



OHIO SWIMMING POLICY HANDBOOK 2025 – 2026

OHIO SWIMMING HANDBOOK TABLE OF CONTENTS

CHAPTER 1 – OHIO SWIMMING	6
1.1 ORGANIZATION AND BOUNDARIES	6
1.2 REGIONAL COMMISSIONS	6
1.3 PURPOSE	7
1.4 MISSION / VISION STATEMENT	7
1.5 AMENDMENTS	7
1.6 RULES AND REGULATIONS	7
1.7 CONFLICT OF INTEREST POLICY	7
1.8 ORGANIZATIONAL STRUCTURE	9
1.9 OSI VOLUNTEER TRAVEL POLICY	9
1.10 OSI CRISIS MANAGEMENT PLAN	9
1.11 OSI PERMANENT OFFICE AND STAFF	9
CHAPTER 2 – REGISTRATION & MEMBERSHIP INFORMATION	10
2.1 FEES AND INFORMATION	10
2.2 GROUP MEMBERSHIP	10
2.3 INDIVIDUAL MEMBERSHIP	11
2.4 REGISTRATION PROCEDURE	11
2.5 FALSE REGISTRATION	12
CHAPTER 3 – OPERATIONAL RISK AND INSURANCE	13
3.1 REPORT OF OCCURRENCE	13
3.2 USA-S CERTIFICATES OF INSURANCE	13
3.3 SAFETY GUIDELINES	13
3.4 CONCUSSIONS	13
3.5 LINDSAY’S LAW (SUDDEN CARDIAC ARREST)	14
CHAPTER 4 – COMPETITION INFORMATION	15
4.1 MEET SCHEDULING	15
4.2 SANCTIONS	15
4.3 APPROVED MEETS	16
4.4 OBSERVED SWIMS	16
4.5 CONDUCT OF SANCTIONED COMPETITION	17
4.6 MEET HOST RESPONSIBILITIES	20
4.7 DISABILITY SWIMMING	21
CHAPTER 5 – TIME STANDARDS, RECORDS, TOP SIXTEEN, TIME CERTIFICATION	22
5.1 TIME STANDARDS	22
5.2 OHIO SWIMMING RECORDS	22
5.3 TOP TEN	22
5.4 OHIO TIME CERTIFICATION	22
CHAPTER 6 – FINANCIAL POLICY	24
6.1 OSI FINANCIAL RESERVES AND INVESTMENT POLICIES	24
6.2 TRAVEL FUNDING POLICY	24
6.3 OSI MEETS, SPLASH FEES AND SURCHARGES	24
6.4 OSI CAPITAL MANAGEMENT	24
6.5 COACH OF THE YEAR AWARD	24
6.6 PUBLIC AVAILABILITY OF FINANCIAL INFORMATION	24
6.7 COLLECTIONS POLICY	24
CHAPTER 7 – OSI ZONE AND ALL-STAR TEAMS	25
7.1 ZONE AND ALL-STAR TEAM SELECTION PROCESS	25
7.2 LSC TRIPS – GENERAL INFORMATION	25
7.3 LSC TRAVEL POLICY WITH ATHLETES	26

OHIO SWIMMING HANDBOOK TABLE OF CONTENTS

7.4	CODE OF CONDUCT FOR ATHLETES	26
7.5	MEDICAL RELEASE FORM	26
CHAPTER 8 – OFFICIALS		27
8.1	OFFICIALS COMMITTEE	27
8.2	OFFICIALS CHAIR RESPONSIBILITIES	27
8.3	CERTIFICATION AND RECERTIFICATION GUIDELINES	27
8.4	FORMS FOR MEET CONDUCT	27
8.5	OFFICIALS TRAVEL EXPENSE POLICY	27
CHAPTER 9 – SAFE SPORT		29
9.1	SAFE SPORT MODEL POLICIES AND BEST PRACTICES	29
9.2	DECK AND LOCKER ROOM POLICIES AND BEST PRACTICES	29
9.3	POSTERS TO DISPLAY AT MEETS	30
9.4	CODES OF CONDUCT	30
9.5	DECK CHANGING	30
9.6	OHIO SWIMMING LSC CODE OF CONDUCT POLICY	30
CHAPTER 10 – OHIO SWIMMING CODE OF REGULATIONS		31
10.1	CODE OF REGULATIONS	31
10.2	CODE OF REGULATIONS REVISIONS	31
CHAPTER 11 – OHIO SWIMMING LOGO USE POLICY		32
11.1	STATEMENT	32
11.2	GENERAL GUIDELINES	32
11.3	NON-COMMERCIAL USE	32
11.4	COMMERCIAL USE	32
11.5	LOGO APPROVAL PROCESS	32
CHAPTER 12 – OHIO SWIMMING TRAVEL & EXPENSE REIMBURSEMENT PROCESS		33
12.1	EXPENSE REIMBURSEMENT	33
12.2	TRAVEL FUNDING	33
CHAPTER 13 – OHIO SWIMMING OUTREACH PROGRAM		35
13.1	ATHLETE ELIGIBILITY	35
13.2	OUTREACH PROGRAM GUIDELINES	35
13.3	FUNDING GUIDELINES	35
13.4	ELAINE MILLER FUND	35
CHAPTER 14 – OSI NON-DISCRIMINATION POLICY		36

OHIO SWIMMING HANDBOOK TABLE OF CONTENTS

APPENDICES	37
APPENDIX 1 – Membership fees and Information.....	38
APPENDIX 2 – Registration Procedures	39
APPENDIX 3 – Duties of the Meet Marshal.....	40
APPENDIX 4 – Meet Sanctioning Process and Fees	42
APPENDIX 5 – Warm-Up Procedures	46
APPENDIX 6 – Ohio Swimming Time Standards.....	48
APPENDIX 7 – OSI Senior Athlete and Club Travel Assistance	49
APPENDIX 8 – OSI Athlete Travel Policy and Code of Conduct	55
APPENDIX 9 – OSI Board Officers and Contacts.....	59
APPENDIX 10 – OSI Investment Policy Statement	64
APPENDIX 11 – OSI Operating Reserve Policy	66
APPENDIX 12 – Meet Observation Instructions and Process.....	67
APPENDIX 13 – Social Media Policy	69
APPENDIX 14 – Organizational Structure.....	70
APPENDIX 15 – Officials Travel Expense	73
APPENDIX 16 – OSI Volunteer Travel Policy	75
APPENDIX 17 – OSI Crisis Management Plan.....	78
APPENDIX 18 – Zero-Tolerance Code of Conduct Policy	81
APPENDIX 19 – Administrative Review Board Policy	83
APPENDIX 20 – OSI Recruitment Policy	87
APPENDIX 21 – Elaine Miller Fund	88

OHIO SWIMMING HANDBOOK REVISIONS

Date	Revision
May 2025	New Policy & Procedures Handbook

Chapter 1

1.0 OHIO SWIMMING INC.

1.1 Organization and Geographical Boundaries of Ohio Swimming Inc.

Ohio Swimming Inc. is one of 58 Local Swim Committees (LSC) with responsibility under United States Swimming, Inc. (USA Swimming or USA-S) to manage swimming competition in the state of Ohio, except the counties of **Columbiana, Jefferson, Belmont, Washington** and **Lawrence**; and including the Counties of Campbell and Boone in the Commonwealth of Kentucky (Article 603.2).

Ohio Swimming Inc. (OSI) operates under its Code of Regulations, Policy Handbook and the USA Swimming Rules and Regulations. OSI is governed by its House of Delegates (Article 4 of the OSI Code of Regulations), a Board of Directors (Article 5), elected and appointed Officers (Article 6), and various Divisions, Committees and Coordinators (Article 7) as described in the OSI Code of Regulations. Ohio Swimming Inc. is assigned to Section III of the Central Zone for Zone Championship Competition, and to the Central Zone Sectional. Ohio Swimming recognizes the right of its athletes to participate in the Ohio and Kentucky High School Athletic Association competitions.

Placeholder for updated map of LSC

1.2 Regional Commissions

The Ohio LSC group-members are divided into six geographical commissions:

- .1 Northwest Commission which shall include the counties of: Williams, Defiance, Paulding, Van Wert, Fulton, Henry, Putnam, Allen, Lucas, Wood, Hancock, Hardin, Ottawa, Sandusky, Seneca, Wyandot, Crawford, Erie, Huron, Richland.
- .2 Northeast (Cleveland Area) Commission which shall include the counties of:
 - A. Lorain, Cuyahoga, Lake, Geauga, Ashtabula and
 - B. Erie County in Pennsylvania (PWRS – 2 sites, Millcreek Swim Team)**
- .3 Northeast (Akron Area) Commission which shall include the counties of Ashland, Medina, Wayne, Summit, Portage, Stark, Tuscarawas, Carroll, Harrison, Trumbull, Mahoning, **Columbiana** and **Jefferson**.
- .4 Central Commission which include the counties of: Marion, Morrow, Delaware, Franklin, Pickaway, Ross, Pike, Knox, Licking, Fairfield, Hocking, Holmes, Coshocton, Muskingum, Perry, Athens, Guernsey and **Belmont**.
- .5 Southwest (Cincinnati Area) Commission which shall include the counties of:
 - A. Hamilton, Warren, Clermont, Clinton, Brown, Highland, Adams Counties in Ohio and
 - B. Boone and Campbell counties in Kentucky.
- .6 Southwest (Dayton Area) Commission which shall include the counties of Mercer, Darke, Preble, Butler, Auglaize, Shelby, Miami, Montgomery, Logan, Champaign, Clark, Greene, Union, Madison and Fayette.

Chapter 1

1.3 Purpose

The purpose of this Handbook is to provide a repository for the usual and customary procedures and policies to be followed for USA Swimming competition and other activities within the geographical boundaries of the Ohio LSC as approved by the Board of Directors of Ohio Swimming Inc. In case of conflict between the policies and procedures in this handbook and the OSI Code of Regulations and/or Rules and Regulations of USA Swimming, the Code of Regulations and/or USA Swimming Rules and Regulations shall take preference.

1.4 Mission and Vision Statement

Vision: IGNITE Ohio! United and passionately building the nation's fastest swimmers!

IGNITE Ohio – **I**nspire, **G**row, **N**avigate, **I**nclusion, **T**ransform, **E**nergize Ohio !

Mission: Ohio Swimming fosters a united environment with opportunities in which all members can learn life skills, lead for excellence and grow as competitors and individuals through the sport of swimming.

1.5 Amendments

- .1 This handbook will be reviewed annually by the OSI Board of Directors and published by September 1 each year. The Ohio Swimming Handbook will be in effect for a one-year period. Updating of time standards, fees, directories, schedule of events, etc. shall be done as needed. The handbook will be available on the OSI website for downloading.
- .2 Proposed changes to sections of the handbook must be submitted to the Administrative Vice Chair and/or the Permanent Office no later than June 1 for review by the Board of Directors. The deadline for any proposed fee changes is March 1 of the current year, for consideration for the next season's budget.
- .3 Proposed changes can be submitted either via email to the Permanent Office or via the legislation change form located on the Ohio Swimming website under Governance>OSI Board of Directors.
- .4 Proposed changes to sections of the handbook may be made outside the above time period in the following situations:
 - A. Typographical and grammatical errors may be corrected by the Administrative Vice-Chairman so long as the correction in no way changes the intent or interpretation of the article.
 - B. Any changes of policy or procedure that are mandated by USA Swimming.
 - C. Any changes of policy or procedure that are mandated by State law.
 - D. Any changes of policy or procedures that are recommended or mandated by CDC and/or State and local health departments.

1.6 Rules and Regulations

The USA Swimming Rules and Regulations Official Handbook, the World Aquatics Rules and Regulations, and such other rules and/or directives as may be issued by, or recognized by, USA Swimming and/or Ohio Swimming shall govern the conduct of all competition sanctioned or approved by the Ohio LSC.

1.7 Conflict of Interest Policy

There exists between OSI and its board, officers, and employees or staff and the public a fiduciary duty, which carries with it a broad and unbending duty of loyalty and fidelity. The board, officers and employees or staff have the responsibility of administering the affairs of OSI honestly and prudently, and of exercising their best care, skill, and judgment for the sole benefit of OSI. Those persons shall exercise the utmost good faith in all transactions involved in their duties, and they shall not use their positions with OSI, or knowledge gained therefrom for their personal benefit. The interests of the organization must be the first priority in all decisions and actions.

- .1 Definitions
 - A. Interested Person(s) – Any member of the OSI Board of Directors, any of its Committees, Employees or Staff who has direct or indirect Financial Interest in or through business, investment or family shall be considered an Interested Person.

Chapter 1

B. Direct or indirect Financial Interest is:

- (1) ownership or investment in any entity with which OSI has a transaction or arrangement, or
- (2) a compensation arrangement (i.e., employee or independent contractor) with an OSI Member Club or with any entity or individual with which OSI has or will have a relationship, transaction, or arrangement, or
- (3) a potential ownership or investment interest in, or compensation arrangement with, any entity or individual with which OSI is negotiating a transaction or arrangement.

.2 Procedures

A. Duty to Disclose

- (1) Any actual or possible conflict of interest in the organization should be made to the General Chair (or if she or he is the one with the conflict, then to the Administrative Vice Chair who shall bring these matters to the board). The Interested Person must disclose the existence of a Financial Interest and be given the opportunity to disclose all material facts to the directors or members of committees with whom they are considering the proposed transaction or arrangement.

B. Determination if Conflict of Interest Exists

- (1) A member of the Board or a committee may declare the existence of a conflict of interest and recuse him/herself from discussion of the proposed transaction or arrangement and any and all votes, or
- (2) After disclosure of the Financial Interest and all material facts, and after any discussion with the Interested Person, he/she shall leave the meeting while a determination of a Conflict of Interest is discussed and voted upon by the remaining board or committee members deciding if a conflict exists.

C. Procedure for Addressing the Conflict of Interest

- (1) An Interested Person may make a presentation at the board or committee meeting, but, unless requested to stay by a majority of the members, after the presentation, he/she shall leave the meeting during the discussion of, and the vote on, the transaction or arrangement involving the possible conflict of interest.
- (2) The chairperson of the board or committee shall, if appropriate, appoint a disinterested person or committee to investigate alternatives to the proposed transaction or arrangement for which there is a conflict of interest.
- (3) After exercising due diligence, the Board or committee shall determine whether OSI can obtain with reasonable efforts a more advantageous transaction or arrangement from a person or entity that would not give rise to a conflict of interest.
- (4) If a more advantageous transaction or arrangement is not reasonably possible under circumstances not producing a conflict of interest, the governing board or committee shall determine by a majority vote of the disinterested directors whether the transaction or arrangement is in the Organization's best interest, for its own benefit, and whether it is fair and reasonable. In conformity with the above determination, it shall make its decision as to whether to enter into the transaction or arrangement.

.3 Annual Statements - A Conflict of Interest Disclosure Statement shall be completed on an annual basis by each employee, board member, committee member and anyone otherwise designated by the board as soon as it is administratively feasible.

.4 Periodic Reviews – To ensure OSI operates in a manner consistent with charitable purposes and does not engage in activities that could jeopardize its tax-exempt status, periodic reviews of its compliance with this policy shall be conducted.

Chapter 1

1.8 Organizational Structure

A diagram of the Ohio Swimming Organizational Structure can be found in Appendix 14 of this Manual.

1.9 OSI Volunteer Travel Policy (Appendix 16)

- .1 To establish guidelines to govern travel expense allowance(s) for individuals representing Ohio Swimming, Inc. Only members of Ohio Swimming shall be eligible for reimbursement of travel related expenses. Ohio Swimming will pay reasonable travel expenses for volunteers that are incurred in the performance of their duties for OSI.

1.10 OSI Crisis Management Plan

See Appendix 17 for the Ohio Swimming Crisis Management plan.

1.11 OSI Permanent Office and Staff

- .1 OFFICE – OSI shall maintain one or more offices for storage and maintenance of the books and records and equipment of OSI and for other purposes as may be determined by the House of Delegates or the Board of Directors. OSI shall maintain an office within the boundaries of the LSC and in the State of Ohio as its formal corporate location.
- .2 STAFF – OSI shall retain paid staff at the OSI Office as the Board of Directors may determine to be appropriate or necessary. The staff shall be under the general supervision of the General Chair with input from the Administrative Vice Chair and Treasurer. With respect to delegated functions of the officers, committee chair and coordinators, the staff shall be responsible to the respective officer, committee chair or coordinator. The powers and duties of the paid staff shall be established in OSI's Policies and Procedures Manual or by resolution of the Board of Directors or by delegation approved by the Personnel Committee.
- .3 APPROPRIATIONS – the Finance Committee shall include in its proposed budget a line item for the costs of OSI's Office inclusive of the compensation and benefits cost of the paid staff. Separately, the Personnel Committee shall conduct an annual review to determine the next year's compensation and benefit cost and report that to the Finance Committee. Once appropriated by the House of Delegates, the Personnel Committee shall be responsible, together with the General Chair, for the administration of those funds.

Chapter 2

2.0 REGISTRATION AND MEMBERSHIP INFORMATION

Ohio Swimming Inc. (OSI) is comprised of Clubs, Organizations, Affiliated Groups, Athletes and Non-athletes, as defined in Article 2 of the Ohio Swimming Code of Regulations. Any of the above may become members of Ohio Swimming by completing the requirements set forth in Chapter 2 of this Policy Manual. All memberships in Ohio Swimming include membership in USA Swimming.

Registration, Affiliation and Representation information can be found in the USA Swimming rulebook Article 203 (Representation), Article 302 (Athlete Registration) and Article 303 (Eligibility); and USA Swimming Corporate Bylaw Article 2 (Membership).

2.1 Fees and Information

- .1 All inquiries about USA Swimming membership and registration should be directed to:
Ohio Swimming Permanent Office
513-673-3326
office@swimohio.com

- .2 Fees – Schedule of current fees can be found in Appendix 1.

Members affiliated with a team will register through their team administrator. New members who are unaffiliated will need to contact the OSI Permanent Office to register for USA Swimming Membership. Current unaffiliated members will be able to renew via their USA Swimming Member Account.

2.2 Group Membership (defined in USA Swimming Corporate Bylaws Article 2.3)

.1 CLUB

- A. The link to the Electronic Application for Club membership can be found in the SWIMS 3.0 Club Portal under Club>Club Renewal. Dues are as shown in Appendix 1. There are two (2) categories of group membership:
 1. Club Membership: has athletes and coaches.
 2. Organizational membership: does not have coaches and athletes. This membership provides a means for a local organization, such as a booster club, to have insurance coverage under the USA Swimming Insurance program.
- B. All clubs must have either (i) at least one member coach, plus a board of directors or other governing body; or (ii) at least two member coaches to ensure that there are at least two adult authorities at each member club for communication and accountability purposes (USA Bylaw 2.6.11).
- C. Group Members attending the Ohio Swimming House of Delegates meeting:
 1. The appointed group members (recorded with the Permanent Office) will be entitled to a vote at the Ohio Swimming House of Delegates, as long as the representative is a USA Swimming member in good standing (current membership, APT and BGC).
 2. A discounted club membership is available for those group member clubs who attended and signed in at one of the two House of Delegates meetings in the current swim year. Discounts will be applied to the team account after the club registers for the current year..
- D. Swimmers who are members of a club will register as members of that club and are said to be “attached” to that club and can earn points for the club and swim on relays.
- E. Swimmers who participate without being attached to a club are said to be “unattached”. An unattached swimmer may not swim on club relays and may not earn points for a club. Swimmers in unattached status may not swim on relays except in all-star competition.
- F. A swimmer who changes clubs must satisfy a designated wait period as designated in USA Swimming Article 203.3 before representing the new club in competition. During the wait period, the swimmer

Chapter 2

must compete as an unattached swimmer. This rule is not applicable to high school (OHSAA/KHSAA) or collegiate swimmers who are joining a USA Swimming club at the conclusion of their non-USA Swimming club school season. A transfer must be completed by the athlete or parent (if the athlete is under 18) to change club affiliation. The transfer option is located in each member's SWIMS 3 dashboard.

2.3 Individual Membership (defined in USA Swimming Corporate Bylaws Article 2.4, 2.5 and 2.6)

.1 ATHLETE MEMBERS

- A. A swimmer must be a current member of USA Swimming, and in good standing by the membership verification deadline, to participate in any sanctioned USA Swimming meet, including Ohio Swimming sanctioned meets. Swimmers may compete representing their Club or as an Unattached swimmer (UN). Swimmers who are 18+ are required to have completed Athlete Protection Training.
- B. The link for membership for NEW Unattached (UN) swimmers can be obtained by contacting the Ohio Swimming Permanent Office. Club affiliated athletes should contact their Club Administrator to register for membership.
- C. Transfers
 - (1) Athletes transferring from one Club to another, from representing a specific Club to Unattached status, or from another LSC to Ohio Swimming, must complete the transfer request via their SWIMS membership dashboard.
 - (2) Any swimmer leaving a Club must leave behind no unpaid fees. If the former club secures a court judgment for unpaid fees, that athlete shall be ineligible to represent any USA Swimming member club until the judgment is paid. (USA Swimming Rule 203.6).

.2 OUTREACH ATHLETES

- A. Outreach Athlete membership is available to qualified athletes in accordance with USA Swimming guidelines. The purpose is to make membership available to athletes who might otherwise not be able to afford regular membership. The current Outreach Athlete membership fee is shown in Appendix 1. Other than the membership fee, an Outreach Athlete member is not distinguishable from a Premium Athlete membership.
- B. Applicants for Outreach Membership must contact their Club Administrator to apply for qualification of reduced membership. Once approved by the club, the Club Administrator will notify the OSI Permanent Office via the Outreach online application located on the Ohio Swimming website (www.swimohio.com) under Diversity, Equity & Inclusion>Outreach.
- C. Applicants for Outreach Membership must meet the eligibility guidelines to be approved for participation in the program. Once approved, the athlete's club administrator will send a link for the discounted USA Swimming membership to the family. The Outreach eligibility guidelines can be found on the Ohio Swimming website under Diversity, Equity & Inclusion>Outreach.

.3 NON-ATHLETE MEMBERS (defined in USA Swimming Corporate Bylaws Article 2.6)

The following positions are required to hold USA Swimming individual memberships and must satisfy the USA Swimming Background Screen (BGC) requirement and successfully complete the required Athlete Protection Training (APT):

- A. Coaches – must complete and meet all requirements set forth in USA Swimming Article 2.6.
 - (1) There is no interim coaching period (i.e., no grace period) for coaches. Persons not meeting requirements for coach membership will not be allowed to participate in any coaching capacity at any USA Swimming sanctioned competition. This restriction includes, but is not limited to, being barred from the deck area. If an offending person refuses to comply with these provisions upon initial warning, all athletes on that person's club shall be designated as "unattached" for the entire competition, unless the club has another USA Swimming coach member present.

Chapter 2

(2) Failure of a coach to satisfy the Coach requirements set forth above, who has been acting in the capacity of a coach or has plagiarized credentials or committed other acts of fraud, deception, and dishonesty, will result in the following penalties to the team:

- a. First Offense: \$500 Fine
 - b. Second Offense: \$1000 Fine and the team being reported to the USA Swimming National Board of Review. This is considered a violation of the USA Swimming Code of Conduct (Article 305) which is required to be reported to USA Swimming.
- B. Adult employees and contractor personnel of OSI and OSI Member Clubs;
- C. Any Board of Director or Governing Board Member of OSI LSC or OSI Member Clubs;
- D. Individuals in a position of oversight over the operations of a member club;
- E. Adults with an ownership interest in a member club;
- F. Officials - Referees, Starters, Administrative Officials, Chief Judges, Stroke & Turn Judges
- G. Meet Directors
- H. All Star/Zone Team Managers and Chaperones
- I. OSI LSC and Member Club volunteers who interact directly and frequently with or have authority over athletes (as defined in the SafeSport Code for the Olympic and Paralympic Movement) as a regular part of their duties (note: this does not apply to volunteers such as timers, meet marshals, computer operators, etc., who have limited contact with athletes during a meet. However, any individual who is banned, currently suspended or ineligible for membership is prohibited from serving as a timer or computer operator or otherwise being on deck at any time in connection with a USA Swimming activity);
- J. Voting Group Members to the House of Delegates

2.4 Registration Procedure

- .1 Registration Procedures can be found in Appendix 2 of this Manual.
- .2 Policy on unpaid balances can be found in Article 6 of this Manual.

2.5 False Registration

- .1 A club or individual submitting a signed form (meet or other) which falsely claims a swimmer is registered will be fined. The fine schedule is as follows:
 - A. A \$100/athlete/splash penalty will be levied against the club who entered the swimmer into the meet.
- .2 Any person who signs in at a meet as a coach without proper certification will be subject to the penalties outlined in Article 2.3.3A of this Manual. Any registered coach who allows or enables another person who is not registered as a coach to sign-in as or engage in coaching will also be subject to the penalties outlined in Article 2.3.3A of this Manual.
- .3 If the Member club hosting the meet has been informed of the ineligibility of a swimmer and permits the athlete to compete, the Member club hosting the meet will also be fined \$100 per event that the unregistered swimmer illegally competed in and is required to revise the meet records to delete the unregistered swimmer from the results.
- .4 Failure of the meet host to exercise due diligence to ensure all coaches and officials signing into the meet are current USA Swimming members and in good standing, may result in a \$100 fine to the host club and risk of future sanctions not being granted, as determined by the OSI Administrative Review Board.

Chapter 3

3.0 OPERATIONAL RISK AND INSURANCE

3.1 Report of Occurrence

- .1 Filing a Report
 - A. Registered members of USA Swimming/OSI are insured under a secondary accident medical insurance policy. Each Ohio LSC Group Member shall be responsible for promptly filing a Report of Occurrence Form.
 - B. The Report of Occurrence is to be made online. Each Ohio LSC Group Member shall maintain a record of the report.
 - C. Information on Report of Occurrence can be found on the Ohio Swimming website under Meets & Sanctions>Meets/Sanction Forms. This link also contains information for the proper submission of the Report of Occurrence. Secondary accident medical insurance offered by USA Swimming cannot be initiated until this form is properly submitted.
- .2 Accidents or Incidents
 - A. An occurrence includes, but is not limited to, any kind of property damage, personal injury or an accident or incident involving a registered athlete, a registered non-athlete, a guest, a spectator, a tenant, and other entities.
 - B. Occurrences shall be reported regardless of severity and/or even though no apparent injury has occurred.
 - C. This data is utilized by USA Swimming to track “where, when & how” accidents happen (in addition to gathering information for insurance purposes). The goal is to reduce incidences.

3.2 USA Swimming Certificates of Insurance

- .1 Instructions to print Certificates for Proof of Insurance for USA Swimming Member Clubs are found on the USA Swimming website: <https://www.usaswimming.org/about-usas/top-resources/operational-risk/insurance>.

3.3 Safety Guidelines

- .1 Coaches’ responsibilities:
 - A. Coaches shall instruct their swimmers regarding safety guidelines and warm-up procedures as they apply to conduct at meets and practices as referenced in Appendix 5.
 - B. Coaches shall actively supervise their swimmers throughout the warm-up session at meets and at all practices.
 - C. Coaches should maintain as much contact with their swimmers as possible, both verbal and visual, throughout the warm-up period.
 - D. Coaches should stand near the starting end of the pool when starting swimmers on sprint or pace work.
- .2 Club Responsibilities – Each club shall appoint a safety coordinator whose responsibilities shall be to provide leadership and oversight to ensure safety and risk management for the club. Duties may include promoting safety awareness and developing a risk management plan/emergency action plan for the club.
- .3 Safety compliance - See Appendix 5 for penalties associated with non-compliance of safety rules at a competition.

3.4 Concussions

- .1 The Ohio General Assembly passed House Bill 143, designed to protect youth at all levels from concussions. As a result, there are requirements which all youth sports organizations must meet. The Ohio Department of Health (ODH) has created forms necessary to fulfill the requirements. The forms (and training) can be located on the Ohio Swimming website under Safe Sport & Safety>Concussion, and on the Ohio Department of Health website. In short, the requirements fall into three general categories:

Chapter 3

- A. Concussion Information Sheet: The concussion information sheet can be found on the Ohio Swimming website under Safe Sport & Safety>Concussion.
- B. Coach and Official Training: Youth sports coaches and officials must complete a free online concussion training every three years. The ODH recommends the training provided by the National Federation of State High School Associations. Link to the training is on the Ohio Swimming website. ***Copies of the Concussion certification should be sent to: certifications@swimohio.com.***
- C. Return to Play - The law includes return to play requirements:
 - (1) Coaches, referees, or officials must remove an athlete from play if the athlete exhibits signs and symptoms of a concussion during practice or a game. A Concussion report must be filled out and sent into the Ohio Swimming Permanent Office within 48 hours of the incident. The concussion form is located on the Ohio Swimming website under Safe Sport & Safety>Concussion.
 - (2) The athlete cannot return to play on the same day that the athlete is removed and is not permitted to return to play until they have been assessed and received written clearance by a physician (MD or DO). A "Return to Play" (RTP) form must be filled out, signed by a doctor, and returned to the OSI Permanent Office to be cleared. The RTP form is located on the OSI website under Safe Sport & Safety>Concussion.
 - (3) Even if an RTP has been signed by an MD/DO, the Coach reserves the right to restrict/limit the athlete's participation, if it is in the best interest of the athlete's well-being.

3.5 Lindsay's Law (SCA – Sudden Cardiac Arrest)

- .1 The Ohio General Assembly passed Senate Bill 252 in 2017, designed to educate and raise awareness about Sudden Cardiac Arrest (SCA) in Ohio's student-athlete population. In accordance with this law, there are pre-participation education requirements which all athletes, parents and coaches must meet. The Ohio Department of Health (ODH) has created training materials necessary to fulfill the requirements. The training can be found on the Ohio Swimming website under Safe Sport & Safety>Lindsay's Law, and on the Ohio Department of Health website.

Chapter 4

4.0 COMPETITION INFORMATION

4.1 Meet Scheduling

- .1 The Master Meet Schedule is approved by the House of Delegates, upon recommendation of Program Technical Planning Committee. Schedule of meets for the summer long course season will be presented at the Fall HOD meeting; schedule of meets for the winter short course season will be presented at the Spring HOD meeting.
- .2 OSI will be the meet host for all LSC Championship and LSC subsidized meets. Dates, locations and meet hosts will be determined approximately 12-18 months in advance of the meet by the Technical Planning Committee.
- .3 No club sponsored meet, event, or activity (i.e., clinics, banquets and other club-related activities hosted by the club) may be scheduled on the same dates as an Ohio Swimming Championship Meet (Regionals, Junior/Senior Championships) or other OSI sponsored events (i.e., HOD meetings, LSC clinics, Swimposiums, Virtual Distance Meets, Safe Sport events, etc.). See Appendix 4 for details and penalties.
- .4 No additional meets may be added to the approved schedule without following the procedural steps outlined in the Meet Sanctioning Procedures in Appendix 4 of the Ohio Swimming Policy Handbook.
- .5 The link to the OSI Application for Meet Sanction is located on the Ohio Swimming website (www.swimohio.com) under Meets & Sanctions>Meets/Sanction Forms.

4.2 Sanctions (Also see USA Swimming Rules 202.2, 202.3, 202.4 and 202.5)

- .1 All requests for sanction must be made via the online sanction application on the Ohio Swimming website under Meets & Sanctions>Meets/Sanctions Forms.
- .2 Sanction Fees
 - A. A sanction fee of \$25.00 is required for each sanction requested before the published deadline. Time trials are also subject to a \$25 sanctioning fee. These fees are non-refundable. See Appendix 4 for sanctioning procedures and listing of fees.
- .3 All host clubs are encouraged to submit their meet events files no later than 30 days prior to the meet entry deadline for publication on the Ohio Swimming website events calendar.
- .4 Sanction numbers must be published on all meet entry information and final results.
- .5 Pre-Meet Responsibilities:
 - A. **MEET BOOK** - The meet host is required to use the required meet template and electronically submit (if not already done during the application process) the meet book to the sanctioning chair (sanctioning@swimohio.com) no later than 90 days prior to the meet entry deadline. The purpose is to ensure compliance with USA Swimming and Ohio Swimming policies and procedures; and to post on the Ohio Swimming website. Sanction numbers will not be issued until the meet book has been approved by the Sanctioning Chair. A checklist of required statements for meet books and also the required meet template is available on the Ohio Swimming website under Meets & Sanctions>Meets/Sanction Forms. An Officials Tracking System (OTS) record will also be created once the meet has received a sanction number.
 - B. **MEET BACKUP** - The meet host is required to electronically submit a full Meet Manager backup to the OSI Permanent Office by Monday before the scheduled date of the meet. The purpose of this file is to ensure all swimmers are properly registered, are in good standing and have correct affiliations. The host team may be subject to the penalties listed in Chapter 2.5 if unregistered swimmers are permitted to participate in competition without clearance.
 - C. **MEMBERSHIP VERIFICATION** - If the meet host does not want the responsibility of verifying participant membership at the meet, then the membership verification deadline will be 5:00 PM EST one (1) business day prior to the first day the meet begins. Unverified swimmers will be scratched from the

Chapter 4

meet after that deadline. There will be no entry fee refunds for those swimmers scratched due to unverified membership.

.6 Post Meet Responsibilities:

- A. **MEET RESULTS** – Email a final unlocked backup of the meet within three (3) days of the conclusion of the meet to the OSI Permanent Office (office@swimohio.com) for times upload to the SWIMS database.
- B. **FINANCIAL STATEMENT/FEES DUE** - Within 15 business days after the conclusion of the meet, the online Post-Meet Financial statement should be completed and submitted. The online Financial Statements are located on the OSI website under Meets & Sanctions>Meets/Sanctions Forms. Listing of post-meet fees are in Appendix 4. Fees owed can either be added to team accounts (if indicated in the post-meet financial form), paid by credit card or by check as indicated in the form.
- C. **REPORTS OF OCCURRENCE** – See Chapter 3 for information. Any reports are due within 15 business days of the conclusion of the meet.
- D. **COACH SIGN-IN SHEETS** – Within 15 business days after the conclusion of the meet, the Coach sign-in sheets and Coach Membership verification forms are required to be sent to the OSI Permanent Office. The meet results will not be loaded to SWIMS until this paperwork is received.
- E. **OFFICIALS TRACKING SYSTEM (OTS)** – Official's assignments from the officials sign-in sheets must be entered into OTS within 2 weeks of the conclusion of the meet by the respective Meet Referee.

4.3 Approved Meets (USA Swimming Rule 202.6)

- .1 Application - Link to the application for an Approved meet is located on the Ohio Swimming website (www.swimohio.com) under Meets & Sanctions>Meets/Sanctions Forms.
- .2 Deadline - Application for Approval should be received into the OSI Permanent Office no less than 10 days prior to the meet. No exceptions.
- .3 Approval Fees
 - A. An approval application fee shall accompany each application. Fees are listed in Appendix 4. Payment can be made directly through the online sanction application.
 - B. An athlete surcharge will be assessed post-meet based on the # of athletes in the final meet backup. This fee must be received, or a team account invoiced before the meet will be uploaded into the SWIMS database. Fees listed in Appendix 4.
- .4 Requirements for Approval - Approval of competition may be issued, withheld, or withdrawn by OSI in accordance with Article 202.6 of USA Swimming Rules and Regulations.
- .5 Conditions of Approval - The assigned approval number must appear on the heat sheets and final results.
- .6 Reports and Remittances
 - A. A complete meet backup (unlocked) from the Meet Manager software shall be furnished by the meet host to the OSI Permanent Office within three (3) days of the conclusion of the meet.
 - B. NCAA Meets: Results are uploaded by the meet host to the Team's SWIMS 3 portal.

4.4 Observed Meets/Swims (USA Swimming Rule 202.8 and Appendix 12 of the OSI Policy Manual)

- .1 An observed swim is defined as a swim observed by assigned USA Swimming or YMCA officials for conformance with USA Swimming technical rules in a meet conducted under other than USA Swimming rules.
- .2 The conditions in Article 202.8 of USA Swimming Rules and Regulations must be met.
- .3 Application – Link to the Application for Observation is located on the Ohio Swimming Website under Meets & Sanctions>Meets/Sanctions Forms.
- .4 Deadline – Application for Observation should be received into the OSI permanent office no less than 10 days prior to the meet. No exceptions.

Chapter 4

- .5 Observation Fees
 - A. An observation application fee shall accompany each application. Fees listed in Appendix 4. Payment can be made directly through the online sanction application. The request will not be approved until fees are received into the Permanent Office.
 - B. OHSAA Sectional and District Tournament Meets are exempted from the application fee. However, each team will be invoiced a \$2 per 14 & over athlete on each team's roster annually.
- .6 Arranging for Officials for Observed Meets – Please see Appendix 12 for procedure and list of commission contacts.
- .7 Reports and Remittances
 - A. A complete (unlocked) meet backup from the Meet Manager software shall be furnished by the meet host to the OSI Permanent Office within three (3) days of the conclusion of the meet.
 - B. NCAA Meets: Results are uploaded by the meet host to the Team's SWIMS 3 portal.
 - C. Original heat sheets/paperwork from the USA Swimming meet observers must be returned to the OSI Permanent Office within three (3) days of the conclusion of the meet. Times will not be uploaded to SWIMS until the required paperwork is received. High School Meet Referee/Lead Official must include documentation of any USA Swimming technical rules exceptions.

4.5 Conduct of Sanctioned Competition

- .1 All meets sanctioned by OSI shall be conducted in accordance with the Rules and Regulations of USA Swimming Parts One and Two.
- .2 All hosts of meets sanctioned by OSI shall monitor access to the deck for non-athlete members and volunteers by implementing the following procedure:
 - A. Meet Host shall have a coach registration area at the meet at which time coaches shall sign in, have their coaching credentials verified and receive their heat sheet and (where appropriate) a deck pass for that meet. Those who are not able to produce proof of membership in good standing will not be permitted on deck to coach or can sign a statement certifying that they are current coach members, if they want to be on deck. Statement is located on the Ohio Swimming website under Meets & Sanctions>Meets/Sanctions Forms (Coach Verification Form). These forms must be turned in to the Permanent Office with the coach sign-in sheets.
 - B. At competition, Coaches acting in a coaching capacity must have their membership card or electronic USA Swimming membership card in their possession and must show their printed card or their electronic membership card through the USA Swimming app to the Meet Referee/Meet Director upon request. Coaches should also be prepared to show picture identification at a meet (i.e., valid driver's license), if asked, as a measure of safety for the athletes.
 - C. The Meet Referee or designee will similarly ensure that all Officials working in the capacity of the meet are current members in good standing, with current BGC and APT.
 - D. The meet host will utilize the USA Swimming Safe Sport Meet 360 resource documents to comply with rules that dictate that their event will follow a quality control system that is approved by the U.S. Center for Safe Sport and that all Meet Directors read and follow the approved QCS once a sanction is granted. This includes ensuring that permanently suspended or ineligible individuals are not present on deck or performing any function at a meet (this extends to checking non-member volunteers against the banned list).
 - E. Meet Host shall monitor the deck and remove individuals not possessing a deck pass or not cleared to be on deck.

Chapter 4

- F. Any coach receiving a deck pass for the meet that shares that deck pass or otherwise allows it to be displayed by an unauthorized individual shall be subject to the penalties listed in Article 2.3.3A of this Manual.
- .3 Warm-up procedures
 - A. Warm-up procedures are in Appendix 5 of this Manual.
- .4 Time Standards (Appendix 6)
 - A. Meets sanctioned in OSI may establish qualifying time standards that swimmers must have achieved before entering events.
 - B. For meets with “slower-than” time standards, swimmers may not compete in an event in which they are faster than the listed time standard published in the meet information.
 - C. For meets with “faster-than” time standards:
 - (1) Swimmers should enter the event only if they have achieved the listed time standard for that event.
 - (2) Ohio Championship time standards will be reviewed and updated bi-annually by the Age Group and/or Senior Committee(s), approved by Technical Planning and presented to the House of Delegates. They shall be published on the Ohio Swimming website under Athletes>Time Standards and in the respective Championship Meet Books.
- .5 Entry Fees and LSC Surcharges – See Appendix 4 for current maximum entry fee limits.
- .6 OSI Scratch Rules for Prelim/Final Meets
 - A. General Scratch Procedures
 - (1) A Swimmer who officially scratches from an individual event according to meet guidelines shall not have that scratched event count towards their maximum number of events for the meet or for that day.
 - (2) The scratch deadline for Preliminary Events and Timed Final Events will be no less than forty-five (45) minutes prior to the start of the session where the individual or relay is contesting the event or as described in the meet information.
 - B. Scratching from Prelims at Regional and Age Group Championships
 - (1) Any swimmer not appearing for an individual preliminary or timed final event shall not be penalized; however, that event will be counted against their maximum event limits for that meet and their three (3) events per day maximum.
 - (2) Any relay that fails to appear for a pre-seeded relay event shall not be penalized.
 - C. Scratching from Finals
 - (1) Any swimmer originally qualifying for a consolation or championship final in an individual event who fails to compete in said final shall be barred from his/her next individual event, except as noted in ‘Exception for Failure to Compete’ below (4.5.6D). A declared false start under USA-S Rule 101.1.3F or deliberate delay of meet under USA-S Rule 101.1.5 is not permitted and will be regarded as a failure to compete.
 - (2) In the event of withdrawal or barring of a swimmer from competition the Referee shall fill the consolation or championship final, when possible, with the next qualified swimmer(s). First and second alternates should be announced along with the final qualifiers. The alternates shall not be penalized if unavailable to compete in the finals.
 - (3) Where consolation finals have not been swum and a barring or withdrawal is known to the Referee, the Referee shall reseed the consolation and championship final, if necessary, to insert the alternate(s) in the appropriate lane(s), filling all lanes in the final.

Chapter 4

- (4) If the consolation final has already been contested, the championship final shall be swum without reseeding for the empty lanes(s).
- (5) Failure to scratch consolation or championship finals according to the rules above shall result in a \$50.00 penalty fee per event against the swimmer/team if the event is his/her last event of the meet. The penalty fee shall be billed to the club and paid to the host of the meet.
- D. Exception for Failure to Compete
 - (1) No penalty shall apply for failure to withdraw or compete in an individual event if:
 - a. The Referee is notified in the event of illness or injury and accepts the proof thereof.
 - b. A swimmer originally qualifying for a consolation or championship final race based upon the results of the preliminaries notifies the Clerk of Course within thirty (30) minutes after the announcement of qualifiers for that race that they may not intend to compete and further declares their final intentions within thirty (30) minutes following their last individual preliminary event.
 - c. It is determined by the Referee that failure to compete is caused by circumstances beyond the control of the swimmer.
- .7 Timed Final Meet Scratch Procedures
 - (1) Scratch Procedures may be determined by the meet host. Per USA Swimming Rule 102.4, the meet announcement and advance information shall specify check-in and scratch procedures for individual and relay events and penalties for violation of those procedures.
- .8 Entry Refund for Administrative Scratches
 - A. In any meet sanctioned by Ohio Swimming other than Championship Meets, the host team may limit the number of swimmers in any one or more events to maintain a reasonable length of the meet (USA-S Rule 205.3.1F for Age Group competition). In the event entries are limited, the host club must return the entry fees to the clubs whose swimmers were not allowed the opportunity to compete in the specific event(s) that were administratively scratched. Clubs cannot change this refund rule in their meet information.
- .9 Deck Entries
 - A. Participants must be current USA Swimming members and provide either a registration card or an official USA Swimming club roster printed from the USA Swimming club portal to show as proof of registration. No Exceptions. Please see the meet announcement for specific deck entry procedures for the meet you are attending.
- .10 Protest Procedure
 - A. Please see USA-S Rule 102.22 for protest procedures.
- .11 Age Group: Aging up between Regional and Age Group Championship Meets
 - A. During the current championship season, a swimmer whose birthday occurs between the Ohio Regional Championship Meet, whose current times would have qualified them for an event(s) in the younger age group at the OSI Junior Championship Meet but whose respective time(s) in that event(s) does NOT make the qualification standard for the OSI Junior Championship Meet for that older age group, may enter the Ohio Junior Championship Meet in the older age group under the following conditions:
 - (1) The athlete may enter the equivalent distance event(s) at the Junior Championship Meet for which he/she had the cut times in the younger age group.
 - (2) The entry time(s) for that qualified event(s) in Ohio Junior Championship Meet must be entered **AT THE CUT TIME** for the older age group.

Chapter 4

(3) The swimmer may only enter the **next** longer event for which they had the cut times in the younger age group, provided that the event that they qualified for in the younger age group is not offered in the older age group:

- a. Example: A 12-year-old has the 11-12 50 fly and 100 fly cuts and ages up in between the meets. They can then swim the 100 fly and 200 fly respectively in 13-14 age group since no 50 fly is offered in the 13-14 age group. The 11-12 50 fly time gives them the 13-14 100 fly and the 11-12 100 fly time gives them the 13-14 200 fly event. 2 cuts in the younger age group = 2 cuts in the older age group.

B. Large Team – Small Team Definition: Sum the total number of 9-14 year old registered athletes as of the week before the meet. Divide this sum by the number of teams with 9-14 year old athletes eliminating any remainder. Teams whose number of 9-14 year old registered athletes is equal to or less than this number, will be small teams. Large Teams will be those teams whose sum is greater than the calculated number.

.12 Senior Championships

A. Large Team-Small Team Definition: Same formula will be used for the Senior Championships except the numbers will be based on 15 & over swimmers and clubs.

4.6 Meet Host Responsibilities

.1 Safety Personnel at Sanctioned Meets

A. Meet Marshals:

(1) Information about Meet Marshals and their duties and responsibilities can be found in Appendix 3.

B. Lifeguards: There must be certified lifeguard(s) on duty at all times at all OSI sanctioned meets/events. State of Ohio Lifeguard requirements are listed in the Ohio Administrative Code 3701-31-04-E-4. If the required lifeguard(s) per the Ohio Administrative Code above are not present at the beginning of the event, the event will be postponed until the requirement is met.

C. Any additional personnel as required by State and/or Local Health Department requirements or guidelines.

D. Failure to meet the requirements for Safety Personnel at OSI Sanctioned meets will result in the following:

(1) LSC sponsored events: subsidies will be revoked. There is no exception.

(2) All meets are subject to the following:

a. 1st Offense*: A warning letter from the Ohio Administrative Review Board (ARB).

b. 2nd Offense*: A \$300 fine and revocation/granting of future sanctions for a period of time determined by the Ohio ARB.

*The clock for offenses does not 'reset'.

.2 The meet host will provide a complete schedule of warm-up procedures to include lane assignments and times in advance of the meet, which must be adhered to by all participants. This information will be distributed with the meet information at registration, posted throughout the venue, posted on the scoreboard for easy reference (if applicable) and announced on a regular basis before the meet.

.3 An announcer shall be available for the entire warm-up session to announce lane and/or time changes and to assist with the conduct of the warm-up.

.4 Miscellaneous

A. Backstrokers should ensure that they are not starting at the same time as a swimmer on the blocks, and they must enter the pool feet first. Swimmers shall not step up on the blocks if there is a backstroker waiting to start.

Chapter 4

- B. Warm-up procedures shall be enforced for any breaks and/or any areas used for warm-up and warm-down during the competition.

NOTE: Host clubs, with the consent of the Meet Director or the Meet Referee, may modify the time schedule or recommended lane assignments depending upon pool configuration, the number of swimmers or other consideration. Any such changes shall be announced and/or posted prominently in the pool area.

4.7 Disability Swimming (Article 105)

- .1 Ohio Swimming LSC recognizes the value of the inclusion of swimmers with a disability into both regular season and championships level meets. Providing greater opportunities and recognition to such athletes is of the highest priority and the policy set forth encourages all member teams to recruit, train and include swimmers with a disability as part of their Age-group and Senior programs.
- .2 Entry Procedures. Coaches/club entry contact should:
 - A. Enter the USA-S swimmer with a disability electronically via email (or on the paper entry form included in the meet information) to the entry chair at the time of the team entry.
 - B. Provide any necessary accommodations and/or modifications needed for the swimmer via the Disability Accommodation Form. This form is available either in the meet information or is also located on the Ohio Swimming website under Meets & Sanctions>Meets/Sanction Forms.
 - C. Provide the declared performance grouping for the swimmer (P1, P2, P3).
 - D. List in the email with the electronic entry (or on the paper entry) the swimmer's name, entry times based on grouping, strokes/distances. and days/sessions the swimmer will be in attendance.
 - E. Also notify the Meet Referee about any accommodations and/or modifications needed for the swimmer.
- .3 Grouping Descriptions for USA-S Swimmers with a Disability:
 - A. P1 – non-ambulatory (wheelchair-bound), limited use of all four extremities
 - B. P2 – dwarfism, multiple limb deficiencies, ambulatory with assistance, can be wheelchair-bound with a high functioning upper body
 - C. P3 – single limb deficiencies, visual impairments, intellectual impairments, ambulatory without significant assistance
- .4 Eligibility:
 - A. Qualifying time standards at regular season meets are waived for swimmers with a disability.
 - B. All member teams may enter up to 6 swimmers with a disability for the following meets:
 - i. Junior Championships (14 & under): Swimmers are not required to have achieved the Junior Championship qualifying standard for their age group/events. However, time standards for swimmers with a disability will be included in the meet information. Official sport class recognition of swimmers with a disability is NOT required; however, they MUST be identified by the procedure outlined in the meet information.
 - ii. Senior Championships: no restrictions on number of swimmers entered. Time standards may be included in the meet information for swimmers with a disability.
 - iii. Central Zone meet (not Sectionals), up to six (6) para-swimmers are welcome on the Ohio Zone Team without meeting the time standards.
 - C. More information is available under Diversity, Equity & Inclusion>Disability Swimming on the Ohio Swimming website.
- .5 During the pre-meet briefing, in accordance with USA Swimming officiating rules, the Meet Referee shall inform the officials of all swimmers with a disability, their entries and the modifications which shall be made when starting, observing, and determining disqualifications for the swimmer(s).

Chapter 5

5.0 TIME STANDARDS, RECORDS, TOP TEN, TIME CERTIFICATION

5.1 Time Standards

- .1 Current Short Course (SC) and Long Course (LC) Junior Championship Qualifying Times can be found on the Ohio Swimming website under Athletes>Time Standards.

5.2 Ohio Swimming Records

- .1 Ohio Records shall be kept in all age groups set forth by USA Swimming.
- .2 All record times must be achieved in sanctioned, approved or observed meets and must be achieved in accordance with the USA Swimming Technical Rules.
- .3 Ohio Records can be achieved only by Ohio LSC registered USA Swimming athletes in good standing with Ohio Swimming, Inc. and held in a USA Swimming sanctioned, approved, or observed competition. These athletes must swim either as representatives of an Ohio group member or as unattached Ohio LSC swimmers. Representatives of a high school during the high school swimming season, representatives of an NCAA college or university during the NCAA swimming season, or representatives of a YMCA in a YMCA Championship meet may all be eligible to achieve an Ohio Swimming LSC Record, if they are current athlete members of Ohio and USA Swimming.
- .4 Ohio Records are mined from Ohio Championship meets and the USA Swimming SWIMS database. Records are validated in the USA SWIMS database.
- .5 Ohio Records for 17-18 year old swimmers will be reserved for non-NCAA athletes.
- .6 The Ohio Swimming Office will maintain the Records listing on the OSI website.
- .7 It is the responsibility of meet hosts to ensure electronic records files are accurately updated in their Meet Management databases at their respective hosted meets. OSI Championship meet databases will be updated by the Permanent Office and/or the Sanctioning Division and distributed to the meet hosts. Ohio Records can be viewed on the Ohio Swimming website under Athlete>Time Standards.

5.3 Top Ten

- .1 National Top 10 "Reportable" times can be verified in the USA SWIMS database 30 days after the time was achieved. No form or application needs to be submitted for times that appear in the USA SWIMS database. National Top 10 Reportable times are not recognized for 10 & under swimmers.
- .2 National Top 10 "Reportable" times can be achieved only by currently registered USA Swimming athletes in good standing and held in a USA Swimming sanctioned, approved, or observed competition. Athletes can be a representative of their high school during the high school swimming season, NCAA college or university during the NCAA swimming season, or YMCA in a YMCA Championship meet to achieve a National Top 10 times if they are current athlete members of USA Swimming.
- .3 All times must be achieved in sanctioned, approved or observed meets and must be achieved in accordance with the USA SWIMMING Technical Rules.
- .4 Times achieved that do not appear in the USA SWIMS database must be corrected through the Ohio LSC Permanent Office.
- .5 Only the Ohio Swimming Permanent Office Staff may coordinate edits, updates, fixes, and typos in the USA SWIMS database.

5.4 Ohio Time Certification

- .1 The Ohio Time Certification (OTC) form may be found on the OSI website under Meets & Sanctions>Meets/Sanctions Forms.
- .2 Relay lead-off times: it is the judgment of the athlete's coach or team representative to decide if the OTC form is used to certify an initial split of a relay. Relay leadoff times are automatically loaded in the USA SWIMS database for sanctioned and approved meets only, provided there was no failure in the automatic timing system. It will be up to the meet referee and/or administrative referee for the meet to determine if

Chapter 5

relay-leadoffs should NOT be uploaded due to timing issues. That vital information for rejecting lead off times must be communicated to the Permanent Office along with the meet back-up file, or the lead-off splits should be removed from the meet back-up before sending it into the Permanent Office.

- .3 The OTC form is required to certify an intermediate split of an individual event. The request must be made prior to the event being swum and is required for an initial distance split in backstroke, as this will allow the use of backup tiers in case the time is not recorded by the automatic timing system.
 - a. If watches are to be used for backup, three additional timers are needed. The assigned lane timers may not act in that capacity.
 - b. If an initial distance split request is obtained for a backstroke event, the S&T official in whose jurisdiction the finish occurs must confirm that a legal backstroke finish was made at the finish of the intermediate distance.
 - c. The official time can be entered into the meet database in a new event created by the Meet Management operator. The event must include a 'comment' on the event. The comment can be entered in the event edit screen in the 'stroke' section (the 'note' field). This comment differentiates the event as not part of the meet book order of events. Example comment can be '50 split of 100 free'.
 - d. If the request is received after the event has been swum, and the time was recorded but the automatic timing system. And the referee determines the pad time is valid, the time may be entered in the meet database as described above.
- .4 Use of Initial Distance Splits – The recording of initial distance splits by meet personnel or the entry of the splits into the SWIMS database does not mean that the times can be used for all purposes. It is not the responsibility of meet personnel to determine when and for what purposes these times can be used.
- .5 Alternative scenarios for Split Times
 - a. Semi-Automatic Timing System: When a semi-automatic timing system is the primary system for a meet, in order to get an official time for a relay lead-off split of intermediate split time according to USA Swimming rules, it is necessary to notify the meet referee before the event and provide three additional manual watches to time the lead-off or intermediate split time. These three times must be provided to the AR or meet referee who will determine the official time that can be added to SWIMS.
 - b. 50M Pool and 200M Relay Leadoffs: If a relay lead-off split for a 200 distance relay is requested in a 50M pool, the request must be made to the referee before the event. Three additional watches are required to provide a manual timing system for this lead-off split. The official time as determined by the AO or Referee may be added to the meet file as a separate event or sent into the Permanent Office through the OTC form which should be sent in within 3 days of the meet for entry to the SWIMS database.
- .6 See Appendix 12 for times loading process for Observed meets.
- .7 OTC forms may only be certified by the Meet Referee or their designee.
- .8 All OTC forms must be returned to the OSI Permanent Office for entry into the SWIMS database within 3 days post-meet for entry into the SWIMS database.

Chapter 6

6.0 FINANCIAL POLICY

6.1 OSI Financial Reserves and Investment Policies

- .1 The OSI Financial Reserves Policy can be found in Appendix 11.
- .2 The OSI Investment Policy can be found in Appendix 10.

6.2 Travel Funding Policy

- .1 The Senior Athlete travel funding policy is in Appendix 7 of this Manual and on the OSI website under Athletes>Senior.
- .2 The Outreach Athlete travel funding policy can be found in Chapter 13 of this Manual and on the OSI website under Diversity, Equity & Inclusion>Outreach.
- .3 The Officials travel reimbursement policy can be found in Appendix 15 of this Manual and on the OSI website under the Officials menu.
- .4 The Volunteer travel reimbursement policy can be found in Appendix 16 of this Manual.

6.3 OSI Meets, Splash Fees and Surcharges

- .1 Listing of fees can be found in Appendix 4.
- .2 Six (6) OSI Sponsored Distance Meets will be contested annually in December, one (1) in each commission. Subsidy listed in Appendix 4.

6.4 OSI Capital Management

- .1 Checking account: Limit of \$5,000; balances over that amount should be swept into an interest-bearing account. The Administrative Vice Chair is responsible for transferring the funds needed. Checks written greater than \$5,000 require dual signatures.
- .2 Larger sums should be invested in CD's, money market, stocks, bonds, etc. as determined by the Finance Committee. These investments should also require two signers designated by the OSI General Chair.

6.5 Coach of the Year Award

- .1 The monetary award of up to \$1000 each for Coach of the Year Small team and Large Team is to be used for continuing education or clinics related to coaching. The award is valid until the end of the next swim year.
- .2 The award is given to four (4) individuals, 2 Age Group and 2 Senior Coach of the Year. The award is announced at the Spring HOD and recognized at the annual LSC awards banquet.
- .3 Receipts and invoices must be submitted through the General Receipt Reimbursement process. Online form is located on the Ohio Swimming website under Resources & Forms>Forms.
- .4 Coach of the Year selection criteria listed on the Ohio website under Recognition>Coach.

6.6 Public Availability of Financial Information

- .1 OSI shall cause to be made available at OSI's permanent office during regular business hours to anyone requesting in writing to see a copy of OSI's federal income tax and information returns for each of the last three (3) years, and a copy of the materials submitted by USA Swimming to include OSI in USA Swimming's group exemption ruling as required pursuant to IRS Code Section 6104 and any similar requirements of applicable state or local ls. OSI reserves the right to charge a reasonable fee for copying of any of its records.

6.7 Collections Policy

- .1 Once an Individual or Member Club account becomes more than 60 days past due, a penalty of 2% of any balances greater than 60 days past due will be assessed at the beginning of each month. Once a Member Club becomes more than 90 days past due, meet sanction requests and entries to championship meets will be conditional until (1) a payment arrangement is in place with the OSI Treasurer or (2) the team account is paid in full.

Chapter 7

7.0 OSI ZONE AND ALL-STAR TEAMS

7.1 Zone and All-Star (Mid-States, Diversity Meet) Team Selection Process and Logistics

- .1 The Ohio LSC All-Star Swim Team shall be made up of qualified athlete members of Ohio Swimming. Ohio All-Star Teams may be assembled to support the USA Central Zone 14 & Under and Open Water Championships during the Long Course season or other All-Star events that occur throughout the year.
- .2 Information on the current season's Ohio Zone and All-Star meets can be found on the Ohio Swimming website under Athletes>Zone Team or on the Ohio Swimming All-Star website (link from home page of the Ohio Swimming website).
- .3 Information on the Central Zone Open Water Championship can be found on the Ohio Swimming website under Athletes>Open Water.
- .4 Additional details of the role of the zone team coordinator(s) can be found in the Ohio Swimming Board and Committee Manual.
- .5 The General Chair, or designee will appoint a Coordinator who is an Ohio Swimming Coach Member in good standing, to perform the duties outlined below and in the OSI Board Policy book.
- .6 The Ohio Zone / Ohio Open Water Zone / All-Star Team Coordinator(s) shall be accountable to the Ohio Swimming Age Group Committee. Responsibilities shall include but may not be limited to:
 - (1) Appoint and/or select the coaching staff based upon the selection criteria set forth by, or in consultation with the Ohio Swimming Age-Group Committee
 - (2) Coordinate entry procedures via the Ohio Swimming All-Star Team Unify Website, Ohio Swimming Open Water Page and Ohio Swimming Permanent Office
 - (3) Coordinate reservations for travel, lodging, and chaperoning (where applicable) with the Ohio Swimming Permanent Office.

7.2 LSC Trips – General Information

- .1 Ohio Swimming team activities are a privilege and should be treated as such. Swimmers and coaches are expected to represent themselves and Ohio Swimming to the best of their ability. Coaches and swimmers are representing Ohio Swimming and must conduct themselves in a manner that always reflects positively on Ohio Swimming. Coaches and swimmers are always expected to uphold Ohio Swimming's positive image, including, but not limited to, traveling to and from the meet, on-deck at the meet, in hotels, restaurants, and during all extracurricular activities.
- .2 CHAPERONES: All persons acting as Chaperones in any capacity on any Ohio Swimming team travel trips shall be currently registered members of USA Swimming and must have successfully passed a USA Swimming-administered criminal background check and completed the Athlete Protection Education (USA-S Corporate Bylaws Article 2.6).
- .3 Ohio Swimming travel policies must be signed and agreed to by all athletes, parents, and coaches traveling with the LSC. A copy of this LSC Code of Conduct must be signed by the athlete and his/her parent or legal guardian. Online acceptance/signature capabilities, such as those provided by Team Unify or other online support website may be used.
- .4 Team Managers must be currently registered as members of USA Swimming and must have successfully passed a USA Swimming-administered criminal background check and completed the Athlete Protection Education.
- .5 Team Managers or Coaches must carry or have immediate access to a signed Medical Release Form for each

Chapter 7

athlete or follow any alternative proof documentation mandated by the USA Central Zone (electronic copies, etc.) if supervising and traveling with the athletes. Those trips where the parents are in attendance, the Medical Release form is not required.

7.3 LSC Travel Policy with Athletes:

- .1 The Ohio Swimming LSC Travel policy is listed in Appendix 8 of this Manual and on the OSI website under Athletes.
- .2 Failure of the coaches to abide by the OSI policy on Ohio Swimming all-star/zone trips will result in the following:
 - A. Staff Coach may have the behavior addressed by the Team Manager/Head Coach while on the trip (minor infraction).
 - B. Violation of USA Swimming Code of Conduct and Athlete Protection Policies while on an LSC sponsored trip will result in immediate removal from the event and be reported to both the USA Swimming Staff and Ohio Swimming General Chair.

7.4 Code of Conduct for Athletes

- .1 The use by all athletes of illegal drugs or alcohol is prohibited. Those found guilty of use while participating in a meet (including travel to and from such) shall be subject to the penalties listed in Appendix 8 of this policy manual.
- .2 Athletes causing willful destruction of another's property, or of the facilities and/or its property, while participating in a meet (including travel to and from such) shall be subject to the penalties listed in Appendix 8 of this policy manual and shall pay the cost of damages.

7.5 Medical Release Form

- .1 See Appendix 8 of this Manual and the OSI website under 'Athletes'.

Chapter 8

8.0 OFFICIALS

8.1 Officials Committee

2025-2026 Officials Leadership Team		
Officials Chairman	Edgar Caraballo	officials@swimohio.com
SW Commission (Cincinnati) Representative	Craig Schoenlein	craigschoenlein@gmail.com
SW Commission (Dayton) Representative	Mark Johnson	mark.johnson256@gmail.com
Central Commission Representative	Kemal Oz	burcoz@yahoo.com
NW Commission Representative	Joe Sobczak	sobczakjoe@gmail.com
NE Commission Representative	Jennifer Butler	jle3@case.edu

8.2 Officials Chair Responsibilities - The duties and the powers of the Officials Chair shall generally be those established by the House of Delegates and the Board of Directors. In addition, the Official Chair shall:

1. Attend the annual meeting of USA SWIMMING to attend all meetings relevant to rules interpretation and officiating, when funding is provided by OSI.
2. Designate an Officials Committee member to attend any USA Swimming rules/officials' clinics sponsored by USA Swimming.
3. Apply for approval for National Certification of officials at qualifying meets sanctioned in OSI.
4. Store and maintain OSI officiating or timing equipment and track the location and usage of it.

8.3 Certification and Recertification Guidelines

1. Certification/recertification information is located on the Ohio Swimming website (www.swimohio.com) under Officials>Certification.

8.4 Forms for Meet Conduct

1. Official's Forms for Meet Conduct are located on the Ohio Swimming website (www.swimohio.com) under Officials>Meet Forms.

8.5 Officials Travel Expense Policy

1. See Appendix 15 for full details of the program.
2. Purpose: To encourage Ohio Swimming (OSI) officials to participate at higher level meets and to encourage mentoring to improve officiating within the LSC. OSI recognizes that significant expenses may be incurred by officials who travel to these meets. To help offset these costs, Ohio Swimming officials may be reimbursed travel-related expenses, subject to the requirements listed below and in Appendix 15.
3. Guidelines: (listed in Appendix 15)
4. Eligibility: In order to be considered for reimbursement, the following criteria must be met:
 - A. Must be registered with Ohio Swimming or Lake Erie Swimming as an official for at least one year prior to the meet.
 - B. Must be registered as an Ohio Swimming official through the duration of the meet.
 - C. Must work all sessions of the meet.
 - D. Must submit an Officials Travel Reimbursement Application to the OSI Officials Chair prior to the meet. Link to the online request form is located on the OSI website under the Officials home menu.
 - E. Must submit an OSI Expense Reimbursement Form and receipts to the OSI Officials Chair within 30 days after the meet. Link to the online expense reimbursement form is located on the OSI website under the Officials home menu.

Chapter 8

F. Note: OSI reimbursement cannot be requested by both an official and their athlete for the same expenses.

.5 Reimbursement Limits – See Appendix 15

Chapter 9

9.0 SAFE SPORT:

At the US Aquatic Sports Convention in September 2010, USA Swimming launched a new initiative for the protection of Athletes. Initially called “Athlete Protection”, the name was changed in 2012 to reflect the extension of protection policies to all members of USA Swimming, including athletes, coaches, officials, and non-athlete members/volunteers of USA Swimming. It is now referred to as “Safe Sport”. The USA Swimming Code of Conduct, Article 304 of the USA Swimming Rule Book, provides specific and mandatory policies that must be followed at all levels of the organization. These policies are enforceable by the LSC, Zone and National Boards of Review process. Consequences for violating a policy include, but are not limited to, revocation of membership.

Ohio Swimming has established the position of LSC Safe Sport Coordinator, to coordinate the distribution of safe sport information and policies from USA Swimming within Ohio Swimming. In addition, the Safe Sport Coordinator will serve to “triage” concerns and complaints within the LSC.

Club Safe Sport Coordinator – Each OSI member club shall appoint a club safe sport coordinator to ensure that their club is in compliance with the US Center for Safe Sport required policies, procedures and training to support athlete safety.

All members of USA Swimming aged 18 and above must complete Athlete Protection Training as prescribed by USA Swimming and the USA Center for Safe Sport. This includes athlete and non-athlete members (coaches, officials, club administrators and board members).

9.1 Safe Sport Model Policies and Best Practices: USA Swimming rules require that clubs develop, adopt, and implement the following policies and practices below. All the model policies and best practices are located on the Ohio Swimming website (www.swimohio.com) under Safe Sport & Safety>Safe Sport Model Policies.

- .1 Model Team Travel Policy (required)
- .2 Model Electronic Communication Policy (required)
- .3 Model Anti-Bullying Policy (required)
- .4 Model Locker Room Monitoring Policy (optional)
- .5 Model Photography policy (optional)
- .6 Best Practices:
 - A. Safe Sport Best Practices Guide
 - B. Athlete social media & Electronic Communications
 - C. Inclusion of Transgender Athletes
 - D. Inclusion of Athletes with Disabilities
 - E. Locker Room Monitoring Best Practices for Practices
 - F. Locker Room Monitoring Best Practices for Meets
 - G. The Professional Marshal

9.2 Deck and Locker Room Policies and Best Practices:

- .1 Meet books must contain the USA Swimming required Safe Sport statements.
- .2 The following statement should be included in all meet books:
 - A. In compliance with USA Swimming Rules and Regulations; the use of audio or visual recording devices, including a cell phone, is not permitted in changing areas, rest rooms or locker rooms. Under no circumstances will camera zones include the area immediately behind the starting blocks at either end of the racing course(s) while in use for race starts, during the competition and warm-ups. Please refer to the Safe Sport section of the Ohio Swimming, Inc. policies and procedures for further information regarding the use of visual recording devices.
- .3 All photographs must observe generally accepted standards of decency:

Chapter 9

- A. Action shots should be a celebration of the sporting activity and not a sexualized image in a sporting context.
- B. Action shots should not be taken or retained where the photograph reveals a torn or displaced swimsuit.
- C. Photographs taken should not portray the swimmer bending over (from behind the blocks) or exhibit a child climbing out of the swimming pool.
- D. Photographs should not be taken in locker rooms or bathrooms.

9.3 Posters to Display at meets:

Safe Sport posters should be displayed during meets. All the posters are located on the Ohio Swimming website (www.swimohio.com) under Safe Sport & Safety>Safe Sport Model Policies.

- .1 Deck Changing Poster (Display around the Deck)
- .2 Photography Behind the Blocks Poster (Display behind the blocks)
- .3 Photography in the Locker Room Poster (Display on the entry into the locker room and in the locker room)

9.4 Club Codes of Conduct:

All clubs are strongly encouraged to have Codes of Conduct in place for Coaches, Athletes and Parent. The model Codes of Conduct are located on the Ohio Swimming website (www.swimohio.com) under Safe Sport & Safety>Safe Sport Model Policies.

9.5 Deck Changing

- .1 **DEFINITION:** Changing in whole or in part, into or out of a swimsuit when wearing just one suit in an area other than a permanent or temporary locker room, bathroom, changing room or other space designated for changing purposes.
 - A. The definition above specifies "when wearing just one suit". Taking off or adding any clothing over the athlete's swimsuit is *not* considered deck changing and should always be allowed (i.e., drag suits, sweat suits, tee-shirts, shorts, and jackets).
 - B. The addition of a bikini top over a "fast suit" and then pulling the "fast suit" down under the bikini top is considered deck changing as the athlete has now changed from one suit (fast suit) to a two-piece suit. The pulling of the shoulder straps off the shoulders and putting them under the arms is not considered deck changing since the athlete has not changed from one suit to another.
- .2 Facilities can and do have different policies regarding deck changing, it should be addressed with the athletes before you go to different facilities to ensure compliance. Please read over the meet packet and/or ask the facility director if you have any questions about a policy.
- .3 Additional clarification can be found in the deck change letter from USA Swimming located on the Ohio Swimming website under Safe Sport & Safety>Safe Sport Model Policies.

9.6 Ohio Swimming LSC Code of Conduct

- .1 The Zero-Tolerance Code of Conduct Policy is listed in Appendix 18

Chapter 10

10.0 OHIO SWIMMING CODE OF REGULATIONS

10.1 Code of Regulations – the OSI Code of Regulations are posted on the OSI website under Governance>OSI Code of Regulations (Bylaws).

10.2 Code of Regulations Revisions – Recommended deadline for Code of Regulations amendments is three (3) months prior to the House of Delegates Meeting at which the amendments are to be considered. Amendments are to be submitted through the online form located under Governance>Code of Regulations (Bylaws).

Chapter 11

11.0 OHIO SWIMMING LOGO USE POLICY

11.1 Statement – The Ohio Swimming (OSI) logo, its design, colors, and content is the property of OSI. The logo is an identity mark for OSI, and its use is intended for identification and promotion of OSI within the context of competitive swimming and associated events under the rules and regulations as defined by USA Swimming.

11.2 General Guidelines

- .1 The OSI logo will not be approved to appear in conjunction with any other brand that is contrary to the philosophies, rules, and regulations of OSI and its marketing partners. This includes partnerships with alcohol, drugs, tobacco, gambling, or other similar examples.
- .2 Reports relating to quality control or violations of these guidelines shall be investigated immediately by OSI. Removal of the OSI logo that is not in compliance with this policy will be pursued.

11.3 Non-Commercial Use

- .1 Use of the OSI logo on OSI member club web sites, club letterhead, team apparel and bags and banners is permissible with approval from OSI.
- .2 Direct sale of OSI logo merchandise shall be the exclusive right of OSI.
- .3 Sale by clubs of approved logo merchandise to club members shall not be for profit but shall only be to recover the cost of production and distribution to club members.
- .4 Web sites displaying the OSI logo may not contain any questionable advertising or unsuitable links.
- .5 Apparel, bags, and banners issued or distributed by member clubs displaying the OSI logo may not display inappropriate words, figures, pictures, or associations as described in the general guidelines above.
- .6 Links must not display the OSI Swimming website in a small frame, as this implies that www.swimohio.com is a part of the website it is linked from.

11.4 Commercial Use

- .1 Business sponsors and marketing partners of OSI must have approval to use the OSI logo in their advertising.
- .2 Use of the OSI logo by persons, agencies, affiliated organizations, or member clubs that conflicts with established sponsorships or marketing partnerships with OSI shall be prohibited.

11.5 Logo Approval Process

- .1 Requests for logo use are approved by the General Chair.

OSI Logo



Chapter 12

12.0 OHIO SWIMMING TRAVEL FUNDING & EXPENSE REIMBURSEMENT PROCESS

12.1 Expense Reimbursement

- .1 Background Screen reimbursement for Officials - Ohio Swimming will reimburse OSI Registered Officials for their USA Swimming background screen required for membership.
 - A. *An Expense Reimbursement Form for the Officials Background Check* must be submitted along with a copy of the emailed payment receipt (from the vendor) to the OSI Permanent Office. The form can be found on the Ohio Swimming website under Resources & Forms>Forms and also under the OFFICIALS home page menu.
 - (1) New Background screens - Reimbursement for initiating a new background screen will be provided once for every OSI registered Official.
 - (2) Renewal Background screen – renewal screens will be reimbursed for every OSI registered Official.
 - (3) Expired background screen – OSI will provide reimbursement for only the cost of a renewal if an individual's background screen has lapsed.
- .2 General Expense Reimbursement
 - A. An Expense reimbursement Form must be submitted along with a copy of the receipt to the OSI Permanent Office. The form can be found on the Ohio Swimming website under Resources & Forms>Forms.
- .3 Miscellaneous Receipt Form
 - A. The Miscellaneous Receipt Form is used to accompany OSI money collected by a member that is being submitted to the office. This includes money collected from name badge orders, zone team checks, sale of OSI-purchased merchandise, etc.

12.2 Travel Funding

- .1 Athlete Funding: Athletes will need to provide proof of swims at a given meet and expenses associated with travel and accommodations for the meet. This may be submitted electronically (preferred) via email or by US Mail to the OSI Permanent Office. The process is as follows:
 - A. An athlete, parent or guardian, or club must complete an online [Funding Request Form](#) for each (eligible) meet approved for funding.
 - B. Copies of receipts for expenses must be included with the online funding request form. If you have additional receipts to submit, those can be emailed to travelfund@swimohio.com within 24 hours of submitting the online request form (preferred method) or mailed into the Permanent Office. All receipts must include the name of the athlete.
 - C. Senior Travel Funding deadlines are published on the OSI website under Athletes>Senior and in Appendix 7. Incomplete applications will not be processed and notification to the submitter for additional receipts will not be done unless the original receipt submitted is unreadable.
 - D. The amount funded will be a set “up to” amount. The funding amounts are based on actual athlete expenses, not expenses of other family members also attending.
 - E. Expenses must be IRS defined ‘out-of-pocket’ expenses. OSI will not reimburse for ‘points’ used from travel programs or a purchase of points for a travel program. Reimbursement that is not considered a legitimate out-of-pocket expense, could impact amateur status for NCAA eligibility, therefore will not be reimbursed.

Chapter 12

F. Eligible athlete funding. Please see respective Appendix supplements for additional eligibility and requirements:

(1) Senior Athlete Travel Funding Eligibility (Appendix 7)

(2) Outreach Travel Funding Eligibility (Chapter 13)

.2 Officials Reimbursement: See Appendix 15

.3 Volunteer Travel Reimbursement: See Appendix 16

Chapter 13

13.0 OHIO SWIMMING OUTREACH PROGRAM FUNDING GUIDELINES

13.1 Athlete Eligibility

- .1 Athlete must be a registered member of Ohio Swimming.
- .2 Athlete's Club Administrator annually must complete an online Outreach Program Application to inform the Permanent Office of any swimmers in their club who will be participating in the Outreach Program for the current swim year in order for them to receive program benefits.

13.2 Outreach Program Benefits:

- .1 TRAVEL BENEFITS: Each family participating in the Outreach Program can receive a maximum of **\$500** per swim year towards travel to meets, including LSC Championships and Zone level Meets.
 - a. Funding can be used for travel related expenses (meals, lodging, transportation, etc.).
 - b. If Athlete qualifies for Senior-level travel meets which are on the approved list for funding (National Level Meets), the athlete is still eligible to apply for funding for those meets, even if the Outreach Program Funding limit has been reached.
- .2 EQUIPMENT BENEFIT: Ohio Swimming will provide team administrators with Swim Outlet Store credit to order equipment and swimwear for those athletes participating in the Outreach Program. Parents will work through their club to order the equipment needed for their swimmers. The clubs will have exclusive access to the Outreach online store as part of the Outreach program benefit.
- .3 WAIVER OF MEET ENTRY FEES (Ohio hosted meets only): Meet Entry Fees and Swimmer Surcharges for entry to Ohio-hosted meets are waived for all Ohio Swimming outreach participants. The Club entry chair is required to notify the host team of the approved outreach swimmers you are entering into the meet and the number of IEs.
- .4 CLUB ASSISTANCE BENEFIT: Ohio Swimming will provide teams an up to \$500/outreach swimmer who are approved to participate in the Outreach program. Clubs are responsible for providing documentation from their Team Software, any scholarships, waiver of fees, discounted rates, etc. The Club will make the funding request via an application published on the Outreach page. Funding can either be (1) applied to the Team Billing account or (2) sent directly to the clubs.

13.3 Funding Guidelines:

To qualify for travel funding from Ohio Swimming, the following process shall be followed:

- .1 Families will need to request funding through the online Funding Application located under the Diversity, Equity & Inclusion>Outreach page on the Ohio Swimming website. The burden of providing the required receipts resides with the family member requesting the funding. Copies of receipts for expenses are required with the request.
- .2 See Chapter 12.2.1 for the travel funding process and Appendix 7 for a listing of reimbursable expenses and receipt requirements.
- .3 The funded amounts are based on actual expenses.

Chapter 14

14.0 OSI Non-Discrimination Policy

Ohio Swimming is committed to the principle of equal opportunity and fostering an inclusive environment that prohibits discrimination on the pool deck, in locker rooms and at swim competition.

Ohio Swimming will provide an equal opportunity to athletes, coaches, trainers, managers, administrators, and officials to participate in the sport of swimming. Athletes will be allowed to participate and compete to the fullest extent allowed by the Rules and Regulations. Discrimination against any member or participant on the basis of age, gender, race, ethnicity, culture, religion, sexual orientation, gender expression, genetics, mental or physical disability, or any other status protected by federal, state, or local law, where applicable, is prohibited.

APPENDICES

Appendix 1

MEMBERSHIP FEES AND INFORMATION

All inquiries about USA Swimming membership and registration should be directed to:

Erin Schwab, OSI Permanent Office

513-673-3326

office@swimohio.com

2026 Fee schedule:

ATHLETE MEMBERSHIPS:

Premium Athlete Membership.....\$70.00 USA, \$12.00 OSI (\$82)

Flex Athlete Membership (restricted annual membership)\$20.00 USA, \$10.00 OSI (\$30)

Athlete Outreach Membership Fee (pre-approval needed):\$5.00 USA, \$0.00 OSI (\$5)

Seasonal Athlete Membership Fee (150 day membership):\$40.00 USA, \$7.00 OSI (\$47)

NON-ATHLETE MEMBERSHIPS:

Non-athlete Membership Fee (due when applying):

Individual.....\$70.00 USA, \$12.00 OSI (\$82)

Administrator\$30.00 USA, \$12.00 OSI (\$42)

CLUB MEMBERSHIPS):

Club Registration with Ohio Swimming.....\$225.00 USA, \$175.00 OSI (\$400)

USA Swimming Safe Sport Recognition Discount.....-\$75.00 OSI discount

Clubs who meet the HOD attendance requirement stated in Chapter 2.2.1D-\$100 OSI discount

Fees for memberships will be made directly to USA Swimming.

*All Annual memberships are valid January 1 through December 31. Registrations received after September 1 are valid through December 31 of the following year.

Flex and Seasonal Athlete Memberships are 'upgradable' to Premium for the difference of cost between the membership. The membership must not have expired in order to be eligible for upgrading. If the membership has lapsed, the upgrade option will not be available, and an additional membership will need to be purchased for full cost.

Appendix 2

REGISTRATION PROCEDURES

Club Registration

Clubs shall be registered as a group member of Ohio Swimming. Membership is subject to USA Swimming policies, rules and regulations and Ohio Swimming policies and procedures.

To renew club membership annually, a club shall:

1. Complete the club renewal application in their SWIMS 3 portal.
2. Pay the respective USA and OSI fees. Discounted OSI fees are available. See Appendix 1 for details.

NEW club membership:

1. A new club shall follow the procedures outlined in *The Prospective Club Membership Booklet* available on the USA Swimming website under Coaches & Team Leaders>Starting a New Club.
2. Head Coach must be a current USA Swimming member in good standing before the application will become available.
3. New clubs shall have 2 representatives complete *Club Leadership* and *Business Management (CLBMS) 101*. *Prior to the 2nd year, the CLBMS 201 course will need to be completed.*

Annually:

- Each club shall designate three (3) representatives (2 non-athlete, 1 athlete) to the Ohio Swimming House of Delegates, who each shall be individual members of USA/Ohio Swimming in good standing (to be eligible for voting).
- Club Registrations expire on December 31st.

Individual Registration

1. Clubs shall register their athletes and non-athletes (coaches, officials, and representatives) directly with USA Swimming either via a link provided by the Team Administrator (for those teams that did not opt-in to bulk renewal) or if a team has opted in to bulk renewal, the designated Club admin will renew members via the SWIMS 3 portal. Unaffiliated members, who are not current members, will need to contact the OSI Permanent Office to receive a link to register for membership.
2. Registrations are valid once the membership is paid in full.
3. Parents shall file a transfer form for swimmers who were previously registered with a different USA Swimming team. The transfer form is located in the Parent's SWIMS 3 Dashboard.
4. A prospective swimmer may participate in tryouts for no more than 30 consecutive calendar days in a 12-month period. This swimmer shall not have previously been a member of USA Swimming. During the tryout, the individual is not covered by insurance, but the club insurance is still valid.

DUTIES OF THE MEET MARSHAL (A Guide for Meet Hosts)

OVERVIEW: Ohio Swimming is committed to ensuring the safety of all its members, especially the athletes. The Meet Referee has responsibility to establish safety rules for safe conduct of the meet within the guidelines of Ohio Swimming and USA Swimming. Meet Marshals are the primary enforcers of the safety rules at Sanctioned events and must strive to maintain safety in the venue during the event.

In keeping in the spirit of safety for our athletes, Ohio Swimming requires no less than the USA Swimming recommended standard of four (4) Marshals for Prelim/Final meets, and two (2) Marshals for Timed Final meets with at least one (1) Marshal of each gender. The Marshals must be in attendance and actively monitoring the venue during the entire event, including the designated warm-up period and areas. Additional Marshals may be needed to monitor a continuous warm-down pool if separate from the competition pool. The facility will arrange for additional marshals with the meet host to ensure compliance with state and local laws.

- Duties and responsibilities of meet marshals are enumerated in USA-S Rule 102.19.
- The Marshal's jurisdiction in the swimming venue includes, but is not limited to, the competition pool, warm-up facilities, spectator area, team areas within the pool facility (i.e., portion of the building designated for teams and swimmers, or fenced in area around an outdoor pool), locker rooms, any adjacent areas used by the swim meet, and such other areas as may be specifically designated by the host club or organization, meet director, or meet referee.
- The position of Meet Marshal is to be performed by individuals, aged 18 or older, with no other meet responsibilities. Meet Director, Officials, Coaches working the meet, or other assigned meet personnel are not permitted to serve as a Meet Marshal.
- Marshals shall have the authority, with concurrence of the referee, to remove from the swimming venue for the remainder of the warm-up session or up to the remainder of the meet, any swimmer, coach, or spectator who is in violation of safety guidelines listed in this Appendix.

Meet Marshal Job Duties:

Your Meet Marshals are the safety representatives of USA Swimming on deck. Their presence on deck, and attention to safety, helps your club maintain the protection of USA Swimming insurance for the duration of the meet. The insurance is granted with the meet sanction and compromised insurance may leave your club liable for damages from any incident. Below are some recommended examples of Meet Marshal duties (not a comprehensive list):

Pre-Meet

- Meet Host should recruit a crew of marshals to cover the assignments—remember that locker rooms will need to be monitored, so a mix of men and women is needed.
- Perform a detailed walk through of the meet facilities to familiarize yourself with the facility and identify potential hazard areas (such as slip areas, head bangers, trip hazards...). Take corrective action for all identified hazard areas.
- Review safety checklist with Referee and/or Meet Director.

During the Swim Meet

- Be at the pool 20-30 minutes before warm-ups begin.
- The Safety Marshal should be clearly visible by wearing a fluorescent vest prior to and during the meet.
- Enforce warm-up procedures and maintain order in the swimming venue. Include any separate warm-up/warm-down area used during the meet.
- Monitor the warm-up lanes to assure that swimmers can warm up and warm down; keep the swimmers moving; no diving, circle swimming only—the warm-up/warm-down lanes are not a place to visit and not a place to play.
- Observe the deck and around the starting blocks.

Appendix 3

- Is the deck safe—no running or horseplay that could cause injury?
- Are there glass containers being used by anyone on deck? If so, have the containers removed.
- Keep the areas clear where the swimmers need to walk—such as a route between the warmup/warm-down pool and the starting blocks.
- Ensure the First Aid Station is identified and accessible throughout the meet.
- Approx. every 2 hours walk through all areas of the meet to identify potential hazards (horseplay, slippery floors...)
- Check locker rooms and bathrooms. Are they safe? Let the pool staff know about any supply problems you discover. USA Swimming recommends that 2 same-gender marshals perform gender-appropriate locker rooms/bathroom checks.
- Upon being advised by any person (parent, swimmer, coach, etc.) of a safety hazard, the Meet Marshal shall investigate and take immediate action to correct the hazard.
- Keep “non-swimming” swimmers and parents out of the timers’ view line *especially for starts and finishes*.
- Keep unauthorized personnel (i.e., parents who are not working the meet) off the already crowded deck, minimizing the potential for an accident to happen.
- Make sure that any accidents are properly reported on a Report of Occurrence form (or report to the Meet Director/ Referee of the incident).
- During the meet, be sure to check in with the Referee, let the Referee know your plan of rotation.

Appendix 4

MEET SANCTIONING PROCESS AND FEES:

1. Host club submits the following to apply for a non-championship meet sanction:
 - a. OSI Application for Sanction (via online application which can be found on the OSI website under Meets & Sanctions>Meets/Sanction Forms).
 - b. At least 90 days prior to the meet's entry deadline, a meet announcement which contains all requirements must be sent to the Sanctioning Chair for review (the meet naming, pre-meet requirements and meet book checklist can be found on the OSI website under Meets & Sanctions>Meets/Sanctions Forms). Sanctions numbers will not be issued until meet books are submitted. All meet announcements must meet USA Swimming and Ohio Swimming guidelines.
 - c. A \$25 Sanction fee (time trials are required to have a separate sanction/fee) if submitted by the deadline.
2. Deadlines for sanction applications: Check the website (Meets & Sanctions>Meets/Sanctions Forms) for deadlines. Emailed reminders will also go out to all host clubs.
3. A meet schedule will be created and reviewed by the Technical Planning Committee (TPC) for review and recommendation to HOD. The primary purpose of Technical Planning is to ensure that the sanction schedule meets the needs of all athletes. Attempts to resolve any issues with the schedule will be made in advance of the HOD meeting.
4. The proposed schedule (reviewed by the TPC) will be posted on the website (HOD meeting page) no less than 2 weeks before the upcoming HOD meeting and be presented for adoption at that upcoming HOD meeting (barring any conflicts to be resolved).
5. Any applications received after the Application deadline and up until the schedule is posted will be considered late and subject to a fee of \$50.
6. Once the meet schedule has been published for approval, no further requests will be added until after the HOD approves the schedule.
7. After the Meet Schedule has been approved by the HOD:
 - a. Any meet date/format changes are to be requested through the Permanent Office for approval by the Technical Planning Committee.
 - b. Any additions to the schedule must also be requested through the Permanent Office for approval by the Technical Planning Committee and be subject to a \$200 application fee.
8. The meet schedule, once approved by the HOD, will be created on the OSI meet schedule page. Meet information will be posted when submitted by the meet host to the Permanent Office.
 - a. Meet hosts are responsible for getting any meet information updates to the Permanent Office as soon as possible.
 - b. Meet hosts are encouraged to get events files to the Permanent Office no later than 30 days before the meet entry deadline and will be posted to the OSI website as soon as received.
9. ***Sanction numbers will not be assigned until all required information has been received for the Sanction request.***
10. If the Technical Planning Committee determines there is a need for an additional meet within the LSC and a club volunteers to host the meet (club-sponsored), the sanction application fee will be the same as before the application deadline.
11. Meet/Event Conflicts and Penalties

Appendix 4

- a. A club meet, event or activity may conflict with meets or events sponsored by other clubs, other than the exceptions listed below. No club meet, event or activity may conflict with an OSI sponsored meet or other event:
 - OSI Regional/Junior Championship Meet - no other 14 & under meet or team-sponsored event may be contested on the same weekend.
 - OSI Senior Championships – No other meet or team-sponsored event may be contested on the same weekend.
 - OSI Virtual Distance Meet – No other meet with 500Y/1650Y events may be contested on the same weekend in the same commission.
 - OSI Safe Sport Pentathlon – No other ‘Pentathlon’ format meet may be contested on the same weekend.
 - HOD Meeting – no other club meet, event or activity may be scheduled on the dates published for the HOD meetings.
 - Other OSI hosted events (Banquet, Swim Clinics, Swimposium) – no other club meet, event or activity may be scheduled on the dates published for stated events.
 - Approved/Observed Meet scheduling is not considered to be in direct conflict with an OSI sponsored meet or event.
 - Non-OSI-Sponsored Swim Clinics conducted on a weekend of an LSC sponsored meet or event is considered a conflict. Clubs are encouraged to support OSI-sponsored events as members of the organization. Failure to comply could result in revocation/granting of future sanctions and/or a \$1000 penalty.
- b. If a request for new sanction or a format/date change to the existing schedule, for a club-sponsored meet is received after the schedule has been approved, and there is already an approved sanction for another club-sponsored meet for the requested meet date, Technical Planning may grant approval only if the requester (1) demonstrates that the requested meet will not be in direct competition with the existing meet and/or (2) the Meet Host(s) for the existing meet concurs with the request. In addition, all appropriate sanctioning requirements must be met.
- c. Intrasquad, dual or tri meets between USA Swimming clubs will receive automatic sanction if all the above criteria are met, the application request is made no less than ten (10) days before the meet and the proposed meet does not conflict with any OSI scheduled meet within the same regional commission for the equivalent age or level of ability. Technical Planning has the right to limit the number of intrasquad/dual/tri meets conducted on a single weekend.

12. Meet Entry Fees: Meet hosts may set their own entry fees for individual and relay events, however, the fees are not to exceed the fees approved by the OSI Board of Directors in the table below:

Maximum Limit on Entry Fees

Type of Meet	Individual Events (up to amounts)	Relay Events (up to amounts)	Deck Entries (up to amounts)
OSI Sanctioned Meets (Timed Final)	\$7.00	\$10.00	\$14.00 IE \$20.00 RE
OSI Sanctioned Meets (Prelim/Final)	\$8.00	\$10.00	\$16.00 IE \$20.00 RE
Time Trial Meets (not at Championships)	\$8.00	\$12.00	-

Appendix 4

Regional Championships (Prelim/Final)	\$8.00 (SC) \$10.00 (LC)	\$12.00	N/A
Junior/Senior Championships (Prelim/Final)	\$12.00	\$20.00	N/A
Time Trial Entries at Championship Meets	double the IE fee	double the RE fee	N/A
OSI Sponsored Virtual Distance Meet	\$10.00	N/A	\$20.00

13. Electronic Meet Entries at OSI Sanctioned Meets

- Teams are encouraged to use their Team Management software for entry to Ohio Swimming sanctioned meets. Manual (paper) entries are subject to a \$50/swimmer surcharge at the discretion of the meet host. These fees are due at the time of entry submission.
- Unattached Swimmers are encouraged to use Hytek's TM Lite for entry submission. Manual (paper) entries are subject to a \$50/swimmer surcharge at the discretion of the meet hosts. These fees are due at the time of entry submission.
- Entries to Ohio Swimming LSC Championship meets are required to be electronic. Meet entries for the OSI Junior and Senior Championship meets are through the USA Swimming Online Meet Entry (OME) System, if available.

14. Meet Splash Fees and Swimmer Surcharges

- The following fees have been approved by the Ohio Swimming Board of Directors:

Type of Meet	Swimmer Surcharge
OSI Sanctioned Meets (non-championship)	\$4
OSI Regional Championships	\$20
OSI LSC Junior/Senior Championships	\$25
Approved Meets	\$1
OHSAA Sectional/District Meet	\$2 Clubs will be billed this fee per 14 & over swimmer on their roster

- There shall be a swimmer surcharge assessed at every Ohio Swimming Sanctioned meet per the fee schedule above. This surcharge is waived for registered Outreach Athletes.
- Ohio Swimming collects \$0.50 per individual splash (including scratches) from all Ohio Swimming Sanctioned Meets (this does not include Approved or Observed meets).
- A \$1.00 per athlete fee will be assessed for all Approved Meets and paid to Ohio Swimming.
- A \$4.00 per swimmer fee will be assessed for all Ohio Sanctioned Meets, Including Regional Championships. The surcharge will be returned to OSI post-meet.

15. Virtual meet Subsidy

- Six (6) OSI Sponsored Distance Meets will be contested annually in December, one (1) in each commission. Each meet host will receive \$1250 subsidy in addition to retaining entry fees collected. The LSC swimmer surcharge will be returned to Ohio Swimming.

16. Championship Meets

- Clubs awarded bids to host OSI Regional Championships or any other OSI Sponsored Meet must agree to run the format of the meet as designed by Technical Planning in concert with the respective division chair. The meet host does not have the authority to alter any meet details specified by the Technical

Appendix 4

Planning Committee without prior approval of the Committee. A member of the Technical Planning Committee (or designee) will be part of the meet jury at all Championship Meets.

17. Sanction Fees

- a. The following application fees have been approved by the Ohio Swimming Board of Directors:

Type of Meet	Application fee per meet	Post-Meet financial return to OSI
OSI Sanctioned	\$25	\$0.50 per splash (includes scratches and no shows) Splash fees waived for Outreach swimmers Splash fees waived for the Virtual Distance and Safe Sport Pentathlon Meets
OSI Sanction (late)	\$50	
OSI Sanctioned (post HOD)	\$200	
Approved Meets	\$25	\$1.00 per athlete fee
Observed Meets	\$100	OHSAA and KHSAA Championship tournaments excluded* (*see Chapter 4.4 and Appendix 12)

18. Surcharges

- a. Teams hosting non-championship meets are permitted to add an up to \$12/swimmer facility fee which is to be listed in the meet announcement. If a facility fee is utilized, no other host fees will be permitted to be charged (spectator/admission fees or heat sheet fees). The facility fee needs to be published in the meet announcement and included in the event file.
- b. Championship Surcharges – Admission and heat sheet fees will not be assessed at any OSI Championship Meet.

19. Appeals

- a. Appeals may be made to the Zone Sanction Appeal Panel within 5 days of denial of sanction in writing via email with the two Central Zone Directors. Process for the zone sanction appeal can be found on the Ohio Swimming website under Meets & Sanctions>Meets/Sanctions Forms.

WARM-UP PROCEDURES

1. Warm-up procedures shall be determined with the safety of the swimmers as the primary priority. The warm-up procedures shall follow all applicable USA Swimming rules and shall follow all rules listed in Chapter 3.3 (Safety Guidelines). The warm-up procedures should be published in the meet program (information). The suggested warm-up procedures in Table 1 below may be used in their entirety or may be used as a framework for the warm-up procedure. Except during supervised racing starts, swimmers must enter the pool feet first in a cautious manner using a three-point entry with one hand in contact with the pool deck (no diving).

Table 1: Suggested Warm-up Guidelines

Lanes for competition pool	Push/Pace Lanes ¹	Sprint Lanes ²	General Warm-up ³
6-Lanes	1 & 6	2 & 5	3 & 4
8-Lanes	1 & 8	2 & 7	3,4,5 & 6
9-Lanes	1 & 9	2 & 8	3,4,5,6 & 7
10-Lanes	1 & 10	2 & 9	3,4,5,6,7 & 8

¹Push/Pace Lanes-Push off one or two lengths from the starting end with the same entry as in general warm-up.

²Racing Start Lanes – Sprint lanes for racing starts from blocks or backstroke starts in specified lanes at designated times. One-way only.

³General Warm-up Lanes – No diving or racing starts, with the same entry as in general warm-up.

2. Lane Specific Warm-up Procedures
 - A. General Warm-up (first 30-45 minutes or first half)
 - .1 No Diving or Racing Starts allowed from the blocks or edge of pool. Swimmers must enter the pool feet first in a cautious manner by carefully stepping into the water or using a three-point entry by using one hand in contact with the pool edge.
 - .2 No sprinting or pace work allowed during this general warm-up session. There will be lanes and times designated for this after the general warm-up concludes.
 - .3 All lanes are to be used for general warm-up.
 - B. Length of Warm-up – Where continuous warm-up is not available, a warm-up period of at least 10 minutes shall be provided prior to the swimming of individual events 400 yards/meters or longer, excepting those meets where only individual events 400 yards/meters or longer are offered.
 - C. Warm-up sessions shall be conducted in multiple sessions if the average number of swimmers per lane substantially exceeds 15 swimmers/lane for Short Course and 30 swimmers/lane in Long Course. Warm-up duration shall be at the discretion of the Meet Director in consultation with the Meet Referee.
 - D. Marshals – Please reference Appendix 3 for Marshal requirements.
3. Athlete and Team Warm-up Assignments
 - A. Participating teams shall be assigned to specific lanes for the warm-up period based on number of participants. Warm-up periods may allow a mixing of age groups and/or genders to allow a more equitable split of numbers of athletes participating in these warm-ups.
 - B. The coaches of the teams assigned to each lane shall determine the warm-up procedure for that lane. If coaches in a lane cannot agree on a warm-up procedure, the session referee should be consulted and shall define that lane's procedure. The decision of the session referee will be final.

Appendix 5

- C. If a Meet Host allows team-controlled warm-ups, sprints may be allowed during the general warm-up at the visiting team's discretion. Diligence to safe practices must be employed for the safety of the athletes.
- 4. Miscellaneous Warm-up Requirements and Infractions for Non-Compliance of safety policies:
 - A. An announcer shall be on duty at all times during warm-up
 - B. Coaches must supervise their swimmers at all times. Any coach who does not comply with the coach's responsibilities after a warning from the Meet Referee or designee, may be asked to leave the venue if the coach and team are compromising safety of the event.
 - C. Every swimmer must be under the supervision of a coach at all times during the conduct of the event. The Meet Director or Meet Referee shall assign a coach to supervise swimmers who do not have a coach present during warm-ups.
 - D. Violation of the three-point entry will result in the offending swimmer being barred from his/her next **individual** event in the meet. Two such non-compliant actions may warrant removing the offending swimmer(s) from the remainder of competition.

Appendix 6

OHIO SWIMMING TIME STANDARDS

Ohio Swimming Junior Championship Qualifying Times:

Located under Athletes>Time Standards on the Ohio Swimming website



OSI SENIOR ATHLETE TRAVEL AND CLUB TRAVEL ASSISTANCE GUIDELINES

Ohio Swimming provides limited financial assistance to any registered OSI athlete who has met the required meet attendance requirement during the season for which assistance is being requested. The applicable meets eligible for Travel support will be published annually by the Senior Travel Committee.

GENERAL

1. OSI will provide travel assistance to athletes participating in USA Swimming (USA-S) championship level meets, including Olympic Trials, World Trials, USA-S Senior National Championships, USA-S Junior National Championships, and other comparable meets which are designated by the Travel Fund Committee (TFC) and approved by the OSI Board of Directors.
2. Assistance is also available for participants at designated USA-S and International Open Water and Disability competitions, as approved by the TFC and approved by the OSI Board.
3. The travel assistance program is managed by the OSI Travel Fund Committee (TFC). The TFC shall be appointed annually as provided in OSI Board Manual. The responsibilities of the TFC are also defined in the OSI Board Manual.
4. For travel assistance purposes, the 'year' shall be from June 1 through May 31. Meets will be categorized under 'Summer', 'Winter' and 'Spring' Seasons. 'Summer Season' will include Summer LC meets from the previous OSI fiscal year. 'Winter and Spring Season' will include Championship meets in the current OSI fiscal year. Season meets and dates will be determined by TFC.
5. Travel assistance for meets not published by the TFC will be considered by the OSI Board only. Such requests must include a complete description of the meet and justification for why it should be supported.
6. A swimmer will be eligible to receive travel assistance for only one meet during each 'Season', with the exception that an athlete may receive additional travel assistance for participating in the USA Swimming Olympic Trials or World Trials Meets.

ATHLETE ELIGIBILITY

1. Athlete must be a registered member of Ohio Swimming.
2. Athlete must have competed in at least one individual event at the funded meet. Participation only in a Bonus event at the meet shall NOT satisfy this participation requirement. Swimmers who take a DFS or are DQ'd for failure to swim a deck-seeded event after they have checked in, or who fail to swim at Finals in an event for which they have qualified except if for a medical or other reason that has been excused by the Meet Referee, may not count that event toward participation.
3. Relay-only swimmers are eligible for 25% assistance.
4. Time Trial only events at the eligible meets are not eligible events for funding.
5. Athletes on international or fully funded USA Swimming sponsored trips are ineligible for assistance.
6. Athletes must have met the requirement of attending the respective number (listed below) of OSI team-hosted sanctioned meets (except as noted below for 2025 LC Summer requests) for the respective season that funding is being requested for, and have competed in at least one (1) individual event at each meet during the period for which assistance is requested^:
 - To request funding for meets that fall between June 2025-Aug 2025, athletes must have attended minimum two (2) OSI/LESI team-hosted sanctioned* meets from 2025 Long[#] Course calendar to be eligible for funding.
 - Current Ohio Swimming Athletes: Must have attended minimum of two (2) Long Course Meets on the 2025 OSI Long Course Calendar to be eligible for funding.

Appendix 7

- #Current Lake Erie Swimming Athletes: Must have attended a minimum of two (2) meets on the 2024-2025 LESA meet calendar (this policy applies to Summer of 2025 only).
 - To request funding for meets that fall between Dec 2025-May 2026, athletes must have attended minimum three (3) OSI team-hosted sanctioned* meets from the 2025-2026 OSI Short Course calendar to be eligible for funding.
7. Non-collegiate Swimmers registered prior to their 18th birthday, and holding consecutive annual Ohio Swimming membership, shall be eligible to receive the respective maximum amount of assistance.
 8. The travel assistance provided to each swimmer shall be based on the number of years the swimmer has held continuous Ohio Swimming registration:
 - a. First registration year with OSI – not eligible for assistance.
 - b. Second registration year with OSI – 25% of the published assistance.
 - c. Third registration year with OSI – 50% of the published assistance.
 - d. Fourth registration year with OSI – 75% of the published assistance.
 - e. Fifth and subsequent years with OSI – 100% of the published assistance.
 - f. Collegiate Athletes who were registered 5 years or more in Ohio Swimming prior to attending college are eligible for the maximum funding amount, as long as they are not funded by other sources. They must also represent (or dual represent) the Ohio team at the meet where funding is being requested.
 9. Enrolled Collegiate Athletes are not eligible for assistance during the short course season (NCAA restriction).
 10. Must not be funded by other sources.

^Maximum one (1) Pro Swim Series Meets may be used for participation/eligibility requirement – one each during the short course and long course seasons respectively. (Sectionals, Jr Nationals, Senior Nationals are not eligible as a 'participating/eligible meet' if hosted within OSI boundaries.)

*'Sanctioned' meets do not include: Approved or Observed meets and Time Trial only sanctions. Only one (1) Sanctioned Dual or intra-squad meets are allowed per funding season.

NCAA COMPLIANCE

The total of any monies received in addition to Ohio Swimming assistance shall not exceed the athlete's out-of-pocket trip expenses. Athletes funded for more than trip expenses risk amateur status and NCAA eligibility. NCAA Division I bylaw 12.1.2.1.4.3 allows for an LSC to provide competition related expense assistance to athletes without jeopardizing NCAA eligibility. However, for those athletes looking to participate at the Division I level, it is critical that the athletes keep detailed receipts documenting their expenses throughout the calendar year and are aware of all sources that can cover competition related expenses (USA Swimming, LSC, prize money, USA Swimming team). Actual and necessary expenses shall not include the expenses or fees of anyone other than the individual who is participating in the event.

ATHLETE TRAVEL ASSISTANCE AND APPLICATION

1. The travel assistance budget will be approved annually.
2. The amount of travel assistance provided to swimmers is based on the meet that they attend.
3. Athletes will be eligible for assistance for the 'up to' the amount allocated for that meet.
4. Each 'Season' will have an established budget amount determined by the Travel Fund Committee.
5. Deadlines for submission of a travel assistance request:
 - a. Summer Season – Sept 30
 - b. Winter Season – Mar 31
 - c. Spring Season – Jun 30
6. During each season, travel assistance shall be paid first to all swimmers attending a Level 1 meet; then to those swimmers attending a Level 2 meet; then to those swimmers attending a Level 3 meet.

Appendix 7

- a. If there are not sufficient budgeted funds within any season to grant the full assistance to all eligible swimmers at each respective level, then the available budgeted funds shall be equally distributed to those eligible swimmers at that Level, taking into account any reductions as noted in the ATHLETE ELIGIBILITY section above. Any remaining funds after granting the funding in each season shall be added to and be available for assistance during the next season. However, such un-awarded funds shall not be carried over from one year to the next (i.e., from Spring to the following Summer 'season'.) Un-awarded funds will be allocated to the Olympic Trials fund.
7. Travel assistance applications will be processed by the Permanent Office ***when all applications have been received for that season.*** All travel funding requests will be reviewed and approved by the TFC, Treasurer and/or Finance Vice Chair.

ATHLETE ASSISTANCE GUIDELINES:

To qualify for assistance from Ohio Swimming, the following process shall be followed:

1. Athletes will need to request funding assistance via the published application. The burden of providing the required information resides with the Athlete.
2. The funding will be for the athlete's portion of expenses only. In certain cases (e.g. College Athletes) special consideration will be given to provide subsidy to the club to comply with requirements of other organizations such as NCAA. See Chapter 12.2.1 for travel assistance process.
3. Travel assistance for the eligible funded USA Swimming meets shall be distributed to those teams and swimmers whose base practice pool (team) or permanent residence (unaffiliated swimmer) is located 45 miles or more from the meet site as determined by current Google Maps routing and mileage.
4. The Travel Fund Committee will establish funding levels each year. OSI reserves the right to change future funding levels as dictated by available budget.

FUNDED EXPENSES

1. Flights
 - A. Only the athlete ticket will be funded. Ticket receipt must include athlete's name.
 - B. Flights, where possible, should be booked 14 days in advance.
 - C. Tickets purchased with a frequent points program will NOT be funded. Payment receipt for ticket must also be included to be eligible for assistance.
2. Lodging
 - A. No subsidy will be issued for hotels secured with frequent points programs.
 - B. Lodging assistance will not exceed beyond the dates of the meet other than day-before meet check-in and day-after last swim check-out (subject to Senior Chair approval).
 - C. Receipts must be provided. Where the individuals' family has attended, only the costs pertaining to the athlete will be eligible for assistance.
 - D. If multiple athletes are traveling to the same event and lodging is shared among families, assistance will be based on percentage of occupants.
 - E. Only 1 hotel room per family will be funded per request.
2. Allowance for Meals & Incidental Expenses
 - A. Athlete shall be funded at a rate of up to \$50.00 per day while at the meet and up to \$25.00 on travel days, for meals and incidentals. Funding will only be for the dates the traveler attended the meet plus travel days. Receipts must be submitted, and the athlete portion must be clearly marked. If receipts are not clearly marked, they will not be accepted.
 - B. Receipt dates of the meals must be within the dates/location of the meet, including travel days.
 - C. Grocery items will not be eligible for funding (subject to Senior Chair approval).
3. Travel by Vehicle (personal vehicle)

Appendix 7

- A. If standard mileage is taken, fuel is not subsidized. If both fuel and mileage are submitted, the lesser of the expense will be used.
 - B. Mileage will be calculated from home team pool to meet pool attended. Mileage to restaurants, hotels, etc. during the stay are not funded.
 - C. Standard mileage will be funded up to the amount of a standard round-trip 14-day advance flight to the meet location.
 - D. If multiple families share a ride to the meet, only the percentage of occupation will be funded. If the same family travels in a single vehicle, only the athlete(s) portion will be funded.
4. Travel by vehicle (rental car)
- A. Rental car assistance will not exceed the standard 14-day advance purchase flight to meet location.
 - B. Only 1 rental car will be reimbursed per funding request.
 - C. Funding will be for meet dates only, plus 1 day either side (subject to senior chair approval)
 - D. Fuel receipts need to be within the dates of the meet to qualify for funding.
 - E. Car rental receipt must include dates and mileage travelled during rental.
 - F. Car rental funding is the athlete portion only.
 - G. Funding for shared expenses will be a percentage of the space occupied by the athlete(s).
5. Miscellaneous Expenses
- A. Venue Parking: Parking will be funded only for the dates the athlete attended the meet at a rate for up to \$10.00/day. Receipts must be submitted for funding.
 - B. Airport Parking: Parking will be funded at a rate for up to \$10/day for meet dates only, including 1 day either side to match the traveler's flight itinerary.
 - C. Shuttle to/from airport: Shuttle fees will be funded at a reasonable rate. The traveler should exercise diligence in using reasonable economic options for shuttles. Receipts will be needed.
 - D. Checked bags: the traveler will be funded for 1 checked bag each way to/from the event for the amount charged by the airline for standard (non-oversized) luggage. Receipts will be needed.
 - E. All receipts must have the family name and dates of travel on them. If the receipt does not print with that information, then a supplemental billing statement showing the charge must be provided.

ITEMS THAT DO NOT QUALIFY FOR ASSISTANCE

- 1. Meet Entry Fees
- 2. Personal items
- 3. Alcoholic beverages
- 4. Non-business-related entertainment
- 5. Expenses incurred by family members
- 6. Change Fees/penalties

RECEIPTS: Bank statements are not an acceptable form of a receipt. Only the original receipts will be accepted.

Lodging, airfare and car rental receipts must contain the name of the traveler, form of payment and show that it is paid.

Reservation receipts are not acceptable.

Appendix 7

2025-2026 OHIO SWIMMING TRAVEL ASSISTANCE – ATHLETES

Swimmers must meet all criteria for travel assistance per the current OSI travel fund policy. Eligible Level 1 meets will be awarded a share of the budget up to the maximum amount as a first priority. Eligible Level 2 meets will be awarded a share of the remaining funds up to the amount of full funding for that level; this is priority two. Eligible Level 3 meets will be awarded a share of the remaining funds up to the amount of full funding for that level.

2025 SUMMER SEASON ELIGIBLE MEETS Application Deadline: Sept 30, 2025		AWARD*
Budget		\$90,000
Level 1:		
• Toyota National Championships (Indianapolis, IN) Jun 3-7, 2025		\$500
• TYR Summer National Champs (Irvine, CA) Aug 5-8, 2025		\$1000
• 2025 Para Nationals (Boise, ID) June 19-22, 2025		\$1000
Level 2:		
• Speedo Junior Nationals (Irvine, CA) Jul 30-Aug 3, 2025		\$800
• 2025 Futures Championships (Greensboro, NA) Jul 23-26, 2025		\$500
Level 3:		
• 2025 Summer Sectionals (Columbus, OH) Jul 17-20, 2025		\$100
*Up to amounts		

2025 WINTER SEASON ELIGIBLE MEETS Application Deadline: March 31, 2026		AWARD*
Budget		\$55,000
Level 1:		
• Toyota US Open (Austin, TX) Dec 3-6, 2025		\$800
Level 2:		
• Winter Junior Nationals (Indianapolis, IN) Dec 10-13, 2025		\$400
*Up to amounts		

2026 SPRING SEASON ELIGIBLE MEETS Application Deadline: June 30, 2026		AWARD*
Budget		\$5,000
• Open Water Nationals (Sarasota, FL) Apr 2-4, 2026		\$600
• US Para Nationals (Indianapolis, IN) Apr 2026		\$500
*Up to amounts		

Appendix 7

2025-2026 OHIO SWIMMING TRAVEL ASSISTANCE – CLUBS / COACHES

Ohio Swimming provides travel assistance to clubs who send swimmers and coaches to USA Swimming National Championships, including Olympic Trials. This assistance is separate from the travel funding allotted for swimmers and will help Ohio Swimming clubs defray the costs of sending coaches to these meets.

FUNDING GUIDELINES:

1. Up to two coaches representing one or more swimmers eligible for funding shall receive financial assistance per the table below through the last day for which a Coach has a swimmer in competition. A copy of the hotel receipt will be required for proof.
2. Travel funding shall be given only to the coach whose base practice pool (team) or permanent residence (unaffiliated coach) is located 45 miles or more from the meet site as determined by current MapQuest routing and mileage.

COACH FUNDING	Amount
For meets within Ohio Swimming LSC	\$50 / coach / day*
For meets within the Central Zone (outside OSI)	\$75 / coach / day*
For meets outside the Central Zone	\$100 / coach / day*
*cannot apply for funding if less than 45 miles from meet site. Policy covers up to 2 coaches per OSI club	

Club Travel assistance is contingent on the following:

1. The club must have met the HOD attendance requirement for clubs for the current year (waived for Summer 2025 only).
2. Coach(es) attending the meet must be in good standing with USA Swimming and attached to their club. This proof can come in the form of airline boarding passes or receipts indicating the coach as a passenger on the flight, hotel receipt, credit card bills, etc., anything that can indicate the coach was in fact at the location of the meet during the time of the meet.
3. The club must have a swimmer(s) who competed in an eligible individual event in the meet (not time trial only events) at the meet funding is requested. THE SAME STIPULATIONS REGARDING MEET PARTICIPATION FOR SWIMMER TRAVEL ASSISTANCE HOLD TRUE FOR CLUB TRAVEL ASSISTANCE (i.e., club must have attended required # of OSI meets, etc.).
4. University affiliated clubs are eligible for assistance provided the club did not receive ANY funding from the University/College for the trip; the coach is the primary coach for at least one swimmer meeting the participation requirements for the program and that swimmer MUST be representing the Ohio LSC at the meet. This may include dual representation when permitted by the meet however OSI must be the “primary” LSC represented.
5. The Travel Assistance application must be submitted with supporting documentation by the stated deadline for the Season. Late applications will not be considered.
6. Travel Assistance shall be given to teams whose base practice pool (team) is located 45 miles or more from the meet site as determined by current Google Map routing and mileage.

OHIO SWIMMING INC. LSC ATHLETE TRAVEL POLICY AND CODE OF CONDUCT

Introduction

Safeguarding our athletes is the primary goal of this policy. USA Swimming and Ohio Swimming's top priority continues to be keeping our athletes safe while providing our athletes a competitive experience and fun while attending travel meets. Ohio Swimming continues to apply Safe Sport practices in our operations to create an abuse free environment for our athletes.

Minor Athlete Abuse Protection Policy (MAAPP)

In June 2019, the U.S. Center for Safe Sport created the MAAPP policies to set a baseline for acceptable safety standards that limit one-on-one interactions between adults and minor athletes. The policy addresses five (5) areas: (1) one-on-one interactions, (2) social media and electronic communications, (3) travel: local and team, (4) locker rooms and changing areas and (5) massages, rubdowns, and athletic training modalities.

Policies that will be followed for Ohio Swimming Team Travel Meets

1. MAAPP Policies will be followed and enforced.
2. Club/LSC travel policies must be signed and agreed to by all athletes, parents, coaches, and other adults traveling with the club/LSC.)
3. Team managers and chaperones who travel with the Club/LSC must be USA Swimming members in good standing (Article 2.6).
4. Unrelated Applicable Adults must not share a hotel room or other sleeping arrangement or overnight lodging with a minor athlete.
5. Travel with a single athlete:
 - a. When only one Applicable Adult and one minor athlete travel to a competition, the minor athlete's legal guardian must provide written permission in advance and for each competition for the minor athlete to travel alone with said Applicable Adult.
 - b. When only one athlete and one coach travel to a competition, at the competition the coach and athlete should attempt to establish a "buddy" club to associate with during the competition and when away from the venue.
6. Team Travel with multiple athletes:
 - a. During team travel, when doing room checks, attending team meetings and/or other activities, two-deep leadership (two Applicable Adults) should be present and open, observable, and interruptible environments should be maintained.
 - b. Minor athletes should be paired to share hotel rooms or other sleeping arrangements with other minor athletes of the same gender and of similar age. Non-family chaperones and/or team managers would ideally stay in nearby rooms.
 - c. To ensure the propriety of the athletes and to protect the staff, there will be no male athletes in female athlete's rooms and no female athletes in male athlete's rooms (unless the other athlete is a sibling or spouse of that athlete).
 - d. Curfews shall be established by the team or LSC staff each day of the trip. Team members and staff traveling with the team will attend all team functions including meetings, practices, meals, meet sessions, etc. unless otherwise excused or instructed by the head coach or his/her designee.
 - e. Swimmers are always expected to remain with the team during the trip.
 - f. When visiting public places such as shopping malls, movie theatres, etc. swimmers will stay in groups of no less than three persons. 12 & Under athletes will be accompanied by a chaperone.
7. A copy of the LSC Code of Conduct must be signed by the athlete and his/her parent or legal guardian.

Appendix 8

8. Team or LSC officials should carry a signed Medical Consent or Authorization to Treat Form for each athlete.
9. The directions & decisions of coaches/chaperones are final.
10. Swimmers are not to leave the competition venue, the hotel, a restaurant, or any other place at which the team has gathered without the permission/knowledge of the coach or chaperone.
11. The Head Coach or his/her designee shall make a written report of travel policy or code of conduct violations to the appropriate club (LSC) leadership and the parent or legal guardian of any affected minor athlete.

Appendix 8

OHIO SWIMMING ATHLETE CODE OF CONDUCT

The Code of Conduct for Ohio Swimming athletes governing participation in the LSC Programs is as follows:

PURPOSE

The purpose of this code is to promote individual, team, and program responsibility for the development of first-class citizens.

PART I – GENERAL CODE OF CONDUCT RULES

1. Team members will display proper respect and sportsmanship toward coaches, officials, administrators, teammates, fellow competitors, and the public always.
2. Team members and staff will refrain from any illegal or inappropriate behavior that would detract from a positive image of the team or be detrimental to its performance objectives.
3. The possession or use of alcohol or tobacco products by any athlete is prohibited.
4. Use of drugs other than those prescribed by your physician is prohibited.
5. Team members will wear designated team apparel during all competition.
6. Team members at USA Swimming sponsored events shall adhere to any curfews set by the Head Coach.
7. Male and Female swimmers may not be in each other's room on any team trip unless supervised by designated LSC official.
8. Team members and their parents have a responsibility to do their best to ensure that this Code of Conduct is adhered to and to help ensure the safety of these program participants.

PART II- VIOLATION OF THE CODE OF CONDUCT RULES

Failure to comply with the Code of Conduct as set forth in this document may result in disciplinary action. At the discretion of the Head Coach such discipline may include, but not be limited to:

1. Dismissal from the trip and immediate return home at the athlete's expense.
2. Disqualification from one or more events, or all the events of competition.
3. Disqualification from the team and future team travel meets.
4. Financial penalties which can include but not limited to denial of Travel Assistance Funds.
5. Reporting of the incident to the LSC, Zone or USA Swimming Board of Review will depend on the nature of the violation. All USA Swimming Code of Conduct violations will be immediately reported to USA Swimming NHQ.

I, hereby agree to abide by the rules of conduct as set forth in Part I above and acknowledge that, should I violate any provision in Part I, I will be subject to disciplinary action, as set forth in Part II, including suspension.

Signature of Swimmer

Date

Signature of Parent/Guardian

Date

Signature of Coaches

Date

Signature of Team Chaperone

Date

Appendix 8

Medical Release Form

Name of Swimmer: _____ Date: _____

Parental Consent

This medical release form must be signed by a parent or legal guardian for EACH swimmer of:

(Name of Club or Ohio Swimming Inc.)

If the swimmer is 18 years of age or older, the swimmer must **also** sign this form.

MEDICAL RELEASE

I CERTIFY THAT, TO THE BEST OF MY KNOWLEDGE AND BELIEF, _____ (NAME OF ATHLETE)
IS IN GOOD PHYSICAL CONDITION AND HAS NO CONDITION WHICH WOULD IMPAIR PARTICIPATION IN THE PROGRAM. IN CASE OF INJURY, I HEREBY GIVE THE OHIO SWIMMING INC., AND ITS COACHING STAFF PERMISSION TO ACT ON MY BEHALF IN SEEKING MEDICAL TREATMENT FROM ANY LICENSED PHYSICIAN, HOSPITAL OR CLINIC FOR MY CHILD IN THE EVENT THAT SUCH TREATMENT IS DEEMED NECESSARY. I GIVE PERMISSION TO THOSE ADMINISTERING MEDICAL TREATMENT TO DO SO USING METHODS DEEMED NECESSARY. I ABSOLVE OHIO SWIMMING INC., AND ITS COACHING STAFF FROM ALL LIABILITY WHILE ACTING ON MY BEHALF IN THIS REGARD

Participant Signature (if over the age of 18)

Parent/Guardian Signature:

Home Phone:

Parents Daytime Phone:

If parents are not available, please call the person designated below:

Name: _____

Address: _____

City/State/Zip: _____

Phone: _____

Relationship: _____

Additional comments regarding medical history, allergies, penicillin, or drug reactions, etc., which may be needed in rendering medical treatment:

Parent/Guardian Insurance Information:

Company

Name: _____

Policy

Number: _____

Address: _____

Phone: _____

Appendix 9

OHIO SWIMMING INC. BOARD OF DIRECTORS

(still under construction)

2025-2026 (through Spring 2026)

Voting Members of the Board of Directors:	Name	Contact Information
General Chairman	Jim Peterfish	generalchair@swimohio.com
Administrative Vice-Chairman	Zach Toothman Misty Caudill	adminvc@swimohio.com
Finance Vice-Chair	Chip Carrigan	financevicechair@swimohio.com
	Kristi Princell (assistant) (not elected)	(o) 513-523-2181 (c) 513-255-3051 kristi@swimohio.com
Treasurer *	Joe Sobczak	treasurer@swimohio.com
Coach Chair	Amy Saribalas Anna Fialko	coaches@swimohio.com
OSI Senior Athlete Representative	Claire Kemmere Avery Crabtree	osiathletes@swimohio.com
OSI Junior Athlete Representative	Eloise Gerlach Chloe Gustin	athletes@swimohio.com
OSI At-Large Athlete	Multi	athletes@swimohio.com
Secretary	Christi Holmes Jelani Watkins	secretary@swimohio.com
Senior Vice-Chairman	Carolyn Strunk	seniorchair@swimohio.com
Age Group Vice-Chairman	Bernard Vrancken Eric Peterson	agegroupchair@swimohio.com
Safe Sport Chair	Caroline Holmes	safesport@swimohio.com
Officials' Chairman	Edgar Caraballo Jen Butler	officials@swimohio.com
Diversity, Equity & Inclusion Chair, Outreach Coordinator	Ronae Hughes	diversity@swimohio.com
Technical Planning Chairman	Kyle Goodrich	technicalchair@swimohio.com

Appendix 9

OHIO SWIMMING INC. BOARD OF DIRECTORS (cont'd)

(still under construction)

2025-2026 (through Spring 2026)

Ex-Officio Members, Committee Members and Other Key LSC Positions (non-voting):		
Assistant Coach Chair		coaches@swimohio.com
Operational Risk Coordinator	Branden Burns	operationalrisk@swimohio.com
Sanctioning Coordinator	OSI Office	sanctioning@swimohio.com
Disability Swimming Chair	Maggie Buschelman Dan Lisy	disabilityswim@swimohio.com
General Counsel to the Board (non-voting)	Bill Stewart	legal@swimohio.com
Permanent Office: Registration/Membership Times/Records/T10 Financials	Erin Schwab Pam Cook Anissa Kanzari Kristi Princell	(o) 513-673-3326 office@swimohio.com pam@swimohio.com anissa@swimohio.com kristi@swimohio.com
Zone Team Coordinator	Brent Peaden Mac Lewis	ohiozoneteam@swimohio.com
Open Water Coordinator	Chip Carrigan Antonio Guillan	openwater@swimohio.com
Webmaster	OSI Permanent Office	513-673-3326 office@swimohio.com
High School Coach Rep		highschool@swimohio.com
Camps Coordinator		ohiocamps@swimohio.com

Appendix 9

OHIO SWIMMING INC. ADMINISTRATIVE REVIEW BOARD MEMBERS

2025-2026 (through Spring 2026)

Need LESI names

Position:	Name	Term Expiration
Chair	Lynne Shine	Tbd
Member	Brent Ransom	Spring 2026
Member	Brian Botzman	Spring 2026
Member	Sean Carroll	Spring 2026
Member	Sarah Knapschaefer	Spring 2025
Member	Craig Schoenlein	Spring 2025
Member	Jeff Stewart	Spring 2025
Athlete Member	(vacant)	Spring 2026
Athlete Member	(vacant)	Spring 2024
Athlete Member	(vacant)	Spring 2025
Athlete Member	(vacant)	Spring 2025

OHIO SWIMMING INC. GOVERNANCE COMMITTEE MEMBERS

Need LESI names

Geographical Area:	Name:	Contact Information:	Term
Chair	Steve Connock	governance@swimohio.com	Appointed Aug 2025 4 yr. term Appointed by BOD
Non-athlete Member	(vacant)	governance@swimohio.com	Appointed Oct 202x 4 yr. term Appointed by BOD
Non-athlete Member	(vacant)	governance@swimohio.com	Appointed Oct 202x 4 yr. term Appointed by BOD
Non-athlete Member	(vacant)	governance@swimohio.com	Appointed Oct 202x 4 yr. term Appointed by BOD
Athlete Member	(vacant)	governance@swimohio.com	Appointed Oct 202x 1 yr. term Appointed by BOD

OHIO SWIMMING INC. OFFICIALS CONTACTS

Ohio Swimming Official's Chair	Edgar Caraballo	officials@swimohio.com
CINCINNATI COMMISSION CONTACTS		
Contact for NEW Officials	Craig Schoenlein	craigschoenlein@gmail.com
Officials Certifications	Mark Koors	mark.koors@yahoo.com
Contact for Meet Observations	Craig Schoenlein	craigschoenlein@gmail.com
DAYTON COMMISSION CONTACTS		
Contact for NEW Officials	Mark Johnson	mark.johnson256@gmail.com
Officials Certifications	Mark Johnson	mark.johnson256@gmail.com
Contact for Meet Observations	Mark Johnson	mark.johnson256@gmail.com
CENTRAL COMMISSION CONTACTS		
NEW Officials certifications (stroke & turn)	Tom Trace	tetrace311@yahoo.com
Officials Certifications (referees/starters)	Kemal Oz	burcoz@yahoo.com
Administrative Officials Contact	Pam Birnbrich	pbirnbrich@gmail.com
Contact for Meet Observations	Kemal Oz	burcoz@yahoo.com
NORTHWEST COMMISSION CONTACTS		
Contact for NEW Officials	Malcolm Fisher	mfisher1966@gmail.com
Officials Certifications	Joe Sobczak	sobczakjoe@gmail.com
Contact for Meet Observations	Joe Sobczak	sobczakjoe@gmail.com
NORTHEAST COMMISSION CONTACTS		
Contact for NEW Officials		
Officials Certifications		
Contact for Meet Observations		

OHIO SWIMMING INVESTMENT POLICY STATEMENT

Overview

Ohio Swimming Inc. is a not-for-profit organization with its headquarters located in Oxford, Ohio. Ohio Swimming Inc. maintains an investment portfolio for the benefit of its members.

Purpose of Investment Policy Statement

The purpose of this Investment Policy Statement is to assist the Board of Directors of Ohio Swimming Inc. in effectively establishing, supervising, monitoring, and evaluating the investments maintained in the portfolio (referred to as “The Portfolio” which includes all Ohio Swimming portfolio assets, including operating funds, unless specifically stated otherwise.)

The Policy:

1. Defines the investment goals and objectives of The Portfolio.
2. Documents the material facts considered, and the process used to arrive at the investment decisions reached.
3. Establishes an asset allocation and investment management strategy designed to have a high probability of meeting the goals and objectives of The Portfolio.
4. Establishes a disciplined decision-making process to be followed by the Board of Directors in implementing the investment strategies decided upon.
5. Establishes criterion for evaluating the success of the management of The Portfolio; and
6. Documents the procedural prudence followed by the Board of Directors in taking the investment course of action followed.

Goals and Objectives

Portfolio Goals

It is a primary goal of Ohio Swimming Inc. to invest the financial assets of the organization, in excess of funds needed for current operations, and to provide a reasonable level of earnings growth, based on a total return, consistent with a policy of prudently diversified investments. It is also the policy of the organization to maintain operating funds to provide for liquidity to meet current operating and capital expenditure needs.

Investment Objectives

- A. Investment Funds - The invested assets of Ohio Swimming Inc. are invested and maintained in a balanced investment program. The primary objective is to provide growth that is consistent with a policy of prudently diversified investment. Growth will be attained through appreciation of assets, the inclusion of additional funds when available, and from retention of earnings of the fund except earnings caused to be withdrawn as hereinafter provided.
- B. Short Term Operating Accounts - Short Term Operating Accounts are comprised of operating funds that are used in near term day to day operations. The accounts are to be managed by the Treasurer and Assistant Treasurer. The operating accounts are to be limited to FDIC insured bank deposits, high quality money market funds or FDIC insured certificates of deposit.

Asset Allocation

The asset allocation under the Investment Policy will meet the stated goals and objectives. The asset allocation is based upon the following:

- A. It is not productive to time the markets. Long-term strategic asset allocation based upon the principles of Modern Portfolio Theory is the most prudent investment approach. Effective diversification can reduce risk. In utilizing this methodology, it is important to diversify into all the major asset classes as set out below, and to diversify by investment style.

Appendix 10

- B. Portfolios with a greater amount of stock allocations and a lesser amount of bond allocations have a higher probability of short-term losses and of long-term higher returns than portfolios with lesser amounts of stocks.

Therefore, since long-term higher returns are very important in meeting the objectives of The Portfolio, the asset allocation shall contain a mixture of stocks and bonds that subject the portfolio to the potential of moderate, but not devastatingly large short-term losses, and provide the potential for higher long-term returns.

Asset Allocation Mix

<i>Asset Class</i>	<i>Minimum</i>	<i>Maximum</i>
Equities – total	40%	80%
Equities – international	10%	25%
Bonds	20%	60%
Cash	0%	15%

Benchmarking Returns

A benchmark for each asset class shall be selected to compare future performance against. A passive index that are reflective of the universe of securities within that asset class shall be selected.

Any particular investment strategy will have periods where it will fall short of achieving its goal. During such period, the Board of Directors will obtain and evaluate explanations for such under-performance.

Because we intend to invest in a portfolio containing high risk / high return investments, we define our risk tolerance as moderately high.

Investment Vehicles

In the equity portion of the portfolio, it is intended that there be adequate diversification between growth and value. For the fixed income portion of the portfolio, there should be adequate diversification between government and corporate securities and in the duration of the underlying bonds.

Costs

The costs associated with the management of each fund shall be reviewed at least annually. The Board of Directors will evaluate the total cost of the individual fund investments relative to, the average fees for a similar mix of mutual funds. Averages from Morningstar Analytical Service shall be used for determining the appropriate average.

Communications

Unless otherwise requested, the Treasurer or Financial Chair must furnish the Board with a quarterly account review detailing investment performance (time-weighted), asset allocation, and the value of The Portfolio.

The Board of Directors may request that more frequent reports be prepared by the Treasurer if significant concerns arise about investment strategy or performance of The Portfolio.

Tax

Ohio Swimming is not subject to Federal, state, or local income taxes.

Conflicts of Interest

See Section 1.7 of the Ohio Swimming Policy Book for the Conflict of Interest policy.

OHIO SWIMMING OPERATING RESERVE POLICY

PURPOSE

The purpose of the Operating Reserve Policy for Ohio Swimming is to ensure the stability of the mission, programs, and ongoing operations of the organization. The Operating Reserve is intended to provide an internal source of funds for situations such as a sudden increase in expenses, one-time unbudgeted expenses, unanticipated loss in funding, or uninsured losses.

Operating Reserves are not intended to replace a permanent loss of funds or eliminate an ongoing budget gap. It is the intention of Ohio Swimming for Operating Reserves to be used and replenished within a reasonably short period of time. The Operating Reserve Policy will be implemented in concert with the other governance and financial policies of Ohio Swimming and is intended to support the goals and strategies contained in these related policies and in strategic and operational plans.

DEFINITIONS AND GOALS

The Operating Reserve Fund is defined as a designated fund set aside by action of the Board of Directors. The minimum amount to be designated as Operating Reserve will be established in an amount sufficient to maintain ongoing operations and programs for a set period of time, measured in months. The Operating Reserve serves a dynamic role and will be reviewed and adjusted in response to internal and external changes. The target minimum Operating Reserve Fund is fifty percent (50%) of twelve (12) months of average operating costs. The calculation of average monthly operating costs includes all recurring, predictable expenses such as program services, permanent office, travel, and ongoing professional services. The calculation of average monthly expenses also excludes some expenses [Membership Fees collected and paid to USA Swimming, Parent contributed fees collected and applied toward Zone Team Travel and Sponsored Camps]. The amount of the Operating Reserve Fund target minimum will be calculated each year after approval of the annual budget, reported to the Finance Committee/Board of Directors, and included in the regular financial reports.

If the Operating Reserve falls below 50% of average operating cost level in any year, the OSI Board of Directors, in the absence of any extraordinary circumstances, will adopt an operational budget that includes a projected surplus sufficient to rebuild the Operating Reserve Fund to the 50% targeted reserve level for the upcoming two (2) years.

ACCOUNTING FOR RESERVES

The Operating Reserve Fund will be recorded in the financial records as Board-Designated Operating Reserve. The Fund will be funded and available in cash or cash equivalent funds. Operating Reserves will be commingled with the general cash and investment accounts of the organization.

REVIEW OF POLICY

This Policy will be reviewed every year, at minimum, by the Finance Committee, or sooner if warranted by internal or external events or changes. Changes to the Policy will be recommended by the Finance Committee to the Board of Directors.

Appendix 12

MEET OBSERVATION INSTRUCTIONS AND PROCESS

Following is the process to be used in the Ohio Swimming LSC for meets that are “observed” under the criteria outlined in the Times Policy Manual (located on the USA Swimming website under “Times”). This process does not apply to LSC Sanctioned or Approved meets.

The intent of observing swims is to provide an opportunity for primarily High School and NCAA swimmers who cannot compete in LSC sanctioned meets during their association season to achieve times that may be used to enter USA Swimming meets. An important difference between “Approved” and “Observed” is conformance to administrative rules and technical rules (required for Approval) vs. technical rules only (required for Observation).

Following are minimum requirement excerpts from the current Times Policy Manual that must be applied to all High School, Masters, and any other meets authorized to have swims observed. The LSC Times Officer or designee has the responsibility of verifying compliance.

- A. Timing must comply with Timing Rules stipulated in the Technical Rules section of the USA Swimming Rules and Regulations.
- B. Officials used for observation must be stationed at each end of the pool. Meets run by dual certified officials do not require additional USA-S observers at the meet. The number of host Association meet officials (high school, etc.) must meet the minimum requirements as stipulated under Officials in the Technical Rules section of the USA Swimming Rules and Regulations.
- C. The meet shall be on the published calendar of the appropriate school, league, conference, organization, etc. Observation of high school competition shall be authorized for meets noted in the Times Policy Manual Observation Section. Invitational swim meets and championship meets shall be eligible to be observed when officiating standards of the home LSC are met.
- D. All individual times for observed swims in High School meets shall be entered into SWIMS as LSC UN with the exceptions noted in the Times Policy Manual Observation Section.

OHIO SWIMMING OBSERVED MEET PROCEDURES (also Chapter 4.4 in this Policy Manual):

- 1. The Meet Host/Director determines that the meet should be observed and completes the online application Observation Request. Application fee is \$100 for all meets except for the OHSAA Sectional and District Meets.
- 2. The Meet Host/Director submits the online form to the Ohio Swimming Permanent Office no less than 10 days prior to the meet. Note: a copy of the meet information must be attached to the request and a reason must also be entered if the meet has not been historically observed. The application fee must also be paid before the sanction will be issued.
- 3. Upon approval of the application, an Observation Request Number will be assigned for the meet. A copy of the information will be sent from the OSI Office to the appropriate Officials Observation Coordinator. The Meet Host/Director will be notified of the Observation Request Number.
- 4. The Meet Host/Director must contact the Officials Observation Coordinator for the Commission in which the meet is to be held, notifying them of the request and for help recruiting observers for the meet. (List of Commission Coordinators listed below).
- 5. The Officials Observation Coordinator (or designee) will assign Observers for the meet and notify the Meet Host/Director of the Observers. One of the Observers will be designated as the “team leader”, who will collect the observer’s heat sheets after each session and submit to the OSI Permanent Office.
- 6. All individual swims (non-relay) will be observed by the observation team unless otherwise directed by the association hosting the meet. The observation jurisdictions will be divided in a balanced fashion among the

Appendix 12

observers. Non-conforming swims (disqualifications) will be noted on the individual heat sheets with the reason(s) for non-conformance. Observers will sign all of their heat sheets and give to the lead observer.

- a. Lead-off or intermediate splits and relays must be requested for observation **in advance of the meet**. Relays, lead-off and intermediate splits will **not** be automatically loaded into the SWIMS database. A time certification form is required for SWIMS database entry. The form must be signed by one of the Observers at the meet and submitted to the Permanent Office per instructions on the form.
7. At the end of the session/meet, **the Observation Team Leader will collect the heat sheets** and ensure that all non-conforming swims are clearly identified along with the reasons. The observation team leader should summarize all non-conforming swims on the Disqualification Report (published on the OSI website under Officials>Meet Forms), if possible, to help facilitate the times loading process.
8. An **unlocked** meet backup and copies of the observation heat sheets with the DQ summary report is to be forwarded to the OSI Permanent Office, for entry into the SWIMS database. Note: **no entries will be made into SWIMS until the observers heat sheets are received into the OSI Office**. The heat sheets may be scanned/emailed to the OSI Permanent Office.
 - a. NCAA competition results should be sent directly to ncaa@usaswimming.org. Observer's heat sheets are required for validation of NCAA times in the USA Swimming database and should be emailed to the Ohio Swimming Permanent Office.
9. The meet will be loaded, and the mismatched times will remain in the Holding tank for 1 months after the meet. The LSC will charge a \$25/splash fee for entry of observed swim times after the meet has been cleaned and removed from the USA Swimming Times Holding Tank.
 - a. OHSAA and KHSAA Tournament Meets will be loaded into SWIMS and remain in the holding tank for 2 weeks post-meet. After the 2 week period, all the mis-matched times will be removed. Any times requested after the 2 week period will be subject to the \$25/splash fee for entry into SWIMS.

OHIO SWIMMING -- CONTACT LIST FOR SANCTIONING AND SCHEDULING OFFICIALS

Ohio Swimming Sanctioning & Times

Coordinator:

OSI Permanent Office

5020 B College Corner Pike

Oxford, OH 45056

(o) 513.673.3326

office@swimohio.com

sanctioning@swimohio.com

Ohio Swimming Officials Chair:

Edgar Caraballo

officials@swimohio.com

Commission Coordinators for Officials – Observed Meets:

<u>Northwest:</u> Joe Sobczak sobczakjoe@gmail.com	<u>Northeast (Cleveland):</u> Jen Butler jle3@case.edu	<u>Northeast (Akron):</u> Sharon Badertscher badertsj@gmail.com
<u>Southwest (Cincinnati):</u> Craig Schoenlein craigschoenlein@gmail.com	<u>Southwest (Dayton):</u> Mark Johnson mark.johnson256@gmail.com	<u>Central:</u> Kemal Oz burcoz@yahoo.com

Appendix 13

OHIO SWIMMING INC. SOCIAL MEDIA POLICY

The Ohio Swimming Athlete Committee has recommended the following policy for the LSC Athlete Social Media Accounts:

TWITTER:

What to Tweet:

- Meets in Ohio
- National swimming news that can be applied to Ohio (ie. Ohio Olympians)
- Meet results or links to live feeds
- Information from Fall Annual Business Meeting (ABM)
- Information that seems beneficial to the Ohio Swimming “masses”
- College shoutouts

What to Re-Tweet:

- Tweets from Clubs
- Tweets from other swim-based Twitter accounts (i.e., Swimming World/SwimSwam)
- If tweeted at, re-tweet swimming charity organizations for information on events
- Tweets regarding individual swimmers are at the tweeter’s discretion

What to Follow:

- Swim Clubs and Teams
- Other Swimming Organizations
- Do NOT follow individual swimmers or parents

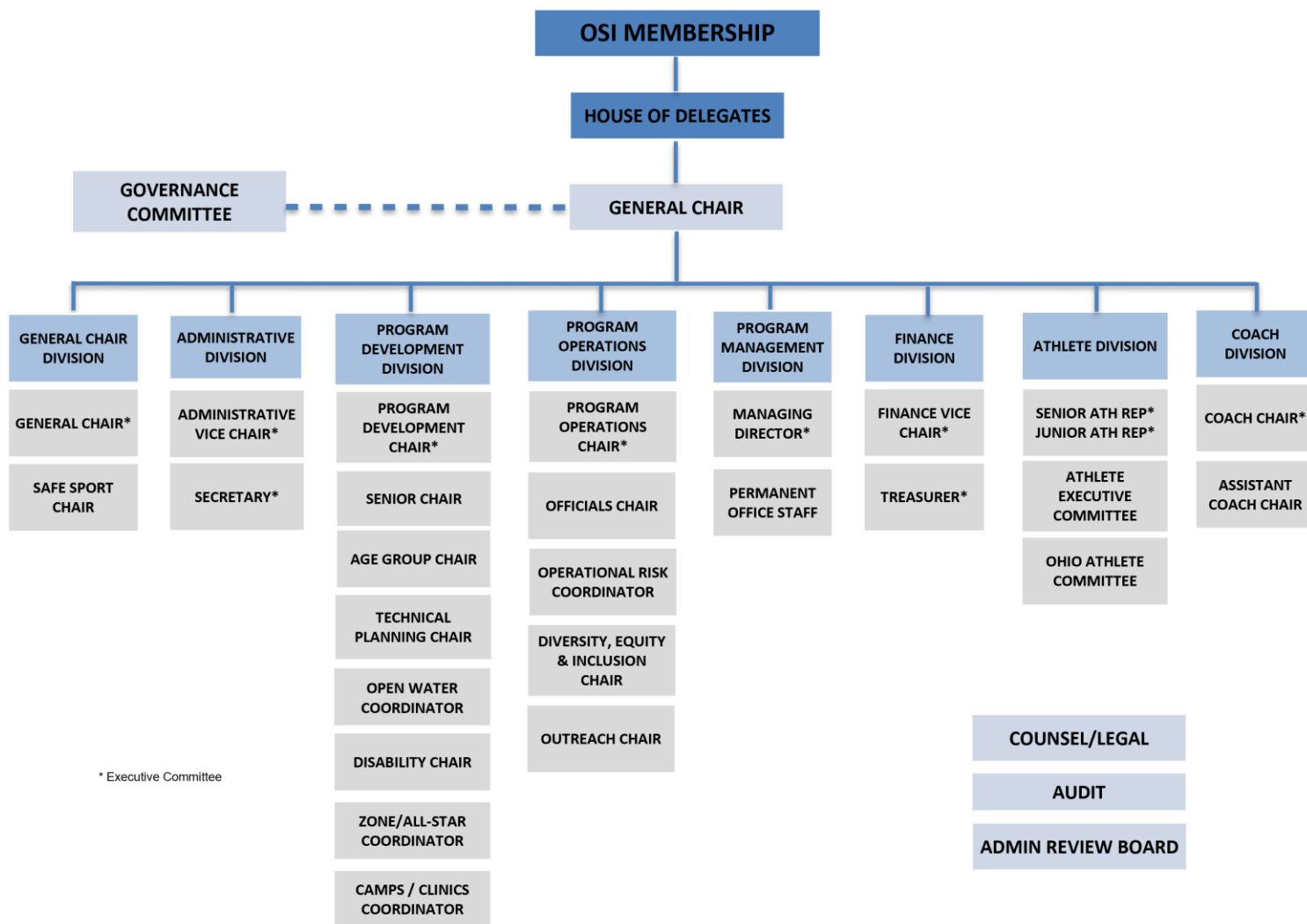
Who can tweet on behalf of Ohio Swimming:

- Junior & Senior Representatives and Director of Online Engagement. Username and password should be shared between the five reps.

INSTAGRAM:

- Ensure photos are appropriate and do not contain inappropriate language
- Do not comment on photos since we are an informational organization
- Post only photos that pertain to swimming or swimming events
- Ok to follow individual swimmers
- If messaged a photo, tag the photo with the messenger’s name
- Junior & Senior Representatives and Director of Online Engagement. Username and password should be shared between the five reps.

OSI DIVISIONS & BOARD / COMMITTEE ORGANIZATIONAL CHART



OSI STANDING COMMITTEES / COORDINATORS
(still in progress)

OFFICIALS TRAVEL EXPENSE REIMBURSEMENT POLICY

Purpose

To encourage Ohio Swimming (OSI) officials to participate at higher level meets and to provide experienced mentoring for new officials, to improve officiating within the LSC by:

- Enabling OSI Officials to experience national deck protocols, allowing them to interact with officials from other LSCs and to learn and reinforce protocols, rules, applications/ interpretations, and situation resolution.
- Providing additional opportunities for advancement/sustainment within the National Officials Certification Program.
- Developing/sustaining National Evaluators and local Mentors to support advancement and training opportunities at Ohio Swimming LSC meets.

OSI recognizes that significant expenses may be incurred by Officials who travel to these meets. To help offset travel costs, Ohio Swimming officials may be reimbursed travel-related expenses, subject to the requirements listed below.

Guidelines

The OSI Officials Chair is responsible for managing the Officials Travel Expense Reimbursement program. Changes may be made to this program for fiscal/budgetary reasons, at the discretion of the OSI Officials Chair. However, due to the nature of the championship meet schedule occurring in late Autumn, Spring and late Summer, it is unlikely that changes would be necessary until the summer championship meet season, which is near the end of the OSI fiscal year. Every attempt will be made to communicate changes well in advance of upcoming championship seasons.

Travel-related expenses include reasonable and customary coach air fare, hotel room, rental car, gas, meals (excluding alcoholic beverages) and parking fees. An Ohio Swimming official may not receive more than their actual expenses. In addition, OSI reimbursement cannot be requested by both an official and their athlete for the same expenses. Detailed receipts must accompany the reimbursement request. All expenses are subject to the same limitations as athletes and coaches previously detailed in Appendix 7 and also Appendix 16.

Officials receiving reimbursement will be expected to serve as mentors for LSC officials' development and may be asked to speak about their experiences at Officials Clinics, LSC meets and special events.

Eligibility Criteria

To be considered for reimbursement, the following criteria must be met:

- Must be registered with Ohio Swimming as an official for at least one year prior to the meet
- Must be registered as an Ohio Swimming official through the duration of the meet
- Must work all sessions of the meet
- Must submit an Officials Travel Reimbursement Application to the OSI Officials Chair prior to the meet
- Must submit an OSI Expense Reimbursement Form and receipts to the OSI Officials Chair within 30 days after the meet. Link to the forms are found on the OSI website under Officials Home menu.

The OSI Officials Chair will complete and forward the OSI Expense Reimbursement Form to the OSI Finance officer, for approved expenses. Reimbursement payment will be sent directly to the Official.

The OSI Officials Chair may waive any eligibility criterion.

Officials Travel Expense Reimbursement

Meet Name	Reimbursement Amount
OSI Junior + Senior Champs**	\$300
Zones (Open Water) + Sectionals + Futures/Spring – Summer Cup	\$500
Pro Series + Jr + Sr Nationals/ US Open + Open Water Nationals	\$750
Olympic Trials	\$1,500

Ohio Swimming officials who officiate at higher level meets may be reimbursed travel-related expenses **up to a total of \$1500 per fiscal year** (September 1 – August 31), with a limit of \$1000 per season (Short Course September 1 – March 31 and Long Course April 1 – August 31). The amount can be requested for a single meet or multiple meets, depending on the type of meets, based on the table above. If an OSI official is selected to officiate at Olympic Trials, an additional \$1500 per person will be available for reimbursement.

Beginning in fiscal year 2015-16, the travel reimbursement amounts are fixed, based upon the Meet Name in the table above, regardless of the number of officials attending the meet. Knowing the reimbursement amount in advance should greatly help officials when planning their meet expenditures.

Officials may submit reimbursement requests up to the limit of \$1500 per year. For example, if an eligible official works Jr Nationals in December, a Sectional meet in March and Junior Championships in March and submitted qualified expenses, they would be reimbursed a maximum of \$1000 for the Short Course season, and they would have \$500 available for the long course season.

****Reimbursement for select meet Officials (Meet Referee, Admin Referee, Team Lead CJ, and/or Head Starter) may exceed the \$1500 per year limit, subject to approval by the OSI Officials Chair.**

OHIO SWIMMING VOLUNTEER TRAVEL POLICY

Purpose

To establish guidelines to govern travel expense allowance(s) for individuals representing Ohio Swimming, Inc. Only members of Ohio Swimming shall be eligible for reimbursement of travel related expenses. Ohio Swimming will pay reasonable travel expenses for volunteers that are incurred in the performance of their duties for OSI.

The following requirements regarding travel arrangements apply to all OSI volunteers when traveling on OSI business. The requirements also apply to all contracted service personnel when travel arrangements are offered by OSI management and accepted by the contracted service personnel's employer.

I. POLICY STATEMENT

1. The purpose of the travel must ultimately be for the benefit of and be related to Ohio Swimming's activities and programs; such travel must be budgeted in the current fiscal year.
2. Any individual representing Ohio Swimming outside Ohio and away from their usual residence is considered in "travel status" governed by this policy. Travelers within Ohio generally are not eligible for travel related reimbursement. Exceptions to this provision can only be granted by the General Chairman.
3. Approval for travel must be granted by General Chairman or appropriate Committee Chairman prior to any travel or travel arrangements being made. This includes trips partially or completely paid for by USA Swimming or other organizations.

II. PROCEDURES

To facilitate control of travel costs and ensure accountability, the procedures for authorization requests, reimbursement for approved expenses and reconciliation of charges on company credit cards and /or direct payments of expenses should be followed.

1. Travel Authorization
 - A. Prior to travel, the appropriate Committee Chairman must approve all travel for anyone representing Ohio Swimming in any capacity at an out of state function for which travel expense reimbursement may be requested. Committee Chairmen will report to the General Chair, if requested, any travel authorized.
 - B. The General Chair shall approve travel for those attending the USA Swimming Annual Convention or workshop. It is expected that those attending are active members of the Ohio Swimming Board of Directors and/or an active member of Ohio Swimming Inc.

Travel Arrangements

After approval of travel by the appropriate Committee Chairman, **travel reservations and booking MUST be made through the Ohio Swimming designated travel agent.** Arrangements made through other means are not eligible for reimbursement, unless otherwise approved by the General Chair.

1. Air fare – 14-day advance purchase rates will be utilized for all travel for Ohio Swimming. The travel agency will arrange for the lowest fare possible to include a fare class that allows seat selection. If other arrangements are requested by the traveler that cause for an increase in the cost of the airfare, the traveler may continue with booking the ticket and pay the difference of that fare to the travel agent.
 - A. Should an individual make personal stops in-route to a business destination point, the individual traveling will only be reimbursed for the round-trip 14-day advance purchase rate coach fare from Ohio to the business destination point, excluding the personal side trip.
 - B. In the case of a cancellation or flight change, it is imperative that the traveler arranges for proper credit or refund. Ohio Swimming will not reimburse for flight reservations cancelled by the traveler.
 - C. Charges for re-ticketing, schedule changes, etc. are reimbursable if incurred for a valid business reason and approved prior to travel. If there is a change in an itinerary that results in additional cost, the traveler must provide notification to the Committee Chair upon completion of travel.
2. Other modes of transportation (bus, rail, personal vehicle)

Appendix 16

- A. State law mandates liability insurance for all private motor vehicles. All members are required to carry liability insurance to be authorized to drive a privately-owned vehicle on Ohio Swimming business. Additionally, to drive private motor vehicle on Ohio Swimming business, you must possess a valid driver's license and a good driving record.
- B. Rental Car - A traveler may rent a vehicle when renting would be more advantageous to OSI than other means of commercial transportation, such as a taxi or shuttle. When traveling with a group, rental cars are to be shared to minimize costs.
 - (1) If authorized, Ohio Swimming will reimburse at the rate of an intermediate car for the number of days on business. Receipts must be submitted for reimbursement.

Reimbursable Expenses

The following list of Allowed Expense items will serve as a guideline for individuals traveling on behalf of Ohio Swimming who meet the criteria for "travel status". Allowed expenses are not necessarily all-inclusive and the General Chair has discretion in approving travel expenses required for unusual circumstances.

Individuals traveling on behalf of Ohio Swimming are expected to show good judgments in the matter of travel expenses and to have proper regard for economy in the conduct of business. This reimbursement policy reflects the consensus that travel dates are known well in advance and represents a standard of reasonableness for such travel.

1. Air Fare

- A. Airfare travel must be booked with the Ohio Swimming designated travel agent. Tickets will be the lowest published 14-day advance purchase fare available to include a fare class that allows for seat selection.

2. Lodging

- A. Expenses will be allowed for adequate housing necessary and appropriate to the purpose of the trip. Reimbursement is available under two scenarios
 - .1 Where a host hotel is indicated, the standard for lodging shall be the lodging costs for basic accommodations at that hotel, subject to the percentage limitation outlined below, or
 - .2 Where no host hotel is indicated, reimbursement will be based upon the applicable GSA lodging rate (<http://policyworks.gov>) for the appropriate city.
- B. Receipts must be provided. Where the individuals' family has attended, only the costs pertaining to the OSI member traveling will be reimbursed.
- C. If multiple OSI members are traveling to the same event, double occupancy will be utilized where possible. If the traveler requests a single room, he/she will be responsible in covering 50% of the cost for the equivalent room booked for the others traveling.

3. Allowance for Meals & Incidental Expenses

- A. Individual shall be reimbursed at a rate of up to \$50.00 per day and up to \$25.00 on travel days, for meals and incidentals. Reimbursement will only be for the dates the traveler attended the approved event. Receipts must be submitted for reimbursement.

4. Registration Fees

- A. Receipts must be submitted for registration expenses.

5. Business Entertainment

- A. As with other expenses, entertainment must be approved in advance by the appropriate Committee Chairman. Business entertainment is allowable when the Committee Chairman determines it to be advantageous to Ohio Swimming to show hospitality and gratitude.
 - .1 Hospitality and courtesy between individuals or groups in the normal course of business will not be considered cause for reimbursement.

Appendix 16

- B. To be reimbursed for such an expense, the traveler must indicate on the Travel and Expense Report "who is to be entertained and for what reason they will be entertained." Receipts must be submitted for reimbursement.

6. **Miscellaneous Expenses**

- A. Parking: Parking will be reimbursed only for the dates the traveler attended the approved event at a rate for up to \$10.00/day. Receipts must be submitted for reimbursement.
- B. Shuttle to/from airport: Shuttle fees will be reimbursed at a reasonable rate. The traveler should exercise diligence in using reasonable economic options for shuttles. Receipts will be needed for reimbursement.
- C. Checked bags: the traveler will be reimbursed for 1 checked bag each way to/from the event for the amount charged by the airline for non-oversized luggage. Receipts will be needed for reimbursement.
- D. Mileage (personal vehicle): Mileage for personal vehicles will be reimbursed at the current year standard mileage rate, not to exceed the average combined airfare for all other attendees; or if no other OSI travelers are attending the event, reimbursement will be up to the amount of a standard round-trip 14-day advance purchase ticket as described in this Appendix. Reimbursed mileage will be from home team pool to event location attended. Mileage to restaurants, hotels, etc. during the stay are not reimbursed. If a member is unattached, mileage will be calculated from their home address to the event location.

Items not Reimbursable

Items specifically not reimbursable include:

- 1. Personal items
- 2. Alcoholic beverages
- 3. Non-business-related entertainment
- 4. Expenses incurred by family members

Submission of Travel and Expense Report

Travel and Expense Reports should be submitted to the office within ten working days after the trip is concluded. The appropriate receipts should accompany Travel and Expense Reports.

RECEIPTS: Bank statements are not an acceptable form of a receipt. Only the original receipts will be accepted.

Lodging, airfare and car rental receipts must contain the name of the traveler, form of payment and show that it is paid.

Reservation receipts are not acceptable.

CRISIS MANAGEMENT/DISASTER RECOVERY PLAN

Purpose

To effectively manage communications through a formal, clearly defined channel to mitigate crisis, or serious negative repercussions for Ohio Swimming, Inc., or the sport of competitive swimming in general, and maintain a reputation of leadership and transparency on vital issues and breaking news.

In speaking with the media and public, Ohio Swimming will provide factual information and messages that are most beneficial to the organization and to the sport of swimming. We will help the media by providing information that enables them to do their jobs and positions Ohio Swimming as a reliable resource and leader.

In all communications, Ohio Swimming will create a positive opportunity for the public positioning of the sport of swimming as a whole. Messages should be responsive and solution/action oriented, reinforcing the organization's position of leadership.

Role of the Ohio Swimming Board

Under nonprofit governance laws, the members of the Ohio 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 ensuring 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.

CRISIS MANAGEMENT PLAN

Descriptions of Key Positions

- **Spokesperson:** General Chair or Designee - The person authorized to speak to the news media, public, membership, and stakeholders during a crisis.
- **Information Officer:** Person(s) appointed by the General Chair and approved by the Ohio Swimming Board of Directors – These appointees must be readily available to lead the investigation of a crisis, be thorough and detail-oriented, and possess the ability to remain calm under pressure.
- **Crisis Communication Team:** Members of the crisis communication team must be constantly accessible any time of the day or night.
 - a) Primary Team: Spokesperson, Information Officer, General Chair, USA Swimming Representative, and Legal Counsel
 - b) Secondary Team: Voting Members of the Ohio Swimming Board of Directors
 - 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.
- **Stakeholders:** Stakeholders are those members of key constituent groups who have a vested interest in Ohio Swimming. They include:
 - a) USA Swimming
 - b) Ohio Swimming Board of Directors & Staff Members (emails and phone numbers are in Information Officer's possession)
 - c) Ohio Swimming Members – Clubs, Coaches, Athletes, Non-Athletes (contact emails and phone numbers through Permanent Office/website)
 - d) Parents of Ohio Swimming Member Athletes (contact emails and phone numbers through Permanent Office/website)
 - e) LSC Volunteers (Events, Committees, etc.)
 - f) Media & Public

Appendix 17

Policy

All crises should be reported to the General Chair immediately.

This policy shall be implemented when any incident requires communication with the public on behalf of Ohio Swimming.

1. Only the chief spokesperson and back-up spokespeople are authorized to release information to the media and to the public.
 - a. All other staff, board, and committee members should be professional and helpful to the media by connecting them with the spokespeople, but will neither speak to the media, nor provide any information.
 - b. "No comment" is never an acceptable response.
2. There should be one designated Information Officer, directing and coordinating all aspects of the organization's response including managing the messages and the media. There should also be one designated spokesperson that interacts with the media and other inquirers.
 - a. In some cases, particularly in the event of a "small crisis," the two may be the same person. In others, the jobs may be divided to facilitate efficient handling of the situation.
 - b. Most likely, but not necessarily, the two roles will be filled by the appointed Information Officer and the General Chair, respectively.
 - c. Personnel matters are to remain confidential. When possible, responses should be proactive, responsive, and action oriented.
3. Ohio swimming recognizes the importance of media relation to public trust. In times of crisis, maintaining effective media relationships will be particularly critical in bolstering public confidence in the sector.

Process

1. Upon receiving notification of an impending or existing crisis, the General Chair will either activate an intervention/mediation plan or have the appointed Information Officer initiate an investigation.
2. Information Officer gathers and confirms all the information from relevant sources (Depending on situation, Information Officer will involve others as appropriate)
 - a. Determine what happened, when and where
 - b. Determine who is affected
 - c. Identify cause
 - d. Determine reaction to incident and possible repercussions
 - e. Determine when there will be more information/update
 - f. Information Officer convenes Crisis Communication Team. Team will be alerted by phone call to home number, work number, cell number, all of which are in possession of Information Officer.
3. Team determines appropriate response to crisis and develops plan and timetable.
 - a. Determine what needs to be done and when it needs to be done
 - b. Determine what to say, who will say it, to whom it will be said, when it will be said, and by what means it will be said, as well as determining whether to take a proactive or reactive approach
4. Information Officer informs appropriate stakeholders of situation and response
 - a. Description/background of situation and the response are communicated to stakeholders by established timetable
 - b. Stakeholders are given contact information for Information Officer as well as other contact information that may apply in the situation
5. Spokesperson, under direction of Information Officer, makes any necessary public statements to news media, direct meetings of membership, or others as appropriate
6. Team monitors situation and reacts accordingly

Maintenance of Crisis Team List

- Annually after fall HOD the General Chair will confirm appointment of the Information Officer(s)
- The Administrative Vice Chair shall verify the contact information of the Crisis Team members including the availability of legal counsel.

Appendix 17

- The contact list will be updated and distributed to the Crisis Team members.

Disaster Recovery Plan

It is imperative that Ohio 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 permanent office staff member, in collaboration with the General Chair, to ensure that an effective plan is constructed and communicated to the appropriate staff and board members. Components of that plan should include the following:

- Maintain a complete inventory of all the physical assets of Ohio Swimming. Update databases and spreadsheets annually and record major acquisitions as they occur.
- Maintain 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 document that contains emergency contact information for all staff and members of the executive committee to be shared with members of both entities.
- Review/revision of the disaster recovery plan at least once a year with office staff and general chair.

OHIO SWIMMING CODE OF CONDUCT

The purpose of this LSC Zero-Tolerance Code of Conduct Policy is to establish consistent expectations across the LSC in the best interest of our Athletes and Sport. Ohio Swimming is committed to creating a safe and fair environment for all of its athlete members. This policy is to be used as a guide to promote a positive environment and good sportsmanship at meets and events conducted in the geographical boundary of Ohio Swimming.

COACHES:

- I will at all times adhere to USA Swimming's rules and code of conduct.
- I will set a good example of respect and sportsmanship when representing my team and LSC at competition and events.
- I will conduct myself in a dignified manner relating to emotions, language, attitude, and actions.
- I will respect officials and their judgment and abide by the rules of the event.
- I will respect the rights, dignity and worth of every person, including opposing coaches, swimmers, meet volunteers and meet staff.
- I will respect and support the Meet Officials and Meet Staff and their authority during the meet in order to make a positive, enjoyable, and safe experience for all.
- I will promote good sportsmanship in both winning and/or losing, promote and encourage my swimmers to act with integrity, model good sportsmanship, and have respect toward other swimmers, officials, opposing teams, meet staff and meet volunteers.
- I will encourage my swimmers to take personal responsibility for their words and actions.
- I will always place the well-being, health, and safety of swimmers above all other considerations, while advocating for my athletes.
- I understand that there is a Zero Tolerance Policy for any violation of this Code of Conduct Policy and further understand that myself and any other coach, assistant coach, athlete, or parent on my team will be asked to leave the event immediately for any violation of this Policy and may be assessed a misconduct penalty.

ATHLETES

- I will demonstrate good sportsmanship. Win gracefully. Lose graciously. Congratulate and encourage my opponents.
- If I have questions about a disqualification, I will talk to my coach.
- I will show respect and be polite to EVERYONE.
- I will respect the property of the facility of the meet and of others. I will not use others' property without their permission.
- I will not steal or vandalize anything that doesn't belong to me.
- I will not use profane language or gestures, make ugly comments to or taunt others, and always tell the truth.
- I will be respectful of others and not engage in bullying or harassment of others.
- If I violate these codes or behave in a manner that brings discredit or discord to OSI or USA Swimming, I may be subject to disciplinary action.

Appendix 18

PARENTS AND FAMILIES:

- I/We will be a positive role model for our children by demonstrating sportsmanship and showing respect and common courtesy at all times to Team Members, Coaches, Competitors, Officials, Meet Staff, Meet Volunteers, the LSC Office Staff, other Parents/Spectators, and all Facility Staff and property.
- I/We understand that criticizing, name-calling, use of abusive language or gestures directed toward LSC Staff, Team Coaches, Meet Officials, Meet Staff, Meet Volunteers, and/or any participating swimmer will not be tolerated.
- I/We will assume the best intentions from coaches and officials. They all want to see swimmers succeed and meet their individual goals.
- I/We will respect and support the Meet Officials and Staff and their authority during the meet in order to make a positive, enjoyable, and safe experience for all.
- I/We will never question, discuss, or confront coaches during the competition, and will take the time to speak with my/our team coach(es) privately at an agreed upon time and place.
- I/We will not initiate, nor tolerate my/our child(ren) initiating, verbal or physical fights, abuse, negative comments or gestures toward any other swimmer, coach, official, meet staff or meet volunteer, or any other person in attendance at the meet.
- I/We will let the Swimmers swim, the Coaches coach and the Officials officiate.
- I/We will not distract the swimmers, coaches, officials or meet operation by interfering with the meet.
- I/We will not step onto the pool deck during competition unless I/we have a scheduled volunteer role at the meet.
- I/We understand the above expectations and that if I or any of my family member do not adhere to the policy, disciplinary action may be taken.
- I/We understand that if anyone in our family conducts ourselves in a manner that brings discredit or discord to Ohio Swimming or USA Swimming, they will be subject to disciplinary action.

Depending on the extent of the violation, a coach/athlete/parent/spectator may be asked to leave the venue. If any violent or threatening acts occur, the local law enforcement will be notified.

USA Swimming Code of Conduct violations will be reported immediately to USA Swimming.

Whether an individual has violated this Code of Conduct, and what penalty or penalties are appropriate, will be determined in the sole discretion of the Ohio Swimming Administrative Review Board.

Failure to abide by these rules and regulations may result in suspension of spectating privileges, coach/swimmer suspension or disqualification, or membership review.

Appendix 19

ADMINISTRATIVE REVIEW BOARD POLICY

Introduction

The OSI Administrative Review Board (ARB) of Ohio Swimming, Inc. (OSI) was established to provide a fair, impartial, and swift resolution of administrative disputes within OSI. This manual outlines the policies and procedures governing the ARB to ensure transparency, consistency, and fairness in handling all matters within its jurisdiction.

Section 1: Establishment and Organization

1.1 Establishment

The ARB is established as an independent and impartial body to resolve administrative disputes that do not involve Code of Conduct violations or sanction decision appeals (OSI Code of Regulations Article 13.2.1, and OSI Policy Handbook Appendix 14 and 15).

1.2 Membership

- The ARB shall have at least 10 regular members, including at least four (4) athlete representatives to constitute at least 33.3% of the voting membership (OSI Code of Regulations 7.3 and 13.2.3).
- The OSI HOD shall annually elect five (5) regular and alternate members of the ARB, at least two (2) of which must be Athlete Representatives. The five members elected shall consist of a minimum of one representative from each of the four Regional Commissions. It shall be a two-year term. Members must be individual members of OSI and USA Swimming. Board of Directors voting members are ineligible to serve on the ARB (OSI Code of Regulations Article 13.2.3).
- The Chair of the ARB, who must be a regular member, is elected biennially by a majority vote of the regular members. The Chair appoints a Vice-Chair and a Secretary biennially (OSI Code of Regulations Article 13.2.4).
- All members of the ARB will annually sign a Conflict-of-Interest form to be retained by the OSI Permanent Office.
- The OSI ARB must consist of representatives from all current OSI Regional Commissions (Central, SW (Cincinnati), SW (Dayton), NW).

1.3 Duties of Members

- Attend all ARB meetings and hearings as assigned.
- Maintain impartiality and report any potential conflicts of interest.
- Be knowledgeable about the OSI Code of Regulations, OSI Policy Manual, USA Swimming Operating Policy Manual and USA Swimming Rules and Regulations.
- Ensure confidentiality of all proceedings.

Section 2: Powers and Duties

2.1 Administrative Powers

The ARB has the power and duty to:

- Administer and conduct its affairs and achieve its purposes.
- Establish policies, procedures, and guidelines.
- Elect the Chair.
- Call regular or special meetings.
- Retain necessary personnel and agents.

Appendix 19

- Take actions appropriate, necessary, or helpful in the administration and conduct of its affairs (OSI Code of Regulations Article 13.3.1).

2.2 Rule-Making Powers

The ARB has the authority to promulgate reasonable rules and procedures consistent with LSC corporate laws for matters within its jurisdiction (OSI Code of Regulations Article 13.3.2).

2.3 Decision-Making Authority

Decisions require a majority vote of the ARB members present. The views of any dissenters shall be included in the record if requested (OSI Code of Regulations Article 13.3.3).

Section 3: Procedures

3.1 Meetings

- The ARB shall meet as necessary for administrative purposes, to elect the Chair, adopt rules and procedures, and conduct other necessary business (OSI Code of Regulations Article 13.2.5).
- Meetings may be conducted via telecommunication, ensuring all participants can hear each other (OSI Code of Regulations Article 13.2.6).
- A quorum for administrative meetings is 50% regular members (OSI Code of Regulations Article 13.2.7).

3.2 Hearing Procedures

- Complaints should be filed within 90 days of the incident in question. The ARB need not exercise its jurisdiction with respect to a complaint the subject matter of which occurred, or concerns or is founded on events which occurred more than 90 days prior to the date the complaint is received. The ARB Chair will determine whether the complaint is eligible for investigation and if it is determined that it is, select a panel from among the regular members. The panel must be comprised of a minimum of three members such that athlete members constitute at least 33.3%. (OSI Code of Regulations Article 13.3.4, OSI Code of Regulations 13.2.2., OSI Code of Regulations Article 5.2).
- OSI ARB is precluded from hearing any complaint that falls within the original and exclusive jurisdiction of the National Board of Review as enumerated in Policy 26.0 (National Board of Review) of the USA Swimming Operating Policy Manual. OSI ARB is precluded from hearing any complaint that falls within the jurisdiction of the Zone Sanction Appeal Panel (ZSAP) as set forth in USA Swimming Rules and Regulations Section 202.3. Any complaint which does not fall within the parameters of the previous two exclusions may be heard by the OSI ARB.
- Hearings may be conducted in person or via telecommunication, ensuring all participants can hear each other, communicate and have input. (OSI Code of Regulations Article 13.2.6).
- All parties will be given a fair opportunity to present their case, including the submission of evidence and witness testimony.

3.3 Timeliness of Petition

The ARB may decline to exercise its jurisdiction for complaints concerning events that occurred more than 90 days prior to the filing date. This decision can be made by the Chair and may be appealed to the National Board of Review (OSI Code of Regulations Article 13.3.4).

3.4 Decision-Making Process

- Decisions require a majority vote of the ARB panel members.
- The ARB shall issue a written decision within 30 days of the hearing, detailing the findings, conclusions, and any penalties imposed.

Appendix 19

Section 4: Penalties and Sanctions

4.1 Types of Penalties

The ARB may impose the following penalties, subject to the nature and severity of the offense:

- **Letter of Reprimand:** A formal warning issued to the offending party.
- **Monetary Penalties:** any fines or assessments established by the OSI Board of Directors
- **Revocation of Privileges:** Temporary revocation of specific privileges within OSI.

4.2 Limitations on Penalties

- Monetary penalties should be reasonable and proportionate to the offense.
- The ARB should consider the impact of penalties on the individual's ability to participate in swimming activities.

Section 5: Rights and Responsibilities

5.1 Member Responsibilities

- ARB members must maintain impartiality and independence.
- Members must be familiar with the OSI Code of Regulations, OSI Policy Handbook, USA Swimming Operating Policy Manual and USA Swimming Rules and Regulations.

5.2 Rights of Parties

- Both complainants and respondents have the right to a fair hearing.
- Parties have the right to present evidence, call witnesses, and be represented by an advisor or legal counsel.
- Parties have the right to receive a written decision detailing the ARB's findings and conclusions.

5.3 Resignations and Vacancies

- Members may resign by submitting a written resignation to the Chair, General Chair, or Board of Directors, specifying an effective date (OSI Code of Regulations Article 13.2.8).
- Vacancies are filled by appointment from the General Chair with the advice and consent of the Board of Directors (OSI Code of Regulations Article 13.2.10).

Section 6: Amendments

This manual may be amended by a two-thirds vote of the ARB members, provided the amendments are consistent with the OSI Code of Regulations and USA Swimming Rules and Regulations.

6.1 Adoption and Review

- This manual is adopted upon approval by the ARB and remains in effect until amended or repealed.
- It shall be reviewed biennially to ensure compliance with current OSI and USA Swimming standards.

Section 7: Miscellaneous

7.1 Confidentiality

All matters before the ARB are confidential, and members must not disclose information outside the hearing process.

7.2 Conflict of Interest

ARB members must recuse themselves from any hearing in which they have a personal or financial interest.

7.3 Documentation

- All hearings and decisions must be documented and retained according to the OSI record retention policy.

Appendix 19

- Written decisions should be distributed to all parties involved and relevant OSI officials.

7.4 Training

- ARB members should receive training on OSI Code of Regulations, OSI Policy Handbook, USA Swimming Operating Policy Manual, USA Swimming Rules and Regulations, and hearing procedures to ensure competence in their roles.
- Ongoing education should be provided to keep members updated on changes in policies and procedures.

References:

- OSI Code of Regulations (Article 13: Administrative Review Board)
- OSI Policy Handbook
- USA Swimming Operating Policy Manual
- USA Swimming Rules and Regulations

This manual should be periodically reviewed and updated to reflect any changes in the OSI Code of Regulations, OSI Policy Handbook, USA Swimming Operating Policy Manual or USA Swimming Rules and Regulations.

Appendix 20

RECRUITMENT OF SWIMMERS

See 304.3.11 of USA Swimming Rules and Regulations

The purpose of this policy is to specify boundaries within which OSI coaches and swimmers may operate when seeking to have swimmers join a club or change club attachment, and to protect the rights of swimmers, clubs and coaches.

An OSI coach may not

- Contact an OSI registered swimmer or the family of the swimmer directly or indirectly (phone, letter, personal visit, email, etc.) for the purpose of recruiting the swimmer, nor may that coach ask another coach, manager, parent or swimmer to do the same.
- Use his/her position as a middle or high school coach to recruit swimmers to the USA Swimming club of which the coach is associated with.

An OSI coach may

- Answer questions if the first contact is initiated by the swimmer or the swimmer's family. Such conversation is at the discretion of the swimmer and must be held with a parent in attendance if the athlete is a minor. Parent/guardian presence and/or inclusion on all written and verbal communication is to align with USA Swimming and the US Center for Safe Sport policies regarding minor athletes.

When a swimmer initiates contact with the intent of changing clubs, an OSI coach should

- Talk to the swimmer on an individual basis; the swimmer's parents must be in attendance if the athlete is a minor.
- Honor the swimmer's right to terminate the discussion at any time.
- In good faith, encourage the swimmer (and parent) to resolve any issues of conflict with their current coach before making the decision to change clubs.
- Not use inducements that cannot be fulfilled. This may include, but not be limited to, offers to support an athlete's advancement to national level meets (financially or otherwise), inclusion on relays, position on the team or training group placement.
- Encourage the swimmer to inform the current coach of intent to change teams.
- Not place an athlete in an uncomfortable position when discussing the logistics of a transfer to the new team.

Swimmer's Rights: A USA Swimming athlete may

- Contact another team for the express purpose of obtaining information regarding program operation, practice times, team philosophy, etc.
- Terminate the contact at any time.
- Request printed material concerning the team.
- Refuse any request that the coach makes during or after the contact.

Those found in violation of this policy may be brought before the National Board of Review.