiana Swimming's social media should not: result in any person or entity becoming subject to criminal sanction or civil liability, be likely to result in physical or mental harm to any person or damage to any property, bring the sport of swimming or Indiana Swimming or any other person or organization into disrepute, or be reasonably expected to be considered private, secret or confidential by any affected person or entity;
- c. The foregoing content philosophies should not limit the dissemination of newsworthy information that is reasonably believed to be accurate and is otherwise publicly available;
- d. Indiana Swimming's efforts to comply with these content philosophies should be responsibly limited so as not to overburden its volunteers or employees or its financial resources.

7.5 Posting/Link Requests

If an entity/organization/club requests a link to their site or a posting to be made, the following conditions are taken into consideration:

The entity/organization must be Indiana based (exception – USA Swimming Inc.)

- a. No job postings for teams outside of Indiana Swimming.
- b. If the link or posting is merely informational or seeking employees/coaches, there is no fee.

Protocol for posting should begin with the Executive Director. Day-to-day operations of the site and any corrections will be accomplished by the Executive Director or his/her designee.

- a. Any member of the Indiana Swimming Staff, Board of Directors, Club or outside entity that wishes to have items posted shall contact the Executive Director.
- b. Committee chairs shall work with their assigned staff liaison to help with the flow of information they are posting. Pre-posting communication and approval with committee members is imperative.
- c. All requests shall be posted within 24-hours of approval
- d. All unapproved items for posting shall be returned to the requestor and copied to the Indiana Swimming Executive Committee along with a statement of refusal

Any decisions regarding content or a decision to not approve a posting will be heard by the Indiana Swimming Administrative Vice-Chair and the Indiana Swimming Executive Committee and/or full Indiana Swimming Board of Directors.

7.6 Sponsorship/Advertising Opportunities

- 6-week Web site posting
- Business Webpage Sponsorship
- Business Plus Sponsorship
- Partners Sponsorship
- Title Sponsorship

Contact office@inswimming.org for more information about these sponsorship/advertising opportunities.

7.7 Social Media Administration

The Executive Director of Indiana Swimming shall approve all activity/content on the site. Others with access and privileges to www.inswimming.org are the Sport Development Director, General Chairman and Administrative Vice-Chair.

7.8 Social Media Evaluation and History

Occasional evaluations and subsequent reports to the Indiana Swimming Board of Directors shall take place annually at least twice a year following championship seasons. This evaluation shall include, but not be limited to surveys/feedback from users, site statistics/traffic, pages that need to be consolidated or removed, etc.

A history of what has been posted on the web site as well as those items not approved will be kept by the Executive Director. Items not approved will also include reason for refusal.

7.9 Broadcast Policy and Image Authorization

1. Broadcast Statement

Any photographs, videotape or other audio and/or visual recordings of the event created by a spectator may be used solely for such spectator's personal non-commercial use, and may not be broadcast, published or disseminated, or used for any commercial purposes, without the prior written consent of Indiana Swimming.

2. Image Authorization

All participants agree to be filmed and photographed by the official photographer(s) and network(s) of Indiana Swimming and the meet host under the conditions authored by Indiana & USA Swimming, and allow event organizers the right to use names, pictures, likenesses, and biographical information before, during or after the period of participation in this Indiana Swimming competition to promote such competition.

3. On Deck Image Recording

Videotaping & Photography on deck during this event is only allowed by approved, USA Swimming member Coaches, Media, Webcasting staff & Host Photographer in their professional capacities or Volunteers assigned by the meet host if so designated to do so.

8 SWIM MEETS

8.1 Meet Types

Any meet a club wants to host needs to be sanctioned, observed or approved. Hosting clubs should familiarize themselves with the type of meet they wish to host below and then download, complete and submit an application as per current application on the ISI web site.

1. Exclusive Dates

No other meets (that would involve the same swimmers) are to be sanctioned on the same weekend as the Senior and Age Group Championships, or day of HOD.

2. Duals/ Tri-Meets/Intrasquads/Time Trials

These meets do NOT have to be on the published schedule to receive a sanction number. Applications are due at least 5 days before the meet or the sanctioning fee is doubled.

Time Trials definition:

- a. A meet in which **individual athletes** may compete for the express purpose of qualification, competition, and or record attempts.
- b. Time Trials may not be held as team events.
- c. With the exception of those protected competitions (state, nationals, trials, etc.) no Time Trial may span more than one day on the same sanction. Those wishing to host multiple day time trials must apply for separate sanctions for each day hosted.
- d. With the exception of those protected competitions, clubs hosting Time Trials MAY NOT accept entries in advance of the time trial and may not accept team entries for time trials.

3. Open Invitationals

Host will have unlimited number of teams invited/attending.

1. Have a Meet Scheduling Request Form (available on ISI web site) submitted by appropriate deadlines. May 1 for upcoming Winter, December 1 for upcoming Summer. Meets must be sanctioned 45 days prior to the event or sanctioning fees will be doubled, per Sanction Application.
2. Download and use the Indiana Swimming web site posted Meet Announcement Sanction Checklist in preparing your entry letter as this checklist includes meet entry fees, rules, guidelines, etc. that must be included in your entry letter.
3. Do NOT publish / distribute / post on any web site the entry information until Indiana Swimming has issued a sanction number for you to include in the information. Any violation of publishing without the approval of Indiana Swimming and the issued sanction number is assessed a \$50 fine.

4. Conference Championships

All conference championships, regardless of number of teams, MUST submit and adhere to the Scheduling Guidelines on Meet Schedule Request form. See above guidelines for Invitationals above.

5. Closed Invitationals

- a. Meet with 5 teams or less (host + 4 teams maximum)
- b. Will NOT be on the schedule, but all other guidelines for Open Invitationals apply

6. Indiana Championships (Prelims & Finals; 10 & U Timed Finals)

Meets & Dates

Spring

- a. Divisionals
 - weekend after Boys High School State (approx. first weekend in March)
 - 2-1/2 day meet (Friday night, Saturday, and Sunday)
- b. Age Group
 - dependent on Natatorium schedule
 - held after Divisionals
 - 2-1/2 day format (Friday night, Saturday, and Sunday)
- c. Senior
 - dependent on site schedules and based National meet schedule
 - held after Divisionals
 - 3 full day format (Friday, Saturday, and Sunday)

Summer

- a. Open Water
 - end of June prior to HS moratorium
 - before Age Group or Senior – 1 day (preferably AM)
- b. Age Group
 - dependent on Natatorium schedule, Senior State placement, and prior to Central Zones
 - 3 full day format (Friday, Saturday, and Sunday)
- c. Senior
 - dependent on site schedules and based on National meet schedule
 - 3-1/2 day format (Thursday late morning, Friday, Saturday, and Sunday)
- d. Divisionals
 - after Age Group and Senior State
 - generally the last weekend in July or first in August
 - 2 day format (Saturday. Sunday)
- e. Swimfest
 - Olympic years – combined Age Group and Senior State competition for finals
 - dependent on Nationals meet schedule
 - 4 day format (Thursday, Friday, Saturday, and Sunday)

State Meet Bids

Deadline to submit bid to host: September 1 for upcoming summer; May 1 for upcoming spring.
Current Bid Application with details on process is posted on ISI web site.

Qualifying Periods

- a. Divisionals – Day 1 of previous year’s meet – late entry deadline
- b. Age Group (Spring) – Day 1 of previous year’s spring Divisional meet – late entry deadline
- c. Age Group(Summer) – Day 1 of previous year’s meet – late entry deadline
- d. Senior State – January 1 of previous year’s meet – late entry deadline
- e. Swimfest - January 1 of previous year’s meet – late entry deadline
 - this extends the Age Group qualifying period
- f. Open Water – Day of previous year’s meet – late entry deadline

Time Standards

Time Standards for these meets are posted annually following HOD and are used for the entire year.

Divisionals

- 118% of the Age Group or Senior State cut rounded up to .x9 of a second.
- Relays do not have qualifying time standards. No Time to, but not including, the state time standards are acceptable.

Age Group State

- A four year weighted average of the 32nd place time for all individual events and 10 & Under relays will be used. All 11-12, 13-14 relays will use 24th place.
- Year 1's time will be weighted 4 times (ie: 2008); Year 2's time will be weighted 3 times (ie:2007); Year 3's time will be weighted 2 times (ie:2006); Year 4's time will be weighted 1 time (ie: 2005). Should the year selected not provide a 32nd place time for all individual events and 10 & Under relays or 24th for 11-12, 13-14 relays, the present cut for that year will be used as year 1 for calculation purposes.

Senior State

- A four year weighted average of the 50th place time for all conforming course individual events will be used. . If a calculated individual Senior State or Divisional time standard is slower than the 13-14 Age Group State or Divisional time standard, the 13-14 standard is to be used.
- For the spring, SCY championships, a four year weighted average of the 50th place time for all non-conforming course individual events will be used.
- For the summer, LCM championship, a four year weighted average of the 40th place time for all non-conforming course individual events will be used.
- Year 1's time will be weighted 4 times (ie: 2008); Year 2's time will be weighted 3 times (ie:2007); Year 3's time will be weighted 2 times (ie:2006); Year 4's time will be weighted 1 time (ie: 2005). Should the year selected not provide a 50th place time for individual events or 40th, 35th or 32nd place time for relays, the present cut for that year will be used as year 1 for calculation purposes.

Open Water

- USA BB Time Standards will be used unless otherwise noted
 - 10 & Under – ½ mile - may use either 200M/Y or 400M/500Y
 - 11-12 – 1 mile - may use 400M/500Y
 - 13-14 – 1.5 mile - may use 400M/500Y, 800M/100Y or 1500M/1650Y
 - 15 & over – 2 mile - may use 400M/500Y, 800M/100Y or 1500M/1650Y

- 13 & Over – 5K (only) – may use ISI Senior(Open) time 1500M/1650Y

Time Standards for New Events

Where events are added to the meets, the Performance Committee will make recommendations on the time standard for entry. If after four years there are not sufficient times to establish the time standards, a recommendation will be brought forth by Performance Committee to be presented to the HOD through the legislative process.

Event Limits

- Divisionals – enter unlimited; swim only 6; no more than 3 per day
- Age Group – enter unlimited; swim only 6; no more than 3 per day
- Senior – enter unlimited if qualified for all swims
 - entering bonus events has restrictions on entry limit
 - swim only 6; no more than 3 per day
- Swimfest – matches the Age Group or Senior portion of the meets requirements
- Open Water – only 1 event offered per age group, relays are combined individual swims
- Time Trials - when held, per USA rules, events are limited to 3 per day
 - but do not impact the total meet limit

Order of Events

These are included in the entry letters that are posted no later than December 31 for Winter meets and June 10 for summer meets.

Verification of entry time

Acceptable verifications are official results from:

- USA Swimming sanctioned or approved meets (recorded in the National USA Swimming database – SWIMS)
- College, High School, Junior High, YWCA or YMCA meets sanctioned by their respective governing organizations; (NOT recorded in SWIMS but would be allowed for IN Championship meets only. Observation process is defined in the USA Swimming rulebook 202. 7)
- Meet Mobile and Live Results
- Web sites (provided host address is printed on the copy)

Inclusion of Swimmers with Disability

1. By invitation only, Indiana Swimming may select up to 2 swimmers with disabilities in each age group and sex in any manner deemed appropriate to enter the Divisional, Senior or Age Group State Championships.
2. Invitations to apply for one of the selected spots will be sent to club coaches of those athletes who completed the Disability Section on the annual Indiana Swimming registration application.
3. *USA Swimming rules permit disability accommodations and exceptions for swimmers who have “a permanent physical or mental impairment that substantially limits one or more life activities.” This definition encompasses swimmers who are deaf; swimmers who are blind; swimmers with cognitive disabilities, or autism; and swimmers with physical disabilities such as amputations, cerebral palsy, dwarfism, spinal injury, or other mobility impairments.
4. The application must be completed and submitted by the applicable deadlines in order to be considered for entry. In order to be eligible to apply for Indiana Swimming’s most prestigious meets for the current season, a swimmer must have competed in 2 Indiana Swimming sanctioned meets since January 1, previous year for Senior State consideration or August 1, previous year for Divisional and Age Group State consideration. Additionally, the coach must attest to swimmer’s commitment to swimming and readiness for this level of competition.

5. Swimmers with disabilities may compete without having achieved the qualifying standard for their age group. However, they must provide a time for each event they enter. Entry times will also be subject to the times verification process stated in the entry letter.
6. Classification of a swimmer with a disability is irrelevant.
7. Swimmers with disabilities may compete in finals (if distance is equal and their preliminaries time earns a spot), earn awards and score points for their team in the same manner as the able bodied swimmer. There are no special awards necessary.
8. It is the responsibility of the swimmer, or his/her coach, to inform the Meet Referee of any disability-related accommodations he/she may need to compete. This information must be given in advance of the meet. The Meet Referee shall inquire about the swimmer's needs and determine any modifications that may be required. This information shall be relayed to the starter and stroke and turn judges. Visually impaired swimmers who require tappers must bring their own devices and individuals to use them.
9. Aside from the norm, the Meet Referee has the ability to seed the swimmer with a disability in a number of ways. These options include: seed the swimmer with others of the appropriate gender, allowing the swimmer to complete half the distance of their age group (swim the 100 backstroke during the 200 race), or swim with a younger age group where their entry time is similar to the able-bodied swimmers for the same distance (a 14 year old swimmer with a disability could swim the 100 freestyle with the 10 & U age group). The final meet results should show the swimmer with a disability listed in the correct age and event, regardless of where he/she actually competed. The Meet Referee may reassign the lane of a deaf swimmer if a required view of the strobe light is obscured, and the light cannot be repositioned.

Indiana Association Records (IAR)

- Only times from USA Swimming Sanctioned, Approved or Observed meet are eligible for consideration
- Age Group and Open records may be set at any time
- Records will be based on age of athlete on the first day of the meet (USA Swimming rule 205.2.2); 10 & U, 11-12, 13-14, 15-16, 17-18, Open
- Lead-off legs of relays including initial splits may be used for IAR event records
- Initial splits for individual events may be submitted for IAR event records

Meet Records for Indiana Championships

- Records will be based on age of athlete on the first day of the meet (USA Swimming rule 205.2.2)
- Records must be set at the corresponding Indiana State Championship meets
 - Event meet records for 10 & U, 11-12, 13-14 age groups may only be achieved at the Age Group Championship
 - Event meet records for the OPEN group may only be achieved at the Senior State Championship
- The record must be set during the actual event
 - lead-off legs of relays and initial splits for individual events may not be used for individual Meet Event records

7. Team IN Meets

Mid States Championships

This event is held during the winter only, and includes the following six (6) LSCs: IN, IL, KY, OH/LE, MN and MI.

- a. Annually in January (generally the first full weekend; not close to New Year's Day) – IU Natatorium – Indianapolis
- b. All-Star type meet for 14 & U, each LSC is limited to 4 individuals per event and 2 per 1650. Team Indiana traditionally has 100-125 athletes.
- c. Team IN applications are posted on ISI web site by October 1. For consideration athletes must have achieved AA times during the qualifying period.

- d. Qualifying period to apply- less than 4 months: 9/1 of current year–deadline (mid-Dec).
- e. Notification of accepted Team IN athletes will be sent by December 20th.
- f. Team IN fee of \$12 + outfitting costs (approx. \$25-40)
 - \$2 of each Team IN fee will be allocated toward the Diversity and Inclusion budget

Central Zones

This event is held during the summer only, and includes the following six (15) LSCs: AK, IA, IL, IN, LE, MI, MN, MV, MW, ND, OH, OK, OZ, SD, and WI. Information is located on the Central Zone web site – www.centralzones.org.

- a. Annually held in early August
- b. Location rotates. The Central Zone has 2 meets and IN will be assigned to a location at USAS convention during the Central Zone meeting.
- c. Zone Qualifying Standard (National Motivational AAA) is all that is needed to participate
- d. Qualifying Period – Day 1 of previous year’s meet – Team IN deadline
- e. Team IN application process to be posted to ISI web site by June 1.
- f. Team IN fee of \$12 + minimum basic outfitting costs
 - \$2 of each Team IN fee will be allocated toward the Diversity and Inclusion budget
- g. Travel to meet is the responsibility of the swimmer.

National Level Meets

Indiana Swimming helps to offset the expenses related to member travel for participation in national level meets. Please see the current Travel Support application and fee schedule as posted on the ISI web site for further details.

8.2 Meet Scheduling

Guidelines

All requests must be submitted to the Indiana Swimming Office using the “Meet Scheduling Request” form published by Indiana Swimming, Inc. An e-mail will be sent within two (2) weeks to confirm receipt of the request. All decisions of the Indiana Swimming Office are final.

Restrictions on Meets per Weekend

No more than a total of ten (10) open invitational meets and/or conference championship meets with two or three day formats will be held in the state of Indiana on a given weekend. The addition of more than ten meets per weekend of this format must be approved by ISI. On a given weekend, a minimum distance between the locations of these meets will be observed. When the location of the meets are within thirty (30) miles of 1 Monument Circle, Indianapolis, the minimum distance between locations of these meets, as determined by the shortest driving route, will be twenty-five (25) miles. Outside of the Indianapolis area the minimum distance will be fifty (50) miles between meet locations. The only exceptions to the distance guidelines are if one of the meets in question is being held at the IU Natatorium in Indianapolis or if the two teams whose facilities are less than the minimum distance apart are both in agreement that their meets be held on the same weekend.

Additional one (1) day meets will be allowed per weekend.

Process and Timeline

Meet requests are generally granted on a first come, first serve basis. However, past meet dates may be taken into consideration if the request forms are submitted in a timely fashion. Historic meet dates do not include one (1) day meets, or multi-day meets that have been canceled in two consecutive years, unless documentation is provided that cancelation was beyond the host’s control. The following date restrictions apply to all requested meets:

All meet requests for the upcoming short course season must be submitted to the Scheduling Chairman no later than May 1.

Likewise, meet requests for the upcoming long course season must be submitted to the Scheduling Chairman no later than December 1.

The postmark (or dated e-mail) will determine if the request deadlines have been met. Requests postmarked after the deadlines will not be honored.

The policy is NOT to accept meet requests more than one (1) year prior to the request deadlines.

(i.e. Requests for an upcoming short course season will only be accepted from May 2 of the prior year through May 1 of the current year. Similarly, requests for an upcoming long course season will only be accepted from Dec. 2 of the prior year through Dec. 1 of the year preceding the start of that season.)

Rescheduling

In the event a meet host needs to reschedule after the scheduling deadline the guidelines above will apply.

Published Meet Schedule

Conference championship meets MUST be on the schedule. Closed meets cannot and do not apply to conference championships regardless of the number of clubs competing. All of the scheduling guidelines listed above apply to conference championship meets.

A CLOSED competition or closed invitational is a meet limited to no more than five (5) teams including the host team. Names of clubs invited must accompany the sanction request. However, closed meets do NOT have to be on the schedule and are not subject to the meet guidelines outlined above.

Late Scheduling Requests

Clubs submitting a request for a schedule meet after the deadline that do not wish to host a closed invite, may apply for a late scheduling request.

Late scheduling requests may be made until 1 month after the approval of that season's schedule

Late scheduling requests will not be included on the published schedule

Late scheduling requests are subject to approval from other clubs duly schedules/sanctioned and hosting meets on the same weekend

Late scheduling requests must be accompanied by a \$100 processing fee and may be required to pay 15% sanction fee.

8.3 Meet Fees

1. Indiana Swimming Inc. Hosted and Partnered Meets

For meets in which Indiana Swimming Inc. is the host or partnered host, excluding USA Swimming partnered meets, ISI will establish the meet fees and surcharges provided all of the following conditions are met.

- a. the meet is above the state level
- b. the qualifying time standards for the meet are faster than the corresponding age group's state time standards

Any meet not meeting the requirements and hosted by the ISI, will comply to the meet fees and surcharges in 8.3.2.

2. ISI Club Hosted Meets

- a. Meet Schedule request – free
- b. Meet Sanction Application - \$25 – 1-day; \$50 – 2+ days.
 - Double the dues if submitted less than 5 days for a dual/time trial/intrasquad/closed invites meet and submitted less than 45 days for an ISI scheduled meet.

- c. Meet Approval Application - \$25 – 1-day; \$50 – 2+ days.
 - USA Swimming rules, but non-USA Swimming members participating
- d. Meet Observation Application - \$25
 - non-USA Swimming rules
- e. Surcharges - Clubs collect with entry fees and submit to ISI offices with additional post meet paperwork
 - \$2.00 per swimmer per (non-state, open water or divisional) meet
 - \$5 per athlete for all divisional and state meets
 - IU Natatorium, Indianapolis and the Helen P Brown facility, Fort Wayne charges additional \$1.50 surcharge per athlete
 - \$5 will be reimbursed by ISI for outreach member’s teams (divisional and state meets)
 - \$1.50 Natatorium surcharge will be reimbursed by ISI for outreach member’s teams from Diversity and Inclusion budget (state meets)
 - \$0 for Open Water State
- f. Entry Fees – varied in accordance with approved fees.
 - Current fee schedule can be found on the ISI web site Sanctioning Checklist document

Maximum entry fees per event for non-LSC Championships:

Timed final	\$5	Relays	\$8
Prelim/Final	\$6	Open Water	\$20
Time Trials			
Prelim/Semi/Final	\$7	Deck Entries	Double applicable fee
Long Distance Meet – All events 400m/y or longer	\$10		

Maximum entry fees per event for LSC Championships (Divisionals, Age Group, Senior and Open Water):

All Individual Events	\$7	Open Water	\$20
Relays		Late Entries	\$100/team plus double the applicable event fee
Divisionals	\$8		
Age Group State	\$8		
Senior State	\$10		

- All entry fees for Divisionals, Age Group State, Senior State and Swimfest will be reimbursed by ISI for outreach member’s teams
- g. Host will submit 8% of meet entry fees charged/collected for meet to ISI offices.
- h. Team IN (Mid-States or Zone) - \$12+ outfitting costs per swimmer
 - \$2 of each Team IN fee will be allocated toward the Diversity and Inclusion budget

Breakdown of State Surcharges

The breakdown of state surcharges is listed in Operating Rules and as follows:

- a. \$1.00 to the Travel Fund
- b. \$0.75 to the Awards Fund to defer cost of Recognition Awards
- c. \$0.50 to Camps
- d. \$2.75 goes towards the Senior State Host Stipend

8.4 Meet Entry Procedures

Traditional entry process for participating teams requires a team management software export to be emailed to the host. Hosts should include detailed meet entry procedures in their approved meet announcements. Host will notify teams requesting entry within 48 hours of the first entry deadline, of acceptance or rejection from the meet.

8.5 Meet Safety/Warmup

Indiana Swimming has recommended approved Meet Safety / Warmup guidelines. They are posted on the Indiana Swimming web site FORMS – Meet Directors forms section.

8.6 Meet Host Responsibilities

Meet hosts are charged with following the USA Swimming rules and Indiana Swimming's guidelines, which are located on the ISI web site under the Meet Directors Requirements form. Non-compliance with deadlines to submit post-meet files, paperwork and fees will result in fines.

1. Deck Access

As per USA Swimming Rules & Insurance coverage, only current coach members and current official members may be allowed on deck at meets (aside from host club volunteers/timers, etc.). If a coach or an official cannot prove membership they are not allowed on deck at any time during the meet, **no exceptions**.

Indiana Swimming runs a list of legal coaches the Thursday prior to a meet weekend from the USA database. This list is distributed to the meet directors and meet referees for clubs hosting a meet. A sign-in sheet for coaches and officials is also available through the ISI website under Meet Director forms and is to be used.

Hosts are responsible for staffing ALL deck access areas and reviewing required credentials. The email of legal coaches from ISI and instructions should be printed and given to volunteers controlling deck access. Only coaches and officials working the meet should be permitted on deck, and are required to sign-in daily. At venues where the facility prevents delineation of off deck spectator seating, the deck access monitoring requirements will be waived. However, all sign-in sheets must be completed. If your site requires a valid government picture id, this information should be included in your meet announcement.

Fines will be levied for non-compliance against each offending party:

- host clubs not controlling deck access points
- non-compliant coaches on-deck
- non-compliant officials on-deck

Tracking of fines will be through the fiscal year, September 1 through August 31. Fines are as follows:

- The first meet a host club does not control deck access points the club will be fined \$100.
- Subsequent meets that a host club does not control access points, the club will be fined \$200 per meet through the fiscal year.
- The first meet a coach is on deck and non-compliant their club will be fined \$100.
- Subsequent meets and infractions by a coach will result in their club being fined \$200 per meet per fiscal year.
- If multiple coaches from the same team are non-compliant the fine will be levied for each non-compliant coach.
- The first meet an official is on deck and non-compliant the official will be fined \$100 directly.
- Subsequent meets and infractions by an official will result in being fined \$200 per meet directly per fiscal year.
- All members must be in good standing prior to registering for subsequent years.

The following forms of identification are acceptable:

Coaches

- DECK PASS app screen or USA Swimming website- on a smart device that will show their first name and last name initial, and all of their requirement expirations. The expirations should all be GREEN.
- Card -"Valid To" date must be current (not expired) on all certifications: APT, background, registration, safety training and cpr. The card may be printed from the USA Swimming website deck pass.
- YELLOW. If any of the expirations are RED, they are NOT legal.
- List of legal coaches sent by Indiana Swimming prior the Thursday prior to the meet.
- Email from the Indiana Swimming office staff stating the coach has complied and is legal the week of the meet.
- Screen shots of a deck pass are not permissible.

Officials

- DECK PASS app screen or USA Swimming website- on a smart device that will show their first name and last name initial, and all of their requirement expirations. The expirations should all be GREEN.
- DECK PASS- USA Swimming website shows membership, background check, athlete protection, and officiating certifications. At least one LSC officiating (ST, AO, SR, DR, MR, AR) certification must be valid to officiate. The remaining certifications must be GREEN, and will be checked in stroke briefing.
- Card -"Valid To" date must be current (not expired) on all certifications: APT, background and registration. Only one officiating certification must be valid, and will be checked in stroke briefing..
- Email from the Indiana Swimming office and/or Official's Chair or region representative stating the official has complied with all requirements.
- Screen shots of a deck pass are not permissible.

Sign-in Sheets

Submission of the coach's and official's sign-in sheet for every SANCTIONED meet is required to be submitted with all post meet paperwork. Non-compliance will result in fines: \$100 for an invite; \$50 for a dual/tri/intrasquad.

2. *ISI Championship Meet Hosts*

Accommodation Requirements

Hotels or appropriate accommodations shall be provided for the Meet Referee and Administrative Referee during the competition. At the Age Group and Senior State meets this shall be extended to include Evaluator(s).

- a. Accommodations shall include the night prior to a competition requiring
 - a General meeting the evening before the meet
 - any meet starting warm-ups before 10 am
 - for Evaluators traveling from out of the LSC
- b. Where travel is not possible at the conclusion of the meet, accommodations should be extended to the next travel day.
- c. Exceptions where accommodations may be reduced for Meet Referee, Administrative Referee, or Evaluator(s)
 - lives within 30 minutes of actual driving time, not mileage, of the meet location
 - has an athlete competing at the meet
 - has notified the meet host of alternative plans
- d. Expectations on part of Meet Referee, Administrative Referee, or Evaluator(s)
 - Rooms may be shared based on gender, provided a spouse working the meet is not in attendance

- Host club is notified in advance of needs based on distance to be traveled
- e. Hardship
 - Where a host club believes this creates a financial hardship, they may approach the ISI board no later than three (3) months prior to competition to request assistance

Announcer Requirement for Age Group and Senior State meets

State meets are to have the appropriate announcing professional or volunteer that is well versed in swimming and competition.

- a. Consideration should include: voice quality, excitement, engagement, music, athlete introductions, ability to control meet pace, awards direction, willingness to take instruction and assist with meet operations, and being flexible.
- b. If environment is a concern, consideration should also be given to equipment availability, or if announcer has additional resources.
- c. The ISI board may request review of the announcer's credentials three (3) months prior to the competition. If there is a concern at that time the board may request the host club to seek an alternate or work on resolution of concerns.

8.7 Media Credentials Requests

Indiana Swimming has created a media credentials request form for hosts to use to help approve media requesting deck access. The current form can be found on the ISI web site FORMS section under Meet Directors forms.

8.8 Site Selection Bid Process for Indiana Championship Meets

Indiana Swimming accepts bids for our LSC championship level meets. The deadline to submit a bid to be considered to host a spring championship meet is May 1 the year before the meet; summer championship is September 1 the year before the meet. The bid information is located on ISI web site.

9 INDIVIDUAL GRANTS, AWARDS and CLUB INCENTIVE and RECOGNITION

Annual awards that are not related to meet/event place are:

9.1 Counsilman Grant

The nomination/application form is located on the ISI web site. Please submit the application by October 31st for the Winter Season and May 31st for the Summer Season.

Doc and Marge Counsilman established the award to help defray the cost of training, equipment and travel expenses related to competitions to any swimmer, thirteen years of age or older, who has achieved National AAA Motivational Time Standards, or better, and who qualifies on the basis of the following criteria:

1. The applicant must be a legal resident of Indiana and a member of Indiana Swimming for at least 2 years.
2. Must demonstrate Initiative, Commitment, and Potential within the AAA time standard
3. Must demonstrate financial need

Applicants must be nominated for funding by a person who is affiliated with an Indiana Swimming club. A nominator's signature is required to process the application. In order to avoid any conflict of interest, members of the Counsilman Grant Committee cannot participate in the evaluation of an athlete they have personally nominated for funding.

Up to 3 grants per season may be awarded and more as the Counsilman Grant Committee deems reasonable. Each Grant may be as much as, but no more than, \$500 per season. Applicants should be aware that grant support is taxable income.

In accordance with IHSA Rules, Grant awards will be made semi-annually to the applicant's club and may only be used to reimburse for documented, actual, out-of-pocket expenses for the nominee. Counsilman Grants are

not intended as the sole source of income for the awardee. PLEASE NOTE: Because of NCAA regulations, **athletes currently competing in NCAA events are not eligible to receive Councilman Grants.**

If there are any questions concerning the IHSAA or NCAA eligibility implications of receiving a Councilman Grant, applicants are responsible for contacting Indiana Swimming, Inc. (317-237-5780) in order to determine whether receiving a Councilman Grant will affect their eligibility for competition. Grants are awarded one season at a time. Therefore, re-application must be made each season. Previous funding neither increases nor decreases an applicant's chances of funding the following season.

9.2 Fall House of Delegates Presentations

The nomination form/process is on the ISI web site.

- **Barton Award:** The award goes to a non-professional donating their time and effort for the benefit of swimming. This is determined by nominations from USA Swimming clubs.
- **Jim Hartzler Memorial Award:** The award is presented to one who has made an outstanding contribution to Indiana Swimming in any area (i.e.: leadership, performance, service, overcoming handicaps or obstacles).
- **Dick Marquess Award:** The award is given to the official who has demonstrated the ability to interpret the rules and regulations in accordance with the essence for which these rules are devised. They function solely for the sport and its participants. This is determined by nominations from USA Swimming clubs.
- **Jim Clark Memorial Award:** The award is presented to a coach who has shown a continued, active effort in the development of Indiana Swimmers and the programs that USA Swimming and Indiana Swimming provide. Criteria includes: Past and present coaching expertise as demonstrated by the quality and quantity of top performing athletes and the dedication to the sport as exhibited in their service to swimming and their work within the USA Swimming structure.
- **Conoco- Phillips Petroleum Award:** The award is presented to a volunteer in recognition of service to swimming. Criteria for selection should include the quality, level, and years of service to swimming in an elected or appointed position. Selected from nominations.

9.3 Spring Meet Presentations and Recognition

- **Senior Coach of the Winter Season** (voted on by peers at Senior Champs SCY)
- **Indiana Top 10 Ranking Certificates** (10 & U; 11-12, 13-14, 15-16 & 17-18; NO RELAYS) from previous USA Swimming year
 - Times ranked from 9/1/ - 8/31 in both SCY & LCM
 - These are not actual places earned at a state championship, but is based on ranking a swimmer's best time within the timeframe above
- **Top Performers based on Top 10 Rankings**
- **New Indiana Association Records** (broken in the previous year)
- **Rookie Blankets**
 - Customized embroidered IN Swimming blankets will be presented to each "rookie" on their first national level meet (Juniors, US Open or Nationals). A swimmer will only receive 1 blanket in their career.

9.4 Summer Senior State Championships Presentations and Recognition

- **Gene Lee Outstanding Swimmer of the Year** (nomination process on ISI web site)
- **Senior Coach of the Summer Season** (voted on by peers at Senior Champs LCM)

9.5 USA Swimming National Convention

- **Life Membership Award:** A Life Member is an individual who is a life member of USA SWIMMING and who resides, formerly resided or participated in the sport of swimming in the geographic territory of Indiana Swimming and who is in good standing as a member of Indiana Swimming Inc. and USA SWIMMING. Life membership awards are presented annually at the USA Swimming Convention to recognize individuals who have demonstrated outstanding service to the sport. The Indiana Swimming Board of Directors will consider candidates each year for this award using the following qualifications and procedures:

Eligibility Rules, Regulations and Selection Process

- a. The prestigious award may be given based upon consideration of the following criteria: length and quality of service on LSC or USA Swimming BOD, committees, as an official, or as meet support for LSC and/or national events and championships.
- b. Award nomination will be solicited each spring to identify potential candidates.
- c. Maximum of two such awards may be presented annually. In any given year the award does not have to be presented.
- d. To be eligible the recipient must be a long-time member of Indiana Swimming, serving the swimming community at the LSC and/or national levels a minimum of 10 years.
- e. During recipient's tenure s/he must have held or currently hold a position in at least one of the following areas of leadership within Indiana and/or USA Swimming: Board of Director member; Committee Chair/Coordinator or member; Board of Review member.
- f. The BOD has the discretion to waive any of the requirements for exceptional candidates.
- g. The Board of Directors will decide on award recipient by virtue of 2/3 vote and shall vote on Life memberships prior to USAS convention deadline.

9.6 Club Incentive and Recognition Program

This program will motivate, recognize and reward our club members for their participation and performance in Indiana and USA Swimming Programs. Participation in this program is optional but will enhance the value of clubs. Building strong clubs improves the performance of our athletes. Awards are distributed after January 31st and August 31st, following notification from USA Swimming.

1. Objectives

- a. Strengthen all Indiana Swimming Clubs
- b. Increase Participation in ISI and USA-S Club Development programs
- c. Increase Education of all members
- d. Give back to our membership

2. USA Swimming Club Recognition Reward (one-time award)

- Level I Completion \$500
- Level II Completion \$250
- Level III Completion \$500
- Level IV Completion \$750

3. USA Swimming Club Excellence Reward (annual award)

- Bronze - \$200
- Silver - \$300
- Gold - \$500

4. USA Swimming Virtual Club Championships

If a team improves their combined Long Course & Short Course score x% they earn \$100, +y%- \$200; and +z% or more \$500. Teams must have at least begun work on-line towards Level I of UAS-S Club Recognition to be eligible. Awarded at the end of the LC Season to incorporate both Winter and Summers seasons.

10 PROGRAMS AND SERVICES

10.1 Camps

Indiana Swimming has developed a camp system. Camps range from 1-day camps to full weekend and even a week long camp. Camps are run in the spring/summer months and current information is generally posted on our ISI web site by beginning of March.

10.2 Swimposiums & Clinics

Indiana Swimming offers its membership clinic opportunities for coaches, officials and swimmers separately or together for a full day or weekend in one location. These opportunities may be held in the spring or the fall and are a great education for your club members to attend. The ISI web site would have any current information on any clinics, swimposiums, or workshops available at little to no costs for our members.

10.3 USA Swimming Annual Convention (USAS)

Indiana Swimming provides financial assistance to the annual USAS Convention for the following designated board positions. Based on the total convention budget, Indiana Swimming may provide financial assistance to additional members who meet the criteria outlined below.

- USA Swimming designates the LSC voting members, shown below with an *. Delegates automatically financed (registration, travel, housing, and per diem) by Indiana Swimming:

- Executive Director
- General Chairman *
- Administrative Vice-Chairman *
- Age Group Vice-Chairman *
- Senior Vice-Chairman *
- Coaches Representative *
- Senior Athlete Representative *
- Junior Athlete Representative

- Delegates must notify the General Chair of availability and willingness to attend by May 1
- must have attended 75% of the ISI annual meetings (Board of Directors and House of Delegates) in the past year

- Additional voting delegates to be considered for ISI convention financing are as follows and based on the ISI convention budget.

- must apply to the General Chair by May 1
- will be considered for financial assistance
- ISI Board members
 - will be considered voting privileges or designated as a proxy for an automatic delegate who is unable to attend.
 - must have attended 75% of the ISI annual meetings (Board of Directors and House of Delegates) in the past year
- National committee members who automatically have vote based on USA Swimming Bylaws Article 5.
 - These include:
 - USA Swimming Board of Directors
 - Zone Directors
 - National Team Steering Committee
 - National Team Athlete Committee
 - Senior Development Committee
 - Age Group Development Committee
 - Athlete Executive Committee
 - Rules & Regulations Committee

- Registration/Membership Committee
- Credentials/Elections Committee
- Past USA Swimming Presidents or Board Chairs

• Additional non-voting delegates to be considered for ISI convention financing are as follows and based on the ISI convention budget.

- Additional Athletes serving on the ISI Athlete Committee, ISI Board members, USA National Committee members, ISI Staff
 - must apply to the General Chair by May 1
 - convention expenses may be fully/partially reimbursed
 - other ISI Board members must have attended 75% of the ISI annual meetings (Board of Directors and House of Delegates) in the past year
 - members who serve as active members on USA Swimming National Committees or Zone Officers are not required to meet the ISI BoD and HoD attendance requirements.
 - Athletes must be active members on the ISI Athlete Committee and selected to attend

1. Non-voting Athlete Selection

For later use

2. Foundation Luncheon

ISI Athletes attending USAS convention will be funded to attend the USA Swimming Foundation Luncheon.

10.4 USA Swimming Workshops

USA Swimming sponsors annual workshops for members who occupy designated positions on LSC boards of directors/committees. Indiana Swimming's intent is to provide full funding to the workshops for these officers. Final approval for workshops is made by the ISI finance committee. Prior to booking any travel or lodging, workshop participants must contact the ISI office for budgetary restraints.

10.5 Indiana Swimming Office Information

Address – 201 S Capitol Ave, Suite 410 – Indianapolis IN 46225

Email -office@inswimming.org

Phone - 317.237.5780; 317.237.5783 (fax)

Hours –Posted on ISI web site; please call in advance for office staff availability

Parking

Most guests who visit the Indiana Swimming offices can find metered street/curb parking on Capitol Avenue or Illinois Street. Quick trip visitors can use the yellow loading zone parking on Capitol Avenue if available. For extended meetings parking in the parking garage on Georgia and Illinois is an option.

11 CRISIS and DISASTER MANAGEMENT

11.1 Purpose of a Crisis Management/Disaster Recovery Plan

An LSC crisis may occur in a number of different situations including times when the integrity or reputation of Indiana Swimming is threatened by adverse or negative attention; when, in the eyes of the media, general public, or its membership, Indiana Swimming did not react to a given situation in an appropriate or timely manner; or when an emergency arises that may threaten the operations of the permanent office of Indiana Swimming. During these times, it is vital that Indiana Swimming effectively manages communication through a formal, clearly defined channel in order to mitigate the crisis or any serious negative repercussions while maintaining its reputation of leadership and transparency. This Indiana Swimming Crisis Management Plan manages the distribution of critical, often sensitive, information to the media, the public, and its members while the Disaster

Recovery Plan is designed to insure business continuity by protecting the LSC from threats to its physical assets and IT-disabling disasters.

11.2 The Role of the Indiana Swimming Board in Crisis Management/Disaster Recovery Planning

Under nonprofit governance laws, the members of the Indiana Swimming Board of Directors have the duty to exercise a high standard of care in managing the business of the organization. In an emergency, this duty extends to insuring that the assets of the organization are protected and helping the organization manage its communications with key stakeholders, members, strategic partners, employees, news media, and the community. The board's responsibility prior to a crisis is twofold: (1) to be sure there is a crisis management/disaster recovery plan in place and (2) to know and understand its own role in helping the organization through a crisis.

11.3 Key Positions

1. Spokesperson

General Chair or Designee - The person authorized to speak to the news media, public, membership, and stakeholders during a crisis.

2. Information Officer

Person(s) appointed by the General Chair and approved by the Indiana Swimming Board of Directors – The commander-in-chief of the crisis communication plan who is charged with conducting the preliminary investigation of the crisis situation by gathering information from all relevant sources.

3. Crisis Communication Team

Members of the crisis communication team must be constantly accessible any time of the day or night. The current contact list is retained by the General Chair and Executive Director.

- a. Primary Team: Spokesperson, Information Officer, General Chair, USA Swimming Representative, and Legal Counsel
- b. Secondary Team: Remaining Members of the Indiana Swimming Executive Committee and Immediate Past General Chair – Administrative Vice Chair, Finance Vice Chair, Senior Vice Chair, Age Group Vice Chair, Coaches Representative, Senior Athlete Representative, Technical Planning Chair, Immediate Past General Chair
- c. Situational: Other individuals may be identified collaboratively by the General Chair and Information Officer to serve on the crisis communication team based on their expertise and/or relationship to the situation. This may include Indiana Swimming staff members.

4. Stakeholders

Stakeholders are those members of key constituent groups who have a vested interest in Indiana Swimming. They include:

- a. USA Swimming
- b. Indiana Swimming Board of Directors & Staff Members
- c. Indiana Swimming Members - Clubs, Coaches, Athletes, Non-Athletes
- d. Parents of Indiana Swimming Member Athletes
- e. LSC Volunteers (Events, Committees, etc.)
- f. Partner Organizations: Indiana University Natatorium at IUPUI, Indiana Sports Corporation, Visit Indy, Indy Aquatic Masters, Indy Aquatic Alliance
- g. Media & Public

11.4 General Procedures:

- The General Chair, or his/her designee, is responsible for issues management. It is the responsibility of all Indiana Swimming board and staff members to constantly monitor the LSC and national swimming

environments as well as the local, state, and national news coverage of issues or trends that might lead to public relations problems for Indiana Swimming. Upon becoming aware of the existence of any potentially harmful situation, board and staff members are required to contact the General Chair with as much information and documentation as possible regarding the potential situation. The General Chair or his/her designee, in consultation with selected board members and staff, will immediately create and implement a plan that could include intervention or mediation to help mitigate any impending crisis.

- Realizing that not all crises are preventable, it is the responsibility of the Indiana Swimming Board of Directors, through the office of the General Chair, to have an appropriate crisis preparation plan in place that includes the education of all board members with respect to that plan and their roles during a crisis.
- The General Chair, or his/her designee, will serve as the Spokesperson in the event of a crisis. If approached, board members should refer all inquiries to the designated Spokesperson
- At its first meeting following the annual Indiana Swimming House of Delegates, the Board of Directors will review the current LSC crisis management plan to insure that all board members are aware of the procedures and their roles during a crisis. Also at this meeting, the General Chair will bring forth for board approval two recommended appointees to serve as a potential crisis Information Officer for the upcoming year. These appointees must be current members of the Indiana Swimming Board of Directors, be readily available to lead the investigation of a crisis, be thorough and detail-oriented, and possess the ability to remain calm under pressure.
- Should a crisis arise during the year that requires activation of the Indiana Swimming crisis management plan, the General Chair will select one of the two approved appointees as the Information Officer for that situation. That selection will be based primarily on the nature of the crisis with respect to both the board position of the selected appointee and his/her relationship to the crisis situation.

11.5 Best Practices

In the event of a crisis, the Board of Directors of Indiana Swimming will adhere to the following best practices:

1. Crisis prevention is a priority for Indiana Swimming and is supported by continually maintaining sound business practices and effective internal and external communications.
2. The Board of Directors should budget for and facilitate media training for the designated Spokesperson and staff members to learn strategies to effectively deal with the media during times of crises.
3. Indiana Swimming board members and staff will remain "calm" and take the "high road" during a time of crisis. It is imperative to remain focused under pressure situations to allow for the best possible handling of the crisis and to insure that the business operations of Indiana Swimming continue to be carried out efficiently and professionally during the time of any crisis.
4. Indiana Swimming understands the urgency in getting its message out first. This allows ISI to better control the content and its accuracy as well as stabilizing the situation and solidifying the reputation of Indiana Swimming. Crisis communication planning must be designed to help manage the first 48 hours of an emergency.
5. After gathering facts to help understand the crisis situation, it is imperative that Indiana Swimming communicates the right message. Consultation with legal counsel may be necessary to insure that appropriate information is shared at the appropriate time(s).
6. Board members should return phone calls and emails directing the inquirer to the designated Spokesperson. The Spokesperson is responsible for following up with all communications including phone calls and emails. Under no circumstances should a board member provide any information other than the contact information for the Spokesperson when approached.
7. Upon receipt of any information related to the crisis, board members should immediately relay that information to the Information Officer ASAP.
8. Members of the Indiana Swimming Board of Directors should minimize the use of email communications related to any existing crisis during the activation of the crisis management plan. Private conversations among board members are the preferred method of communication during this time.

9. The Information Officer will share information regarding the crisis with the board members and stakeholders of Indiana Swimming at the appropriate time.
10. The members of the crisis management team will conduct an annual drill and rehearsal of the crisis management plan.
11. Issues regarding personnel and Board of Review matters are to remain confidential.
12. The Indiana Swimming office will serve as the permanent repository for all critical Indiana Swimming documents including annual reports, fact sheets, news releases, etc.

11.6 Crisis Communication Plan (CCP) Process

1. Notification

The General Chair should be immediately notified of any impending or existing crisis by staff and/or board members of Indiana Swimming.

2. Assessment of the Situation

Upon receiving notification of an impending or existing crisis, the General Chair will either activate an intervention/mediation plan or appoint one of the two approved Information Officers to initiate an investigation.

3. Information Officer

Based on the nature of the crisis, the General Chair will appoint an Information Officer from the two candidates previously approved by the Indiana Swimming Board of Directors to initiate the investigation. This investigation should include:

- Determine what happened.
- Determine when and where it happened
- Determine who is affected
- Identify why it happened and what/who caused it
- Investigate and assess the reaction to the incident
- Determine possible repercussions of the incident
- Interview and collect all facts and documents from those affected
- Determine when more information might become available

Indiana Swimming Board Members should have the Information Officer's contact information and supply him/her with any pertinent information related to the crisis as soon as he/she is made aware of it.

4. Activation of the Crisis Communication Team:

Depending on the situation, the Information Officer will convene the primary and/or primary & secondary crisis communication team(s) via conference call or in-person meeting

- a. The crisis communication team will be alerted by a phone call; use of email is discouraged. It is imperative that the Information Officer has up-to-date contact information for all members of the crisis management teams.
- b. The Information Officer may engage others in the process based on the situation.
- c. If necessary, the Information Officer will designate a location to serve as the crisis center.

11.7 Crisis Communication Team: Before Going Public

1. Assess

Based on information gathered and presented by the Information Officer, the crisis communication team will assess the situation, determine the facts, and begin planning. Questions to be answered include:

- What is the situation? What will happen next?
- Who on staff needs to be involved?
- What immediate steps need to be taken?
- What is known and who already knows it?
- Is there potential public interest?

- Who will be affected?
- What are people feeling – what emotions need to be considered?
- What information is needed and who beyond board and staff needs to get it? When will it be available?
- What should Indiana Swimming do about it? Proactive vs. reactive?
- What resources are needed to manage the crisis? Is legal or PR counsel needed?

2. Response

The crisis communications team will formulate an appropriate response to the crisis.

- Determine what can and cannot be said
- Develop a factual, responsive message.
- Construct an appropriate script to be used by the office, voice mail system, board members, etc.

3. Action Plan

The crisis communication team will construct a plan/process and timetable that appropriately address the crisis.

- Determine if the desired approach should be proactive or reactive.
- Determine who will deliver the response (usually the trained Spokesperson).
- Determine how the response should be communicated.
- Ex: Constructing a statement to post on the website, email to membership, and/or distribute to the media; holding a news conference; conducting a Spokesperson interview; hybrid approach (combination), etc.
- Decide to whom the response should be communicated.
- Develop a timeline for communicating the response.
- Create an action plan for internal and external communication.

11.8 Crisis Communication Team: Going Public

- A. The Information Officer alerts the key stakeholders.
 - The Information Officer establishes communication with the identified stakeholders providing them with background information regarding the situation and the response.
 - The stakeholders are given contact information for the Information Officer, Spokesperson, and other crisis communication team members as needed.
- B. The Spokesperson begins external audience outreach as set forth in the crisis communication team's plan.
- C. Update the web site as needed.

11.9 Crisis Communication Team: After Going Public

- A. Continually evaluate the effectiveness of the message as the situation progresses.
- B. Implement methods for updating both internal and external audiences with new information as it becomes available.
- C. Distribute post-crisis communications to appropriate audiences.

11.10 Post Crisis Review

- A. Secure Loose Ends: Appropriate communications should be made to the appropriate audiences (including ISI Board and members) summarizing the resolution of the crisis. Check to be sure interaction with all media contacts has been completed.
- B. Review: Re-convene the crisis communication team to evaluate the effectiveness of the crisis management plan including the following: planning, response, actions, what worked and didn't work,

what procedures should be revised for the future, etc. If appropriate, engage the board of directors in this review.

- C. File: File all notes, video/sound clips, talking points, communications, etc. into an electronic file to be housed permanently in the Indiana Swimming office. The hard copies of all official documents should be filed and kept also in the Indiana Swimming office.
- D. Update: Revise the crisis communication plan to reflect the any suggested changes and present to the Indiana Swimming Board of Directors for approval.

11.11 Disaster Recovery Plan

It is imperative that Indiana Swimming has procedures in place to continue its business in the event of a disaster that causes damage to the permanent office and/or threatens the LSC's IT systems. It is the responsibility of the staff member designated as the office manager, in collaboration with the General Chair, to insure that an effective plan is constructed and communicated to the appropriate staff and board members. Components of that plan should include the following:

- Maintaining a complete inventory of all the physical assets of Indiana Swimming. Update databases and spreadsheets annually and record major acquisitions as they occur.
- Maintaining a daily online backup of the office computers, key databases, and financial files. Schedule "drills" every 30 to 60 days to test the procedure to determine if the system can be restored from backup files.
- Storage of copies of all insurance policies, titles, bank account numbers, legal documents, etc. in a safe deposit box or fireproof safe.
- Construction of a facility evacuation plan.
- Establishing procedures that indicate who does what in the event of an office emergency/evacuation.
- Construction of a document that contains emergency contact information for all staff and members of the executive committee to be shared with members of both entities.
- Construction of a directory of emergency resources to have on hand at all times. In addition to the option of calling 911, have contact information for the fire and police departments and the building management/security readily available.
- Establishment of a network of community organizations that could be called upon during specific types of crises particularly if an office evacuation extends over a significant period of time. Consider the range of needs depending on the crisis – supplies, office space, equipment, etc.
- Review/revision of the disaster recovery plan at least once a year with office staff and general chair.

12 POLICY and PROCEDURES UPDATES and REVIEW

12.1 Annual Review Schedule

Each section of the Policy and Procedure Manual will be reviewed by the Board director's annually. Policies and Procedures may be changed at any time by majority vote of Board to reflect current practice.

12.2 Updates

Policies that are amended by the Board or HOD will be added to the document and posted within one (1) month of the changes. The Board Secretary is charged with completing the task of amending and archiving the document.