

	POLICY & PROCEDURE	POLICY NUMBER: 603
	Subject: Non-Athlete Member Check-In for Swim Meets	EFFECTIVE DATE: Approved: 6-19-18 Amended: Retired:

- A. All working USA Swimming coaches and officials participating on deck at LSC sanctioned competitions must check-in to certify that all required training, certifications, and membership are valid for the duration of the meet. The requirements are stated and posted by USA Swimming and Minnesota Swimming. Apprentice officials under the direct supervision of a certified official are exempt from this policy.
- B. If any USA Swimming required training, certification, or non-athlete membership is expired or expires during the dates of the meet, the individual shall not serve as either a coach or as an official on deck for the meet.
- C. Athletes who are without an active coach for the meet shall be assigned to another active coach by the Meet Director or Referee.
- D. New or renewing non-athlete membership applications, training, or certificates for individuals wishing to serve as a working coach or official on deck will NOT be accepted at the meet.
- E. The form used for check-in must be returned to the office no later than 15 calendar days after the last day of the meet.
- F. FINES: Following the meet, violations are reported by the Meet Director(s) or the Referee via notification to the Administrative Vice Chair. With the exception of administrative errors in the office, the following violations are subject to fines:
 - a. \$100 fine for individuals who were prohibited from the deck for expired or expiring USA Swimming coach or officials requirements (before or during the meet) and proceed to participate in the capacity of USA Swimming coach or official at the sanctioned LSC meet. If a check-in is not conducted the fine is waived, however, the individual is prohibited from being on deck as a working coach or official.
 - b. \$200 fine for host teams who do not conduct a check-in of individuals serving in the capacity of a working USA Swimming coach or official at a sanctioned LSC meet.
 - c. Notification of fines will be made by the Administrative Vice Chair or their designee.
- G. Fines may be appealed in writing to the Administrative Vice Chair within 30 days of notification that the fine is assessed. The appeal shall be considered within 30 days of receipt by a panel made up of the Administrative Vice Chair, Officials Committee Chair,

Senior Coach Representative, and the Senior Athlete Representative. In the event an appeal involves an individual or club affiliated with a panel member, the Administrative Vice Chair or General Chair shall appoint a different panel member(s).

- H. Decisions of the panel are final.
- I. Fines will go to the Safe Sport budget.
- J. All LSC sanctioned meets are governed by this policy.
- K. The following required language shall be included in all sanctioned meet announcements effective September 1, 2018:

Deck Access

- Due to USA Swimming insurance, only athletes, working coaches or officials, authorized meet volunteers and facility personnel are allowed on deck. All others must remain off the pool deck unless timing for an event in which swimmers must provide their own timer.
- Coaches must check in [*according to information and procedures provided by the meet host to the Sanction Coordinator*]. The non-athlete membership and required certification expiration dates must be valid for the duration of the meet.
- Working officials must check-in with the Referee (or designee) [*according to information and procedures provided by the Referee or meet host to the Sanction Coordinator*]. The non-athlete membership and required certification expiration dates must be valid for the duration of the meet.
- All working coaches or officials, and any other person required by sanction to be members of USA Swimming shall visibly display the valid membership credential for the meet at all times.
- The Referee and/or Meet Director(s) (or their designees) reserve the right to ask a working coach or official for proof of their active membership during the meet, and/or deny deck access if a working coach or official does not comply or any membership requirement is no longer valid.