



Policies and Procedures Rules and Regulations

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Table of Contents

DISCLAIMER	4
COMMUNICATION	4
ORGANIZATIONAL BACKGROUND	4
ORGANIZATIONAL INFORMATION	4
OBJECTIVES	4
CORE VALUES	5
MISSION STATEMENT	5
VISION STATEMENT	5
BOARD OF DIRECTORS AND HOUSE OF DELEGATES	5
BOARD OF DIRECTORS	5
HOUSE OF DELEGATES	6
GENERAL MEETING INFO FOR HOD/BOD MEETINGS	7
BYLAWS	7
GENERAL POLICIES	7
OSI DELEGATES TO THE USA SWIMMING HOUSE OF DELEGATES	7
OSI ELECTIONS	8
APPOINTMENTS	8
OSI DIVISIONS AND COMMITTEES	8
ADMINISTRATIVE DIVISION	8
AGE GROUP DIVISION	8
SENIOR DIVISION	9
FINANCE DIVISION	11
Document Destruction Policy	11
ATHLETES DIVISION	15
THE COACHES DIVISION	15
SECRETARY	15
SAFE SPORT COMMITTEE	16
GOVERNANCE COMMITTEE	16
TECHNICAL PLANNING COMMITTEE	17
OFFICIALS COMMITTEE	17
Stipend for Ozark LSC Championship Meet Referees Policy	17
MEMBERSHIP/REGISTRATION CHAIR (REGISTRAR)	17

OPEN WATER CHAIR.....	18
DIVERSITY & OUTREACH CHAIR.....	18
DISABILITY CHAIR.....	18
OPERATIONAL RISK CHAIR.....	18
NON-ELECTED COORDINATORS.....	19
Ozark Swimming Records.....	19
Website Privacy-COPPA Policy.....	19
REGISTRATION/MEMBERSHIP PROCEDURES.....	20
POLICIES, PROCEDURES AND FORMS.....	20
USA SWIMMING INSURANCE.....	20
REGISTRATION YEAR.....	21
USA SWIMMING REGISTRATION/MEMBERSHIP NUMBER/USA ID NUMBER.....	21
CLUB AND GROUP/ORGANIZATION REGISTRATION.....	21
NON-ATHLETES REGISTRATION FOR COACHES, OFFICIALS, AND OTHERS.....	22
ATHLETE REGISTRATION.....	24
SWIM MEET POLICIES AND PROCEDURES.....	26
SANCTIONED, APPROVED, AND OBSERVED MEETS.....	26
TYPES OF MEETS.....	26
Recommendations for Inclusion of Swimmers with a Disability.....	28
AWARDING SANCTIONED MEETS.....	28
MEET SANCTIONING POLICIES AND PROCEDURES.....	29
MEET PROCEDURES FOR NON-CHAMPIONSHIP MEETS.....	30
OSI CHAMPIONSHIP MEETS.....	33
BOARD OF REVIEW.....	33
Policy Approval/Update Log.....	34

DISCLAIMER

All policies and procedures contained herein are designed to supplement and not contradict, either directly or indirectly, USA Swimming Rules and Regulations which are published annually by USA Swimming, or Ozark Swimming Inc's current bylaws. If any rule or procedure contained herein is found to be in conflict, either directly or indirectly, the below stated rule or procedure is null and void.

COMMUNICATION

WEBSITE

Ozark Swimming's website ozarkswimming.com is its primary means of communication with its membership. This website serves to communicate information pertinent to OSI, and information regarding the Central Zone, USA Swimming, and generally the sport of swimming. Contact information for Board Members, committee chairs, and coordinators are listed on the website.

ORGANIZATIONAL BACKGROUND

ORGANIZATIONAL INFORMATION

Ozark Swimming Inc. (OSI) is incorporated under the laws of the State of Missouri as a 501(c)(3) non-profit. OSI is one of many Local Swimming Committees (LSC) with responsibility under USA Swimming (USA-S) to manage swimming competition. The geographic territory of OSI is the State of Missouri east of and including the Counties of Scotland, Knox, Shelby, Monroe, Ralls, Pike, Montgomery, Osage, Miller, Camden, Dallas, Webster, Douglas and Ozark, and in the State of Illinois, the Counties of Calhoun, Greene, Jackson, Jersey, Madison, St. Clair, and Monroe. OSI has its own bylaws under which it operates, which are approved by USA Swimming. OSI shall be governed by its House of Delegates, a Board of Directors, elected and appointed Officers, and various Divisions, Committees and Coordinators as described in the bylaws. OSI has jurisdiction over the sport of swimming as delegated to it as an LSC by USA Swimming to conduct swimming programs consistent with OSI's objectives and those of USA Swimming and to sanction, approve, observe, and oversee competitive swimming events within its territory and to conduct competitive swimming events with its territory, Region VIII, and the Central Zone.

OBJECTIVES

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

CORE VALUES

We value leadership. We will demonstrate personal and organizational leadership in all that we do, and we will do our best to develop the leadership qualities of our athletes.

We value integrity. We will uphold the rules of fair play and provide opportunities for all to participate. We will encourage team spirit and group and individual sportsmanship. We will deal fairly and honestly with each other and with our athletes in all that we do.

We believe in commitment. We are committed to promoting the development and success of athletes and clubs it represents.

We believe in respect. We respect the individual athletes, clubs, and other members of OSI for their differences as well as their inclusion as members of the greater USA Swimming.

MISSION STATEMENT

To grow and develop the swimming community through education and programs.

VISION STATEMENT

To inspire a lifelong passion for the sport of swimming.

BOARD OF DIRECTORS AND HOUSE OF DELEGATES

BOARD OF DIRECTORS

Board of Directors

The OSI Board of Directors has the right and responsibility to act on behalf of the House of Delegates between meetings of the House of Delegates, including the duties and powers designated in Section 5.6 of the OSI bylaws.

MEMBERS

The members of the OSI Board of Directors shall consist of the following officers, committee chairs, coordinators, and representatives of OSI, together with those additional members designated in Section 5.1-5.3 5 of the OSI bylaws

- General Chair
- Administrative Vice-Chair
- Finance Vice-Chair
- Coach Representative
- Athlete Representatives (2)
- Secretary

- Treasurer
- Senior Vice-Chair
- Age Group Vice Chair
- Safe Sport Chair
- DEI Chair
- At-Large Athlete Board Members [as needed for 20% athlete representation]

LEGAL REQUIREMENTS FOR BOD MEMBERS

Duty of Care:

- Reasonably informed
- Participate in collective decisions
- Good faith and care of ordinary person

Duty of Loyalty:

- Exercise power in the interest of the organization. You represent the whole of OSI, not just your club.

Duty of Obedience:

- Ensure organization functions within the law
- Support Board decisions (even if you were in the minority)

MEETINGS

OSI Board of Director meetings are held in accordance with a schedule adopted by the Board of Directors. Special meetings may be called by the General Chair. Should the Board of Directors or the General Chair fail to call regular meetings or should a special meeting be appropriate or helpful, a meeting of the Board of Directors shall be called at the written request of any three (3) Board Members, as specified in the OSI bylaws.

HOUSE OF DELEGATES

The OSI House of Delegates with representation from each club and the Board of Directors are responsible for managing the business affairs of the LSC. The House of Delegates shall oversee the establishment of policies, procedures and programs as prescribed in the USA Swimming Rules and Regulations, USA Swimming Corporate Bylaws, or OSI Bylaws Article 4.

MEMBERS

The House of Delegates of OSI shall consist of the Group Member Representatives, the Board of Director Members, the committee chairs, and coordinators designated in Section 7.2.1 of the OSI bylaws, and Athlete At-Large House Members, as defined in the OSI bylaws. Club in good standing shall appoint from its membership three (3) Group Members Representatives and one or more alternates for each, identified in its Club Registration information. At least one of the representatives must be an athlete. An appointing Group Member(s) may withdraw one or more of its alternates and substitute a new Group Member Representative(s) or new alternate(s) by notice of the OSI Secretary.

No more than three (3) Members of any Group Member shall serve as voting members on the Board of Directors at any time. This limitation shall be applied separately as to Athlete Members and Non- Athlete Members. No employee of OSI may serve as a voting member of the Board of Directors.

MEETINGS

Annual OSI House of Delegate meetings are held in the month of May of each year. Regular meetings of the House of Delegates shall be held in accordance with a schedule adopted by the House of Delegates or the Board of Directors.

Special meetings of the House of Delegates may be called by the Board of Directors or the General Chair, as clarified in the OSI bylaws.

GENERAL MEETING INFO FOR HOD/BOD MEETINGS

- If any Members have any items for action, they should provide the material upon Request for Agenda items.
- It is each Member's responsibility to read the materials prior to the meeting and attend the meeting. If you have a question on any material, ask the author. Please do not ask questions to the entire group. If someone sends an email to a group, please reply only to the individual. Do not "Reply to All."
- A consent agenda will be sent at least two weeks prior to the meeting.

BYLAWS

[OSI Bylaws](#)

GENERAL POLICIES

[Conflict of Interest Policy](#)

[Whistleblower Protection Policy](#)

[Anti-Discrimination Policy](#)

[Privacy Policy](#)

[Website Privacy/COPPA Policy](#)

[Use of OSI Logos](#)

OSI DELEGATES TO THE USA SWIMMING HOUSE OF DELEGATES

Officer and Representative Delegates - One (1) non-athlete, non-coach member and three non- athlete coach members shall be voting members of the USA Swimming Annual Business/House of Delegates meeting.

OSI ELECTIONS

BOD: The House of Delegates, at its annual May meeting, shall elect the General Chair, the Administrative Vice- Chair, the Secretary, the Operational Risk Chair, and the Disability Chair in even- numbered years; and the Finance Vice Chair, the Treasurer, the Age Group Chair, the Senior Chair, the Safe Sport Chair, Coaches' Rep and the member-at-large, in odd-numbered years.

Committee Chairs: The House of Delegates, at its annual May meeting, shall elect the Technical Planning Chair, in even-numbered year; and the Officials' Chair, the DEI Chair, and the Open Water Chair, Membership/Registration Chair, in odd-numbered years.

Athletes: There shall be two (2) athletes elected, so that one-half of the members are elected each year.

Governance Committee: The Governance Committee shall be elected, so that one-half of the members are elected each year.

APPOINTMENTS

The chairs of all other committees and all other coordinators shall be appointed by the General Chair with the advice and consent of the Board of Directors and the respective division chair. The appointed committee chair or coordinator shall assume office upon appointment, or the date designated by the General Chair and shall serve until a successor is appointed and assumes office.

OSI DIVISIONS AND COMMITTEES

As outlined in the OSI Bylaws, OSI consists of six divisions and various committees. Athlete membership shall constitute at least twenty percent (20%) of the voting membership of every committee.

ADMINISTRATIVE DIVISION

DUTIES

The Administrative Vice-Chair chairs the Administrative Division and shall conduct meetings in the absence of the General Chair and, at the request of the General Chair or in the event of the disability of the General Chair, shall perform all the duties of the General Chair, and when so acting shall have all the powers of the General Chair. The Administrative Vice-Chair shall chair, and have general charge of the business, affairs, and property of the division that administers OSI business and affairs.

AGE GROUP DIVISION

DUTIES

The Age Group Vice-Chair has general charge of the affairs and property of the Division that develops and conducts the OSI age group swimming program. Areas of responsibility under the OSI Age Group Division include but are not limited to the following:

Age Group Swimming Camps/ Clinics

Zone Team

Ordering Awards for Championship Meets according to Awards for OSI Championship Meets Policy

Approval of OSI Championship Meet Announcements, with cooperation and input from the Senior Chair and the Assigned Meet Ref

AWARDS FOR OSI CHAMPIONSHIP MEETS POLICY

OSI will fund the cost of the awards for the meets that are deemed as OSI Championship meets by the Technical Planning Committee. OSI will pay for the cost of medals for swimmers in 1st-8th place and ribbons for swimmers in 9th-16th place. Upon entering a fiscal year, it will be the responsibility of the Technical Planning Committee to procure at least two competing bids for the expected number of awards required for the championship meets each year. Bids must be submitted to the Finance Committee for approval and authorization to cover the expense. Any policy interpretations will be made by the OSI General Chair or OSI Finance Chair

AGE GROUP AND OPEN WATER ZONES EXPENSE POLICY

OSI will pay for:

- a. All meet entry fees for OSI athletes attending the Central Zone 14 and Under Champs and Central Zone Open Water Zones. Zone entry fees are paid as part of registration based on the average cost.
- b. The coach's expenses will be paid according to the Travel Expense Reimbursement Policy.
- c. Stipends for coaches will be determined by the Age Group Chair (for Central Zone 14 and Under Champs) and by the Open Water Chair (for the Central Zone Open Water Zones).
- d. Caps and uniforms, as determined by the Age Group Chair (for Central Zone 14 and Under Champs) and by the Open Water Chair (for the Central Zone Open Water Zones). Note: Extra caps, t-shirts, etc. will be the responsibility of the individual swimmer/family.

Responsibilities of Ozark Team athletes' parents/legal guardians:

- a. Registration fee per athlete, as determined by the Age Group Chair (for Central Zone 14 and Under Champs) and by the Open Water Chair (for the Central Zone Open Water Zones)
- b. Registration fees should be made via online registration on Ozark Swimming's website.
- c. Procuring and paying for all transportation associated with, but not limited to the following:
 - i. All lodging arrangements for themselves and their athletes(s)
 - ii. All transportation expenses associated with getting their athlete(s) to and home from the city the meet is being held in
 - iii. Transportations for their athletes(s) to and from the meet venue during all sessions of the meet, including to and from the hotel and to all Ozark Team functions (including warm-ups).

DUTIES

The Senior Vice-Chair has general charge of the affairs and property of the Senior Division that develops and conducts the OSI senior swimming program. Areas of responsibility under the OSI Senior Division include but are not limited to the following:

Senior Swimming

Camps/ Clinics

Coordinating reimbursements according to the Senior Athlete Reimbursement Policy

Coordinating election and activities of athlete reps

Communicating with Zone, Section, and higher level regarding OSI input

Approval of OSI Championship Meet Announcements, with cooperation and input from the Age Group Division and Assigned Meet Ref

SENIOR ATHLETE REIMBURSEMENT POLICY

Reimbursement is an incentive for Ozark Swimming swimmers and is done so with the intent to support swimmers who will represent OSI on the national level.

The national level meets covered under this policy include the USA Swimming Nationals (Winter and Summer), the USA Swimming 18&Under Championships (Winter and Summer), the NCSA Junior Championships (Spring and Summer), the USA Swimming Futures Championships (Summer), the US Open Championships, the USA Swimming Disability Championship, the US Olympic Trials, and any additional meet created or designated by USA Swimming for national team selection (i.e. World Championship Team Trials).

To be reimbursed, the following criteria must be met:

1. An athlete must have completed at least one full year as a registered member of Ozark Swimming LSC.
2. An athlete must compete in at least one individual event or relay event at the eligible meet they attend (excludes time trials).

Reimbursement for the USA Swimming Nationals, USA Swimming 18&Under Championship, Olympic Trials, US Open, USA Swimming Disability Championship, and any meet created by USA Swimming for national team selection is as follows:

- Athletes competing in at least one meet will receive \$80 per day to assist with lodging, travel expense, and meals. Time trial swims do not count as an individual event.
- Athletes competing in relays ONLY will receive \$40 per day to assist with lodging, travel expenses, and meals.
- Reimbursement begins the day before the athlete competes in their first event and concludes on the day the athlete competes in their final event (excludes time trials).

Reimbursement for the USA Futures Championship and the NCSA Junior Championship is as follows:

- Athletes competing in at least one individual event will receive \$60 per day to assist with lodging, travel expenses, and meals. Time trial swims do not count as an individual event.
- Athletes competing in relays ONLY will receive \$30 per day to assist with lodging, travel expenses, and

meals.

- Reimbursement begins the day before the athlete competes in their first event and concludes on the day the athlete competes in their final event (excludes time trials).

The OSI Senior Chair will compile the reimbursement report following each eligible meet and submit that report to the OSI Treasurer. This report will be compiled using the official meet results and each team will receive a copy of their report. Athletes will have a one-month period to raise questions concerning the travel reimbursement money. Reimbursement checks are made payable to the teams, not individual swimmers.

National Select Camps:

- Any OSI athlete who attends a USA Swimming National Select Camp will have airfare paid by OSI, once given Senior Committee Approval. Reimbursement will be for the 14-day advance purchase airfare available at the time of attendance at the camp or, if driving, based on mileage as allowable in accordance with the then current IRS regulations, **whichever is lowest**.

FINANCE DIVISION

[Document Destruction Policy](#)

[Budget and Reserve Policy](#)

[Investment Policy](#)

[Financial Procedures](#)

MEMBERS

Members of the Finance Committee shall be the Finance Vice-Chair, the Treasurer, the General Chair, the Administrative Vice-Chair and an athlete.

DUTIES

Areas of responsibility include but are not limited to the following:

Marketing/Sponsorship and Swim-a-Thon
Gifts and Donations
Investments
Budgeting and Auditing
OSI Financial and Reimbursement Policies

DUTIES OF TREASURER

The Treasurer is responsible for the day-to-day financial operations of OSI, which include but are not limited to, writing checks, making deposits, paying bills, inputting data into OSI's bookkeeping software system, etc., according to OSI Financial Procedures.

TRAVEL EXPENSE REIMBURSEMENT POLICY

1. Purpose: To establish clear guidelines for reimbursing travel-related expenses incurred while conducting authorized business on behalf of Ozark Swimming, Inc.
2. Eligibility: Reimbursement may be provided to:
 - a. Coaches, officials, staff, athletes, or board members
 - b. Individuals whose travel has been preapproved by the Board
 - c. Travel must be pre-approved by the Board to qualify for reimbursement.
3. General Principles
 - a. All travel arrangements should be made in coordination with Ozark Swimming, Inc.
 - b. Individuals are expected to exercise reasonable judgment to minimize costs.
 - c. Original, itemized receipts are required for all reimbursable expenses. Receipts must show what was purchased or paid for.
4. Reimbursable Expenses:
 - a. Lodging
 - i. Ozark Swimming will book and pay for lodging directly, based on standard accommodation for the event (typically double-occupancy or standard king/queen rooms).
 - ii. All individuals will receive the same type of room as available; no upgrades or changes to room type are permitted.
 - iii. If an individual chooses to arrange their own lodging, they will not be reimbursed, regardless of cost.
 - iv. Any additional charges, such as room upgrades, in-room purchases, or incidental fees, are the responsibility of the individual.
 - b. Airfare vs. Mileage (Private Vehicle)
 - i. Reimbursement will be provided for either airfare or mileage-whichever is the lower, based on a comparison of:
 1. Mileage is reimbursed at the current GSA rate (\$0.70/mile as of Jan 2025).
 2. The reasonable airfare cost, defined as a coach/economy-class round-trip booked at least 14 days in advance of the event.
 - a. In cases where airfare requires additional transportation (such as a rental car), the cost of that transportation will be included in the airfare comparison. For example, if a traveler flies to a city that does not host the event, the reasonable cost of a required rental car or ground transportation to the final destination will be added to the airfare for reimbursement comparison.
 - ii. If an individual chooses to drive when flying would have been more economical, mileage reimbursement will be capped at the equivalent airfare cost.
 - iii. If an individual delays booking airfare and prices rise as a result, reimbursement will be based on the estimated cost had it been booked in a timely manner (i.e. 14-day advance purchase). Documentation may be used to establish a fair comparison.
 - iv. Receipts are required for airfare reimbursement. No receipts are required for mileage reimbursement.
 - c. Ground Transportation

- i. Reimbursement is allowed for necessary transportation between airport, hotel, and event site, including:
 - 1. Shuttles, rideshare (Uber/Lyft), taxis, airport parking, and baggage fees.
 - 2. Rentals cars, but only with prior approval and when necessary (e.g., no shuttle or rideshare option available)
 - ii. Individuals are expected to use the most economical method available. Carpooling is encouraged when possible.
 - iii. Reimbursement will not be provided for:
 - 1. Unapproved rental cars
 - 2. Premium rideshare option (e.g., Uber Black)
 - 3. Fuel costs unless part of an approved rental car
 - 4. Personal errands or extra travel unrelated to the event
 - iv. Receipts must be submitted for all ground transportation expenses.
 - d. Per Diem
 - i. Per diem is calculated using GSA meal rates for the destination city.
 - ii. Travel dates (first and last) are reimbursed at 75% of the daily rate.
 - iii. No receipts are required for per diem.
 - iv. No reimbursement if meals are provided by the event or included in hotel/airfare.
 - v. A full day will be considered if travel is required before noon. If travel is required after noon, it is considered a first/last day of travel.
 - e. Pre-approved items such as stipends or registration fees must be itemized and approved in advance and will be paid by Ozark Swimming.
- 5. Companion/Personal Travel
 - a. Ozark Swimming will not reimburse expenses for spouses, family members, or any companions who are not approved to travel on official business.
 - b. If an individual chooses to bring a companion, they are responsible for any additional costs (e.g., room upgrades, transportation, meals, tickets).
 - c. Reimbursement will only be based on the cost for the authorized individual alone-for example, lodging will be reimbursed at the single occupancy rate even if a companion shares the room.
 - d. Airfare, mileage, and other transportation costs must reflect only the portion related to the approved individual.
- 6. Non-Reimbursable Expenses
 - a. Alcohol
 - b. Personal entertainment or upgrades (airfare, room, rental car, etc.)
 - c. Incidental expenses (including room service, internet charges, telephone calls, movies, etc.)
 - d. Meals outside of GSA per diem
 - e. Travel insurance
 - f. Missed wages associated with time off from work
- 7. Cancellation/No-Shows
 - a. If an individual fails to attend a trip for non-emergency reasons after reservations are made, they may be responsible for unrecoverable costs such as hotel cancellation fees or nonrefundable airfare.
- 8. Submission Process:
 - a. Submit the Travel Expense Reimbursement Form online (ozarkswimming.com).
 - b. Include all required applicable receipts and documentation
 - c. Forms must be submitted within 30 days of travel return date
- 9. Review and Payment
 - a. Reviewed by Treasurer
 - b. Reimbursement will be issued within 14 business days of approval
 - c. Missing or incomplete submissions may result in delayed or denied reimbursement

Any policy interpretation will be made by the Ozark General Chair or the Ozark Finance Vice-Chair.

GENERAL EXPENSE REIMBURSEMENT POLICY

. Ozark Swimming, Inc. (OSI) will reimburse individuals, clubs, or organizations for expenses required to conduct Ozark Swimming business or conduct OSI programs. Such expenses generally will have been approved through the normal budgetary process or through approved policies and procedures.

Purpose:

The purpose of this reimbursement policy is to set terms and conditions under which individuals representing OSI will be reimbursed for expenses incurred by them on behalf of OSI outside of other specific reimbursement policies. All expenses must be for the benefit of OSI and are not to exceed the budgetary limits of each Committee/Division.

Reimbursed expenses:

The following should serve as a guideline:

- Allowed expenses are not necessarily all-inclusive and discretion is allowed to each LSC Chair in approving expenses required, based on the approved budget. Individuals are expected to show good judgment in the manner of expenses and to have proper regard for economy in the conduct of business.
- All expenses must be authorized/approved by an LSC Chair or OSI Board of Directors
 1. Registration Fees: Registration for workshops, clinics, events
 2. Products/Services: i.e., operational equipment, meet equipment, software (Note: Any assets/capital requests should detail the anticipated life expectancy or anticipated duration of usage)
 3. Miscellaneous Expenses

Exceptions:

- There shall be no reimbursement for mileage or otherwise to attend the House of Delegates or Board of Directors meetings or meetings held in conjunction with meets or other noticed meetings.
- Every expense beyond the budgetary limits must have approval from the OSI Board of Directors for reimbursement.
- Any property or equipment over \$1,000 with a expected lifetime of over one year purchased for the OSI shall have policies for its rental and/or use, which must be approved by the OSI Board of Directors.
- All separate Reimbursement Policies take precedence over this general expense reimbursement policy.
- Direct payments to vendors requests should be made to the treasurer using the Direct Vendor Payment Request form. An invoice must be included.

Procedure for Reimbursement:

- Submit a the Non-Travel Reimbursement Request Form to the Treasurer with documentation including original itemized invoices, receipts, and any other documentation, along with an explanation of the purpose of the expense. Requests must first be approved by the General Chair or a Committee Chair.
- Requests must be submitted within 30 days of incurring the request.
- Failure to adhere to any of the above procedures may result in a denial or reduction in

reimbursement. Any policy interpretation will be made by the OSI General Chair or the OSI Finance Vice-Chair.

[Investment Policy](#)

ATHLETES DIVISION

MEMBERS

The Senior Athlete Representative or his/her designee shall be the chair of the committee. The Athletes Committee shall consist of the Athlete Board Representatives, the Athlete At-Large Board members, and an Athlete representative from each Group Member.

DUTIES

The Athletes' Committee shall have general charge of the business and affairs of the Athletes of OSI and shall undertake such activities (a) delegated to it by the BOD or the General Chair or (b) undertake by the Committee as being in the best interests of the Athlete Members, OSI, USA Swimming, and the sport of swimming. The Athlete Representatives shall serve as a liaison between the athletes who are members of OSI and the Board of Directors and House of Delegates.

THE COACHES DIVISION

DUTIES

The Coach Representatives shall chair and have general charge of the business, affairs, and property of the Coaches Committee, which shall undertake such activities (1) delegated to it by the OSI Board of Directors or the General Chair or (2) judged by the committee as being in the best interests of the Coach Members, OSI, and the sport of swimming.

The responsibilities of the Coach Representative include:

Responsible for collecting the OSI's coaches concerns and opinions and advising the appropriate division and committee chairman and the OSI Board of Directors

Assisting and ensuring all OSI coaches are in good standing (up to date with all USA Swimming and OSI required certification, training, and education)

SECRETARY

DUTIES

The Secretary shall be responsible for:

- Keeping detailed, accurate record of all meetings of the OSI House of Delegates and Board of Directors

- Conducting official correspondence or meeting notices, as directed by the General Chair
- Sending meeting minutes to all Members and to ensure that a copy is posted on the OSI website
- Obtaining a list of all Group HOD Delegates and alternates from the OSI Registrar and communicating with the OSI Registrar any changes to these Delegates

SAFE SPORT COMMITTEE

SAFE SPORT CHAIR DUTIES

The Safe Sport Chair is responsible for the implementation and coordination of, and serve as the OSI liaison for, the Safe Sport Program established by USA Swimming. The Safe Sport Chair is an OSI non-athlete Board of Directors member in good standing and shall work with the USA Swimming Safe Sport staff to implement pertinent aspects of the national Safe Sport Program within OSI. The Safe Sport Coordinator will:

- Serve as the primary contact for OSI to coordinate and oversee the implementation of effective safe sport educational programs for all athlete members, their parents, coaches, volunteers and clubs, as provided by USA Swimming.
- Be trained regarding the complaint reporting structure and refer all reports of a violation of the Athlete Protection policies directly to the local club, the General Chair, the USA Swimming Safe Sport staff, and/or other appropriate authority.
- Participate in workshops as provided by USA Swimming, collect and share information about what USA Swimming and other LSCs are doing to promote safe sport policies, and disseminate information on LSC best practices.
- Serve as an information resource for OSI clubs and membership and will help to identify and connect them with local educational partners and resources.
- Receive feedback and suggestions on the Safe Sport policies and programs from the OSI clubs and membership, and provide feedback to the USA Swimming Safe Sport Committee and Safe Sport staff; and
- Perform other functions as necessary in the fulfillment of USA Swimming's continuing efforts to foster safe, healthy, and positive environments for all its members.

MAAPP

Every USA Swimming member organization is required to implement the updated [MAAPP Policy](#). MAAPP applies to all adults who interact with and have direct and frequent contact with minor athletes, including adult athletes. The language used in the policy is Applicable Adult. All Applicable Adults are required to follow MAAPP.

GOVERNANCE COMMITTEE

The Governance committee works to assist the BOD to institutionalize effective governance, including carrying out the duties in the OSI bylaws Section 7.4.3. Members have no vote at BOD meetings. The Governance Committee works to provide on-going evaluation of the structure of OSI to promote optimal business process and accountability, and to provide best practice guidance and support to the LSC Board of Directors and Committee Members as requested. The Governance Chair is responsible for handling complaints according to the [Whistleblower Protection Policy](#).

TECHNICAL PLANNING COMMITTEE

The Technical Planning Committee Chair has general charge of the business, affairs, and property of the Technical Planning Committee, which is responsible for long-range planning regarding the swimming programs conducted by OSI and determining and carrying out the Meet Bid Process every fiscal year.

OFFICIALS COMMITTEE

MISSION STATEMENT

“To develop and conduct mentoring programs to recruit, educate, train and certify USA Swimming officials to provide high quality and consistent officiating for our athletes and ensure a clear and consistent knowledge of the rules, to provide sufficient time in training to assure familiarity with all levels of competition, to provide opportunity to work on the deck and advance through the certification process, to allow automatic acceptance at the Stoke and Turn level between all LSCs meeting the USA Swimming Minimum Standards Guidelines, and to ensure professionalism in all aspects of the word “team” while in attendance at a swim event both on and off the deck.”

DUTIES

The Officials Chair shall chair the Officials Committee, which is responsible for recruiting, training, certifying, and supervising officials for OSI. Duties of the committee include:

Assigning meet ref and admin ref for OSI Champs meets

Ensuring all officials are members in good standing (up-to-date with all USA Swimming and OSI required trainings, registrations, certifications)

Ensuring all USA Swimming and OSI rules and regulations are followed at OSI meets

[Certification Standards for OSI Officials](#)

[Stipend for Ozark LSC Championship Meet Referees Policy](#)

MEMBERSHIP/REGISTRATION CHAIR (REGISTRAR)

Duties of the OSI Registrar include:

- Registration of Group and Individual Members

- Coordinating with the OSI Treasurer to ensure that members are reconciled with payments
- Issuing such reports as may be required by the Board of Directors or the Administrative Vice-Chair
- Supervising the transmission of registration information to and assist in the preparation of the reports required by USA Swimming and assisting the other Divisions, as needed.

OPEN WATER CHAIR

The Open Water Chair serves as the main liaison between the Central Zone and USAS National Open Water to the Ozark LSC. Duties of the Open Water Chair include:

- Selecting coaches through an application process and participating in the organizing of the Central Zone Open Water Champs Ozark team
- Promoting Open Water competition and participation at the LSC level
- Reporting to the board information and goings on in Open Water locally through the national level

DIVERSITY & OUTREACH CHAIR

The Diversity & Outreach Chair's responsibilities are to increase diversity, implement equity, and promote inclusion at the team and LSC level by providing consultation to teams, creating opportunities through diversity-themed camps, and actively advocating for Diversity, Equity, and Inclusion at the LSC Board of Director's meetings.

DISABILITY CHAIR

The Disability Chair shall be responsible for coordinating and developing Disability Swimming policies and positions in support of the Age Group Division.

OPERATIONAL RISK CHAIR

The Operational Risk Chair shall be responsible for coordinating safety enhancement and training opportunities as needed and for the dissemination of USA Swimming safety education information to all OSI Group Members, athletes, coaches, and officials. The Operational Risk Chair shall develop OSI's safety education programs and policies and make recommendations regarding same, and the implementation thereof, to the Administrative Vice-Chair, and the Board of Directors. The Operational Risk Chair shall be responsible for receiving complaints concerning club safety and meet safety issues.

NON-ELECTED COORDINATORS

OSI RECORDS

OSI maintains individual and relay records which are updated and maintained by the OSI Records Coordinator and posted on the OSI website. OSI records are those records achieved by any USA Swimming members with Ozark Swimming designated as their LSC in any USA Swimming meet sanctioned/approved/observed.

Exceptions:

- Times from High School observed meets that are championship meets (e.g. Conference and State) conducted in both MO and IL, that are placed into SWIMS can count as an OSI record.
- College athletes competing for their universities/colleges competing at any competition during their college season are not eligible to set OSI records.

[Ozark Swimming Records](#)

OSI WEB SITE

OSI maintains a website located at ozarkswimming.com. It utilizes the Team Unify platform and is maintained by the OSI webmaster. The OSI website is the primary means of communication with the OSI membership. Notices and updates are posted on the News page. The OSI meet calendar, meet announcements, entry files, and result files are maintained on the OSI website.

The OSI webmaster shall add and update notices as requested by designated OSI Board members and other authorized individuals. Notices from clubs and information/articles about the sport of swimming, and job postings are posted as a courtesy and subject to editing by OSI Board members.

[Website Privacy-COPPA Policy](#)

CLUB DEVELOPMENT

The Club Development coordinator will develop a plan and strategy for the development, progression, and future direction of clubs within OSI, including assistance for new clubs.

TIMES TABULATOR

The Times Tabulator will electronically load all meet results for those Ozark Swimming sanctioned, observed, and approved meets that the host club does not self-load into SWIMS.

Any adult athlete, over 18, must complete the APT training prior to participation in a sanctioned meet; otherwise, their times will be invalidated and will not be loaded into SWIMS.

The Times Tabulator will also ensure that Times are Validated and that there are no errors in the meet results.

MEMBERSHIP VERIFICATION COORDINATOR

Duties of the Membership and Times Verification Coordinator include:

- Receiving unlocked meet manager databased from each host club at least three days prior to a meet
- Running registration checks to verify USA Swimming membership, correct information, and if necessary, request times verifications checks from the Times Tabulator.
- Reporting exceptions to each host club, so that they can notify the clubs of exceptions and errors
- Work with the Registrar on registration issues

SANCTIONS

The Sanctions Chair has the responsibility of creating and implementing the sanction process, including sanction applications, sanction requirements, and approval of sanctions.

HALL OF FAME COORDINATOR

Duties of the Hall of Fame Coordinator include:

- Formulating a selection process for former OSI member induction, including appointing a panel that will select inductees
- Collecting nominations, overseeing, and participating in the selection process
- Announcing inductees and overseeing the ceremony recognizing inductees, which will take place at Ozark Long Course Champs annually

[OHOF Criteria](#)

REGISTRATION/MEMBERSHIP PROCEDURES

POLICIES, PROCEDURES AND FORMS

Information and registration instructions are available on the Ozark Swimming website. Registration is available through the USA Swimming Online Member Registration/SWIMS system. It is recommended that renewing individuals and clubs submit registrations as early as possible. OSI does not process USA Swimming memberships. [OSI Registration and Membership](#)

USA SWIMMING INSURANCE

Club-USA Swimming provides insurance coverage to registered Clubs, subject to their compliance with USA Swimming regulations.

Affiliated Groups/Organizations-USA Swimming provides NO insurance coverage to affiliated groups/organizations.

Individual-USA Swimming provides liability and secondary medical insurance coverage to registered athlete members in good standing.

*Note-All swimmers and coaches must be registered and up to date with all credentials and trainings for all practices, meets, and events; otherwise, USA Swimming insurance is invalidated.

[USA Swimming Insurance](#)

REGISTRATION YEAR

The USA Swimming registration year runs from January 1 through December 31. A club, athlete, or non-athlete that registers between September 1 and December 31 will be registered for the rest of the current year and all the following year. OSI offers a seasonal athlete membership valid each year for 150 days following the 1st day of registration. In addition, OSI also offers a flex membership for athletes 12 & Under, valid for two sanctioned meets below LSC Championship level.

USA SWIMMING REGISTRATION/MEMBERSHIP NUMBER/USA ID NUMBER

USA Swimming randomly generates a unique 14-digit number for each member through SWIMS.

CLUB AND GROUP/ORGANIZATION REGISTRATION

CLUBS

A club member is an organization which is in good standing as a group membership of OSI and USA Swimming. Club memberships are processed when the Head Coach is currently registered and up to date with all certifications and training and at least one (1) affiliated athlete is registered for the current year. A Club Admin must renew club registration through their SWIMS account. USA-S fees will be submitted during this process. The LSC portion of the club registration fee will be invoiced by Ozark Swimming through the club's ACH Team Unify account. Those clubs that do not have an ACH Team Unify Account, must mail the LSC fee directly to the Ozark Swimming Treasurer. A Club member is entitled to compete in its own name and to field relays at sanctioned meets.

[Club Registration](#)

NEW CLUBS

A club member is an organization which is in good standing as a group membership of OSI and USA Swimming. Club memberships are processed when the Head Coach is currently registered and up to date with all certifications and training and at least one (1) affiliated athlete is registered for the current year.

A new club must check the requirements for a new club which is listed in the "club" section of the USA Swimming web site. Those interested in forming a new club must contact the OSI Registrar to get started. All requirements must be completed and returned to the OSI registrar. A club may be deemed a new club rather than a renewing club if for example its structure changes. [New Clubs Info](#)

AFFILIATED GROUP/ORGANIZATION

An Affiliated Group/Organization is an organization which supports the sport of swimming and the objectives and programs of OSI and USA Swimming, which is in good standing as a Group Members of OSI and USA Swimming, but does not have athletes and coaches who are all Individual Members of OSI and USA Swimming, such as a Booster Club or Parents' Club

CLUB AND GROUP/ORGANIZATION FEES

The fee for Club Members is published on the OSI website. There is extra no fee for affiliated groups/organizations.

[Registration fees](#)

NON-ATHLETES REGISTRATION FOR COACHES, OFFICIALS, AND OTHERS

Non-athletes must individually register through the USA Swimming Online Member Registration system/SWIMS. All non-athletes are required to pass USA Swimming's background check, Concussion Protocol Training, and Athlete Protection Test. Additional requirements exist for coaches.

[Non-Athlete member](#)

COACH REGISTRATION

All coaches must maintain current coach credentials as defined by USA Swimming. Results of background screening, Coaches' Advantage Tutorial, and Education Requirements should be automatically updated, but in the cases where they haven't been updated within 24 hours, applicants should notify the OSI Registrar. Each coach is responsible for submitting copies of the other required certifications, including CPR, in-water STSC, online STSC, and Concussion Protocol Training, to the OSI Registrar, when registering and when a certificate has been renewed. It is the responsibility of the coach to always keep his or her certifications current. USA Swimming membership is independent of coaches' credentials. Coaches with lapsed credentials are considered "other" members of USA Swimming and invalidate the provided USA-S insurance coverage. In addition, they DO NOT have deck access for practice, meets, or other events.

Any Coach Non-athlete member that is not up to date in all the above requirements are not in good standing with OSI or USA Swimming and invalidate all privileges and benefits with OSI. Additionally, they will not be allowed on deck at any OSI sanctioned meet, and their presence invalidates any sanction granted by OSI.

PROVISIONAL COACH REGISTRATION

Members can register as provisional coach if they are a new coach or coach who has been off deck for more than a year. Members may register under this category for

Ozark Swimming Policies and Procedures, Rules and Reg Manual three registration years. All coaches under this membership must be supervised by a coach member in good standing at a 1:1 ratio. CPR is the only requirements which cannot be completed online and must be completed by the end of the first year. All other requirements can be done online, which includes Safety Training for Coaches Online, Athlete Protection Training, Background Check, Concussion Training, Quality Coaching Framework, and Welcome to USA Swimming.

OFFICIAL REGISTRATION

All Officials must maintain current non-athlete requirements as defined by USA Swimming. Results of background screening should be automatically updated, but in the cases where they haven't been updated within 24 hours, applicants should notify the OSI Registrar. Each Official is responsible for submitting copies of the required Concussion Protocol Training to the OSI Registrar. Additionally, the OSI Officials' certification must be met. USA Swimming membership is independent of officials' certifications. Officials with lapsed certifications are considered "other" members of USA Swimming and DO NOT have deck access for practice, meets, or other events.

Any Official Non-athlete member that is not up to date in all of the above requirements are not in good standing with OSI or USA Swimming and invalidate all privileges and benefits with OSI. Additionally, they will not be allowed on deck at any OSI sanctioned meet, and their presence invalidates any sanction granted by OSI.

OTHER VOLUNTEER REGISTRATION

Non-athletes who are not coaches or officials and have no frequent/direct contact with athletes, such as Chaperones and Meet Directors may register as "Other" Non-athlete members. All non-athlete members must pass the USA Swimming background check and Athlete Protection Test and Concussion Protocol Training.

ADMINISTRATOR REGISTRATION

Club board members, non-coach employees, webmaster, treasurer, and registrars may register as Administrator non-athletes as long as they are not also a coach, official, meet director, chaperone or anyone with frequent/direct contact with athletes.

RULEBOOKS

[USA Swimming Rulebook](#)

MEMBERSHIP CARDS

Ozark Swimming Policies and Procedures, Rules and Reg Manual
Membership cards are digital and available through the USA Swimming app and/or each member's SWIMS account.

NON-ATHLETE FEES

Fees are published on the Registration/Membership page of OSI's website. Non-athletes that wish to compete as athletes must register separately as an athlete at no additional cost. All athlete registration fees are paid during registration directly to USA Swimming.
[Registration Fees](#)

NON-ATHLETE FEES FOR BOD MEMBERS WITHOUT CLUB SPONSORSHIP

OSI will fund the cost of a background check and memberships fees, as required by USA Swimming, for all members of OSI Board of Directors without club sponsorship.

ATHLETE REGISTRATION

Each individual athlete or the athlete's parent must complete registration through the USA Swimming Online Membership Registration system/SWIMS. [Athlete Registration](#)

There are 4 types of USA Swimming athlete memberships: 1.) Premium full year with no limitations; 2.) Flex full year for athletes under 12 years old and under and limited to two (2) OSI sanctioned non-championship meets per membership year; Seasonal membership from 150 days of Registration and limited to up to LSC Championships level meets; and Outreach Athletes who are premium full year athletes with no limitations that pay a reduced membership fee. Both Flex memberships and Seasonal membership may be upgraded to Premium.

Note: Due to the 2-meet competition restriction, athletes should not be registered as Flex for the following year until they are done competing in the current year.

[ATHLETE CODE OF CONDUCT](#)

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 denied OSI Travel Assistance Funds for that particular season and shall face the possibility of not receiving future travel funds, based upon the ruling of the OSI Board of Review.

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 denied OSI's Travel Assistance Funds, as stated in statement above, and shall pay the cost of damages.

If an athlete is not presently eligible for OSI Travel Assistance Funds, the athlete shall be fined a minimum of \$100.00 and a maximum of all costs involved.

Persons found suspect of the above shall appear with their parents and coach before the OSI Board of Review at a scheduled hearing to determine the extent of the Travel Assistance Fund denial.

Athletes shall always respect and show courtesy to their teammates and coaches. Athletes shall demonstrate good sportsmanship at all practices and meets. Athletes shall be respectful of their teammates' feelings and personal space. Swimmers who exhibit sexist, racist, homophobic, or otherwise inappropriate behavior will be faced with consequences. Athletes shall attend all team meeting and training sessions, unless excused by their coach. Athletes shall show respect for all facilities and other property (including locker rooms) used during practices, competitions, and team activities. Athletes shall refrain from foul language, violence, behavior deemed dishonest, offensive, or illegal. Athletes shall obey all of USA Swimming's rules and codes of conduct and if disagree with an official's call, will talk with their coach and not approach the official directly.

OUTREACH ATHLETE

Outreach Athlete memberships is available to swimmers who meet the eligibility requirements. Other than the reduced membership and meet fees, an Outreach Athlete member is indistinguishable from an Athlete member. To register as an Outreach athlete member, a swimmer must be eligible for a free or reduced-price school lunch program or similar need-based program. Verification of eligibility must be renewed with each registration year.

[OSI Outreach Policy](#)

ATHLETE TRANSFER OR RELEASE

A swimmer who was registered with another USA Swimming club or was Unattached previously and wishes to join a new club or become Unattached must complete a transfer through the online member registration system. This can be initiated by the individual, the individual's parent, the individual's club, or by the OSI Registrar. The OSI Registrar must approve all transfers. Athletes cannot represent the new club until 60 days from the last day of competition representing the former club. The 60-day rule does not apply to athlete transferring to/from a college club.

OSI requires that any swimmer leaving a club must leave behind no unpaid fees or OSI may refuse the transfer. Swimmers remain subject to the 60-day rule toward participation for another Club, regardless of the reason for leaving the previous Club.

SWIMMERS REGISTERING WITH NO CLUB AFFILIATION

Athletes registering without OSI club affiliation should contact the OSI Registrar to obtain the Unattached registration link for Ozark Swimming.

ENTERING ATHLETE MEMBERS IN SANCTIONED SWIM MEETS

All swimmers must be registered and/or in the case of adult athletes (18 years and

older) in compliance with Safe Sport, before they are entered in an OSI sanctioned meet., *before the meet's entry deadline*.

Please refer to USA rule 302.4— “False Registrations: A LSC may impose a fine of up to \$100.00 per event against a member coach or member club representative signing a document which indicates a swimmer is registered with USA Swimming for a meet when that swimmer is not properly registered. This will be enforced by the LSC and the LSC is entitled to the fines imposed.” OSI will impose a \$100 fine per athlete against a swimmer (or coach/club) if a swimmer swims in a meet and is not registered. Failure to pay that fine will result in that swimmer and/or club being banned from any further OSI meets.

ATHLETE FEES

Fees are published on the OSI website. The different fee categories are:

- Full-year Athletes
- Flex Athletes
- Seasonal Athletes
- Outreach Athletes.

All athlete registration fees are paid during registration directly to USA Swimming.

[Registration Fees](#)

SWIM MEET POLICIES AND PROCEDURES

SANCTIONED, APPROVED, AND OBSERVED MEETS

OSI, as a Local Swim Committee (LSC) of USA Swimming, is authorized to issue, withhold, or withdraw sanctions, approvals, or observations in accordance with USA Swimming Rules and Regulations for meets held within the OSI LSC boundaries. For further information about sanctioned, approved, and observed meets, see USA Swimming Rules and Regulations Article 202.

TYPES OF MEETS

The following types of meets are available for competitive swimming purposes within the OSI sanctioning process. Times from meets sanctioned, approved and/or observed by OSI are entered into USA Swimming SWIMS database

OSI REGULARLY SCHEDULED SANCTIONED MEETS

Sanctioned meets are meets where all swimmers are USA Swimming members and USA Swimming

technical and administrative rules are followed. All times are recognized by USA Swimming and OSI. All participants, coaches, meet directors, officials, and athletes must be registered USA Swimming members in good standing (all applicable certifications, background checks and safe sport training must be valid). Adult athletes, 18 years of age and older, must complete the APT training prior to participation in a sanctioned meet.

Regularly scheduled meets are OSI sanctioned meets, where meet hosts have been awarded a meet through the established bid procedures. All USA Swimming and OSI sanction requirements and conditions must be followed, and an OSI sanction fee must be paid. These meets are open to all USA Swimming registered athletes and clubs. The Technical Planning Committee works with the bidding clubs to provide a wide array of meet types, meet locations, and meet dates to benefit all OSI clubs throughout the course of the season. All swim meet announcements and information for meets scheduled and awarded by the Technical Planning Committee are published on the OSI website. These regularly scheduled meets are recognized as USA Swimming sanctioned swim meets under the jurisdiction of OSI.

APPROVED MEETS

Approved meets are meets where USA Swimming athlete membership is not required and USA Swimming technical rules only are followed, including timing requirements. Times from USA registered swimmers only are considered official by USA Swimming and OSI and may be used for meet entry and recognition purposes. Retroactive memberships are not permitted. Examples of approved meets are YMCA, AAU and NCAA meets. A Meet Approval Request shall be made to the LSC.

OSI encourages participation in the sport by recognizing OSI-registered swimmers' times from meets approved by Ozark Swimming, and by maintaining a straightforward process for obtaining such approval. Approved meets are issued to non-member clubs/organizations or members clubs for closed competition such as YMCAs and follow USA Swimming technical rules. Times from these meets are official times and entered into the SWIMS database. There is fee of \$250 for Ozark Swimming to grant the sanction and load the meet and results into SWIMS.

[YMCA Meet Approval Request](#)

OBSERVED MEETS

Observed meets do not follow USA Swimming technical rules but rather follow their own technical rules, such as high school. However, the timing rules must comply with USA Swimming rules. Observation by USA Swimming Officials is to ensure that swims performed by USA Swimming members are in compliance with timing and technical rules, as well as other requirements such as race course dimensions, taping and starting platform rules as outlined in the USA Swimming rulebook. Requests for observation shall be made to the LSC at least 10 days prior to the beginning of the meet. USA Swimming membership is not required. Only observed swims (times) from USA registered swimmers are considered official by USA Swimming and OSI, and these times may be used for meet entry and recognition purposes. Retroactive memberships are not permitted. There is no fee for these meets.

[Observation Form A-for non-season culminating meets](#)

[Observation Form B-for season culminating meets](#)

ATHLETES ENTERING SANCTIONED MEETS

Athletes are entered in meets by the club they are affiliated with. Directions are included in each meet announcement. It is the club's responsibility to abide by the rules and eligibility outlined in all meet announcements. All athletes competing in an OSI sanctioned meet must be athlete members in good standing of USA Swimming or a FINA registered organization.

Entries from athletes with no club affiliation: Athletes entering this meet independent of a USA Swimming club or coach shall: 1.) be under the supervision of a USA Swimming coach for the duration of the meet. It is the swimmer's responsibility to make arrangements with a USA Swimming member coach prior to the meet. Athletes unaccompanied by a USA Swimming coach will not be permitted on deck. Please contact the Meet Director for assistance. 2) be certified by a USA Swimming member coach as being proficient in performing a racing start or must start each race from within the water without the use of the backstroke ledge. It is the responsibility of the swimmer or the swimmer's legal guardian to ensure compliance with this requirement. The name of the USA Swimming member coach supervising the athlete and racing certification should be submitted to the Meet Director with the entry.

Adapted Athletes: Any OSI-registered swimmer with a disability as defined by USA Swimming Rules and Regulations should refer to meet announcements for specific information or contact the Meet Director or Meet Ref. Adapted athletes are encouraged to enter OSI meets.

Recommendations for Inclusion of Swimmers with a Disability

Athletes must be properly registered *prior to the meet's deadline*. Swimmers who lack proper USA Swimming or FINA registration will be banned from the meet. Their entry fees will be forfeited and will remain with the host club. It is imperative that the person submitting meet entries to the host club takes the necessary steps to ensure the swimmer's name, including middle initial, and date of birth are correct. Nicknames should be entered in the "preferred name" box and not as the first name of the swimmer.

Clubs that have entered unregistered swimmers in a meet will be notified immediately after the registration check has been completed by the host club. In addition, teams will be notified by email of any discrepancies in the swimmer's name or date of birth. These discrepancies need to be checked and corrected as soon as possible. If the error is in the SWIMS database, the Registration Chair needs to be notified by email.

AWARDING SANCTIONED MEETS

BID PROCEDURES FOR OSI REGULARLY SCHEDULED SANCTIONED MEETS

Technical Planning Committee will send meet bid application forms to all clubs. Applications will also be posted on the OSI website. Applications must be returned by the deadline for the all meets for the upcoming season. The Technical Planning Committee, which includes the Chair and a Coach Representative from club members will review applications and approve a meet schedule, which will then be posted on the OSI

website.

Applications must be accompanied by a complete event list for the meet, including the age group and events for all days of the meet. All meet bids must be submitted by the primary host. If you wish to co-host a meet, please contact the team prior to submitting a bid.

Note: OSI protects the dates of Ozark sponsored championship meets. No meets will be sanctioned or approved on these dates.

[Co-hosting Policy](#)

MEET SANCTIONING POLICIES AND PROCEDURES

MEET SANCTIONS

Sanctions applications and meet announcements will be reviewed and approved by the Sanction Chair. Sanction applications must be submitted by the host club online through SWIMS. Sanctions will not be granted unless all of the requirements are fulfilled, including the paid sanction fee. Once a sanction for a meet is approved, a sanction number will be assigned and posted on the meet schedule on the OSI website. Each meet director must accept and understand 1.) the terms and conditions stated in the Meet Sanction Checklist and agree to abide by its terms and conditions and meet the responsibilities therein, 2.) in OSI granting a sanction it is understood and agreed that USA Swimming shall be free from any liabilities or claims for damages arising by reason of injuries to anyone during the conduct of the event. Denial of sanctions may be appealed to the Central Zone Review Board. A meet announcement template is posted on the OSI website which all host clubs are encouraged to use.

[Meet Sanction Info/Requirements Checklist](#)

[COVID-19 Sanction Requirements](#)

FINES

A \$50 fine will be assessed to any club who does not comply with the sanction procedures when running a swim meet within 30 days. The club will receive a written notice allowing 15 additional days for compliance, and failing, will lose the ability to hold sanctioned meets the following year.

TIME TRIALS

Time Trials can be offered only in conjunction with a regularly scheduled session of a sanctioned or approved meet. Under such circumstances, time trials will be offered only if time allows and only at the discretion of the meet referee. The meet announcement must state that time trials may be offered and time trials are limited to the events listed in the meet announcement. A separate sanction and payment is not needed under these circumstances. Time Trial sessions may be issued a separate sanction number, if information for the time trials is listed in a separate announcement. In this case, an additional sanction fee must be paid.

If the meet announcement does not include information concerning time trials, a time trials session may be added at the meet, with approval of the meet referee and all participating teams, with the discretion of the General Chair and/or Sanction Chair. All sanctioning requirements must be followed, as well as paying for an additional sanction,

with a separate sanction number issued to the Time Trial session.

MEET CHANGES

No fee, format, or other changes may be made after the meet has been sanctioned by OSI, without the expressed consent of the Sanction Chair. If a club discovers that it must make changes after the meet has been posted, the club must notify the Sanction Chair.

SANCTION FEES

Each sanction requires a \$35 sanction fee, either by check or club ACH account.

MEET PROCEDURES FOR NON-CHAMPIONSHIP MEETS

MEET ANNOUNCEMENTS

Together with USA Swimming Rules and Regulations and OSI Policies and Procedures, meet announcements serve as the authoritative reference outlining the rules and policies of each meet. All meet announcements are submitted, along with the Meet Sanction Request. A full list of required items and language for meet announcements is located on the OSI website. [Meet Sanction Requirements Checklist](#) Additionally, a meet announcement template is available on the OSI website which each host club is encouraged to use. [Meet Announcement Template](#)

DISTRIBUTION OF MEET INFORMATION

OSI will post meet announcements and entry files on its website. Host clubs are responsible for any other distribution. Host clubs should submit an electronic copy of the meet information and event file to the OSI Webmaster at least 21 days prior to the date entries will be accepted for the meet.

ATHLETE REGISTRATION VERIFICATION

For sanctioned meets, all athletes entered must have their USA Swimming membership verified. Host clubs or the meet director must submit an unlocked Meet Manager backup to the OSI Membership and Times Verification Coordinator, no less than three days before the meet begins so that registrations may be checked. The club representative or meet director will be notified of any swimmers who are NOT registered with USA Swimming, who must then notify participating clubs of any unregistered athletes and/or other errors. Any registration errors, including discrepancies with swimmers' names and birthdates must be resolved before the meet. The host team does not have to refund entry fees for swimmers who are unable to swim because they are not registered before the meet. Additionally, a \$100 fine, payable to Ozark Swimming, will be levied against any unregistered athlete (or coach/club) if they compete in a sanctioned meet. Failure to pay the fine will result in that swimmer and/or team being banned from further OSI meets.

UNATTACHED ATHLETES

Unattached athletes must be listed with the “UN-OZ” club. The LSC will change if the athlete is from another LSC. Unattached athletes independent of a USA Swimming club are responsible for making arrangements to be under the supervision of a USA Swimming coach throughout the duration of the swim meet, and the Meet Director must be satisfied that they have racing start certification prior to the beginning of the meet. Each meet announcement must outline the procedures for Unattached Athletes entering meets. Unattached athletes may request a registration link from the OSI Registrar in order to register as unattached.

MEET FEES

After each sanctioned meet, OSI requires the host club to submit a completed meet fee worksheet, along with payment due and a Meet Manager Entry Report to the OSI Treasurer. Fees due include a \$2 surcharge for each athlete, along with 8% of all splash fees (minus the surcharge). These meet fees are due within 30 days after the last day of competition. Failure to do so will prevent clubs from obtaining future sanctions.

Approved and observed meets, as well as dual and intrasquad meet do not owe any meet fees and are not required to submit a meet fee worksheet or MM Entry Report; however, they must submit the sanction application/meet announcement and pay the sanction fee. [Meet Fee Worksheet](#)

RESULTS

Within three days of the conclusion of the meet, results (including a locked Meet Manager Database, a PDF, and a TM Results File) must be emailed to the SWIMS Time Tabulator and to the Ozark Webmaster. Times from all USA registered athletes will be uploaded into USA Swimming’s times database, SWIMS. OSI only uploads times from meets that it sanctions/approves/observes.

SWIM MEET STAFFING

With the exception of Ozark Championship meets, host clubs are responsible for staffing their own meets, either with their own members or by soliciting volunteers in advance of the meet. In general, clubs should aim to have most of their officials identified prior to the meet. Volunteer requirements for participating clubs must be noted in the meet announcement.

TIMERS AT MEETS

Timers are provided by host teams for all meets.

It is the responsibility of the hosting clubs to provide timers for their meets, including all Ozark Championship Meets. Host clubs may not insist that clubs attending their meets provide a certain number of timers. Hosting clubs are expected to provide two timers per lane. The number of officials that the host club is providing per session may be subtracted from this total number. For example, if you are using a six-lane pool, then the host clubs should provide a total of 12 timers and officials. If you are using an eight-lane pool, then the host clubs should provide a total of 16 timers and officials.

The only two exceptions to the rule involve distance swims. The host team provides one timer per lane at a distance meet, and the swimmer would provide the other timer. If a distance event is swim at the end or beginning of a

session in a regular meet, the host team provides one timer per lane for a distance vent, and the swimmer would provide the other timer.

Clubs should make every attempt possible to fill all timing positions with their own club members. If the club knows before the meet that they will not have enough timers, they should attempt to fill those vacancies before the meet. Arrangements can be made with another team to fill those positions by sharing in the meet profits or by paying the team a set amount of money that is agreed upon by the teams before the meet. You may set up a bartering arrangement with another team where you agree to provide the same number of timers at their meet, or you could make an arrangement with a service organization. Please note that timers must be at least eleven years of age. If a club is unable to fill all positions at the start of the meet, help may be requested from spectators to fill the positions. Host clubs must fill all positions in a timely manner; the meet's start should not be delayed. You may not call for help from specific clubs. This would just be a general call for timers

MEET ENTRY FEES

Entry fees for hosted meets are determined by the meet host. All entry fees must be published in the meet announcement. Hosts may opt to include a manual entry fee for entries received on paper. The meet announcement must state that \$2 of every surcharge fee goes to Ozark Swimming. The host club must forgive 50% of all individual entry fees for Outreach swimmers, providing they follow the [Ozark Outreach Policy](#).

AWARDS

Awards are at the discretion of meet hosts. OSI Championship meet awards are determined by OSI. All meet announcements must state what awards will be distributed.

MEMBERSHIP REQUIREMENTS FOR NON-ATHLETES

USA Swimming requires that all meet directors and officials, serving in an official capacity in a sanctioned meet, must be members of USA Swimming, and all persons acting in any coaching capacity in a sanctioned or approved event must be current coach members of USA Swimming. It is the responsibility of the meet director and meet ref to ensure that all coaches and officials are registered with USA Swimming and are up-to-date with all required certifications/training. Those that have lapsed have NO DECK ACCESS!

CLUBS THAT OWE MEET FEES

If a club has been unsuccessful in collecting meet fees from a club that entered an OSI sanctioned meet, the host club may submit a complaint to the OSI Board of Review. Additionally, at the discretion of the host team, payments made by teams that have had checks returned due to insufficient funds for previous meets may be required to pay by money order or cashier's check. Any club that owes fees to OSI or OSI club will be considered a club not in good standing and will be denied future sanctions and other restrictions, as determined by the OSI Board of Directors.

DECK ENTRIES

Host clubs accepting deck entries take full responsibility for USA Swimming membership verification.

[Deck Entry USA Verification Form](#)

LIMITED EVENT SHUT OUT REFUNDS

Swimmers who enter an event with a limited number of swimmers and are shut out of the event shall have the money returned for all swimmers outside of the limited number of swimmers. The money must be requested and paid to the team in one lump sum. The request MUST be made within one week of the meet end.

OSI CHAMPIONSHIP MEETS

The following meets are Ozark Championship meets:

- Ozark Division I Champs
- Ozark Long Course Champs
- Ozark A Champs

The host team formulates the meet announcement which is reviewed by the designated Meet Referee and is submitted to the Senior Chair and Age Group Chair for approval.

The Officials Committee appoints the Meet Ref and the Admin Ref for OSI Championship Meets.

OSI provides the awards described in the [Awards for OSI Championship Meets Policy](#). The host team is responsible for providing all other awards.

BOARD OF REVIEW

USA Swimming Rules and Regulations and the Required LSC Bylaws were amended in September 2019 by the USA Swimming House of Delegates to disband the Central Zones Boards of Review except in the case of meet sanction appeals, fraud, deception and recruiting. All Code of Conduct violations will be reported to and adjudicated by either US Center for Safe Sport and/or USA Swimming Safe Sport.

Accordingly, OSI's Board of Review shall hear complaints and appeals regarding administrative matters within OSI which do not rise to the level of Code of Conduct violations and are not appeals of sanction decisions. The OSI Board of Review shall consist of OSI's Executive Committee and shall have no jurisdiction to hear complaints regarding conduct that may violate the USA Swimming Code of Conduct or otherwise violate the policies, procedures, rules, and regulations adopted by USA Swimming, or conduct that may bring USA Swimming, OSI or the sport of swimming into disrepute.

Additionally, any complaints regarding OSI's code of ethics/conflict of interest policies or suspected violations of law or rules and regulations that govern OSI's operations shall be reported according to OSI's Whistleblower Policy. Complaints concerning meet safety or club safety should be reported to the OSI Operational Risk Chair.

Examples of complaints and appeals pertaining to the OSI Board of Review include:

- Appeals of LSC fines

- Appeals of denied travel reimbursement or senior reimbursement monies
- Club vs. Club issues
- Violation of OSI's athlete code of conduct

Policy Approval/Update Log

Date of Approval/Update	Policy/Procedure	Details
Approved October 26, 1996 HOD	HOD meetings	To occur in October, April and at least one other time per year
Approved April 29, 1997 HOD Updated January 2021	Reimbursement of Expenses Policy	Updated during USA Swimming Agreed Upon Procedures with external auditor
Approved January 6, 1998 HOD	Meet Bids	Meet information along with the meet bid must be submitted during the meet bid process to the Technical Planning Committee
Approved January 6, 1998, Last Updated: December 7, 2015 HOD	Senior Athlete Reimbursement	
Approved October 13, 1998 HOD	HOD Elections	HOD elections moved to annual May HOD meeting
Approved December 8, 1998 HOD	Meet Entries	No verbal or phone reservations for any meet are permitted
Approved May 11, 1999 HOD	Meet Procedures	Warm-up procedures, scratch-down procedures, oversubscribed meets
Approved December 14, 1999 HOD	Refunds for Limited/Shut Out Events	
Approved December 14, 1999 HOD	Records	New events in 10&U and 11-12 Age Groups from 9/1999 on
Approved July 9, 2000 HOD	Meet Sanction Fee	Increased to \$35 for meets after 9/1/00; dual and intrasquad meets must pay sanction fees but do not pay splash/surcharge fees
Approved January 9, 2001 HOD Consolidated – February 9, 2018 Diversity Chair	Outreach Policy	
Approved January 9, 2001 HOD	Ozark Meet Fees	Late fees voided

Ozark Swimming Policies and Procedures, Rules and Reg Manual

Approved July 14, 2001 HOD	Sanction Fines	\$50 fine for clubs not complying with sanction process
Approved April 28, 2001 HOD	Timing Devices, Outreach Committee, Senior Committee	
Approved September 21, 2001; Updated January 17, 2006 HOD	Co-hosting Policy	
Approved September 21, 2001 HOD	Timers at Meets Policy	
Approved September 21, 2001 HOD	Adobe Acrobat Software Purchase	
Approved September 21, 2001 HOD	Registration Fees	Clubs required to pay swimmer registration fees with club checks only; NO personal checks will be accepted
Approved January 22, 2002, Updated May 14, 2005, Affirmed January 17, 2006 HOD	Fine for Unregistered Swimmers competing in OSI sanctioned meets	\$100 per athlete
Approved May 11, 2002 HOD	Athletes Competing in OSI Sanctioned Meets	
Approved May 11, 2002 HOD	Technical Planning Committee Established	
Approved May 11, 2002 HOD	Meet info and results posted to OSI website	
Approved May 11, 2002 HOD Formalized-February 2022	Zones Expense Policy	Stipends for Zone Coaches Age Group Zones and Open Water Zones Policy Combined
Approved September 28, 2002 HOD Formalized-February 2022	Zones Expense Policy	All Zone Registration payments should be made by a team check, rather than individual Swimmers' families Age Group Zones and Open Water Zones Policy Combined
Approved January 7, 2003 HOD Updated January 2021	Expense Reimbursement Policy	Updated during USA Swimming Agreed Upon Procedures with external auditor
Approved January 7, 2003 HOD	Seasonal Membership and Fee	
Approved January 7, 2003 HOD	Meet Entries	Policy allowing OSI teams to submit meet entries one week earlier than teams from other LSC's eliminated

Ozark Swimming Policies and Procedures, Rules and Reg Manual

Approved April 12, 2003 HOD	Meet Entry Fees	At discretion of host team, payments made by teams that have had checks returned due to insufficient funds for previous meets may be required to pay by money order or cashier's check
Approved January 27, 2005 HOD	OSI Times Database	Database discontinued, along with services/contract with C. Granger
Approved May 14, 2005; Eliminated January 17, 2006 HOD	Meet Entries for other LSCs	Policy that Teams outside Ozark LSC to provide abbreviated USA Swimming registration list from their LSC Registration Chair, along with their entries Eliminated
Approved May 15, 2005, HOD Adopted into MAAPP Policy- September 1, 2021	Cell Phone/Video in Locker Rooms Policy	This Policy exists as part of the MAAPP Policy
Approved January 17, 2006 HOD	Awards for Championship Meets Policy	
Approved January 17, 2006 HOD	Hall of Fame Program and Committee Established	OSI provides awards and banquet
Approved September 30, 2006 HOD	Meet Entry Acceptance	Upon receiving Sanction # from Registration Chair and General Chair, the host team will not set the acceptance date for meet entries to occur less than two weeks from the date the Sanction # was granted
Approved September 30, 2006	Registration	Each team to complete registration reconciliation at least twice a year (Oct. 1 and Jan. 1) to correct any errors on athlete information in their Team Manager database
Approved September 30, 2006 HOD	OSI Meetings	Consent Agenda Process for meetings
Approved September 30, 2006 HOD	Hall of Fame	Startup budget approved
Approved May 12, 2007 HOD	Records	Records set by collegiate athletes
Approved October 6, 2007 HOD	Records	OSI Records will reflect same as USAS. The 15-16 and 17-18 relay records will be "retired." The faster existing record, either 15-16 or 17-18 will be recognized as the new 15-18 record

Ozark Swimming Policies and Procedures, Rules and Reg Manual

Approved January 21, 2008 HOD	Records	The 15-18 Records will be changed to coincide with the same year USA Swimming changed
Approved October 18, 2008; Latest update/revision: September 4, 2019 Officials Committee++	Officials Policy/Certification Standards	
Approved January 13, 2009 HOD	Meet entries	Meet information must be posted on OSI website for minimum of 21 days before entries may be accepted+
Approved January 13, 2009 HOD	Junior Athlete Reps	Three nominated on alternate years
Approved May 19, 2009 HOD	Swimsuit Policy	Sunsetted since it's covered under USA Swimming Rules and Regulations
Approved May 19, 2009 HOD	OSI Website	\$200 allowance to move to new Internet Provider
Approved September 25, 2010 Updated February 2022	Hotel Reimbursement Policy/Travel Reimbursement Policy	Hotel Reimbursement Policy combined with Convention Reimbursement Policy to create Travel Reimbursement Policy to be consistent with IRS regulations
Approved September 25, 2010 HOD	Paid Fees for BOD members without Club Sponsorship Policy	
Approved October 13, 2011 HOD	Athlete Liaisons	To communicate between BOD and Athletes, no voting power
Approved October 13, 2011 HOD	Athlete Registration Fees	Increased by \$1 to Outreach Fund
Approved October 13, 2011 HOD Formalized-February 2022	Zone entry fees	Paid as part of registration based on average cost. Age Group Zones and Open Water Zones Policy Combined
Approved/Updated- October 10, 2012, updated February 26, 2012 Updated/Approved June 24, 2015 HOD	Surcharge Policy	Surcharge Penalty eliminated; Meet Fee Worksheet updated OSI Sanction Requirements updated to include language concerning surcharge in meet announcements
Approved May 1, 2012 HOD	Splash Fee Policy	Splash fees owed to OSI adjusted to percentage
Approved October 10, 2012 HOD	Outreach Fees	Increased from \$5 to \$7; \$5 to USA Swimming, \$1 to Outreach Fund, \$1 to General Fund

Ozark Swimming Policies and Procedures, Rules and Reg Manual

Approved February 24, 2013 HOD	Meet Bids	At all OSI Championship meets, the host team will provide acceptable warm-up/warm down opportunities during the meet as documented in the meet bid
Approved February 24, 2013 HOD Updated February 2022	Diversity Chair added to BOD; Diversity Committee Created	Per USA Swimming bylaws requirement
Approved May 11, 2013 HOD Formalized-February 2022	Zones Expense Policy	Per diem and stipend for Zones Coaches Age Group Zones and Open Water Zones Policy Combined
USA Swimming	All sanctioned/approved meets must have an Administrative Official	Effective September 2013
USA Swimming	Safe Sport Coordinator	Effective September 2013
Approved May 27, 2014 HOD Formalized February 2022	Zones Expense Policy	OSI to pay entry fees and added to budget Age Group Zones and Open Water Zones Policy combined
Approved February 28, 2015 HOD	Open Water Clinic	Added to budget and \$1,000 approved
Approved February 27, 2016 HOD	Zones Travel	Switched from Team Travel to Family Travel, due to expenses and concerns of liability
Approved October 19, 2016 HOD	Online ASCA for Coaches	OSI to pay for online access for ASCA for coaches for 2016-2017 year
Approved February 26, 2017 HOD	Records	Times from High School observed meets that are championship meets (e.g. Conference and State) conducted in both MO and IL, that are placed into SWIMS are able to count as Ozark record
Updated November 2017	Team Travel Policy	
Approved May 23, 2018 HOD Formalized-February 2022	Zones Expense Policy	Caps and entry fees paid for by OSI Age Group Zones and Open Water Zones Policy Combined
Approved February 24, 2019 HOD	Awards and Recognition	\$500 allocated to purchase and update Penny Taylor Awards and Bill Karasick
Approved February 24, 2019 HOD	Flex Memberships and Fee	On condition that number of meets could be tracked. SWIMS does this.
USA Swimming	12/U Technical suit ban	Effective September 1, 2019

Ozark Swimming Policies and Procedures, Rules and Reg Manual

January 2020	Operational Risk Coordinator and Disability Chair	To conform with 2020 bylaws
Approved March 1, 2020 HOD	OSI Champs Meet Ref Stipend Policy	Approved with change from “host team” to “officials committee” will compensate meet ref at championship meets...
Approved March 1, 2020 HOD	Officials Clinic Fee	Fee of \$30 eliminated
Approved March 1, 2020 HOD Updated February 2022	Convention Reimbursement Policy/Travel Reimbursement Policy	Hotel Reimbursement Policy combined with Convention Reimbursement Policy to create Travel Reimbursement Policy to be consistent with IRS regulations
USA Swimming	Audit	USA Swimming Agreed Upon Procedures required for every fiscal year by an external auditor
Created January 2021 Treasurer with Auditor	Financial Procedures	Created during USA Swimming Agreed Upon Procedures with external audit
Approved December 2021 Sanction Chair per USA Swimming and OSI requirements	Sanctions	Sanction Application and Requirements updated
Created February 2022 USA Swimming Policy	Crime Policy	Per USA Swimming Affiliation Agreement
Updated February 2022	Conflict of Interest Policy	Per USA Swimming Affiliation Agreement
Created February 2022 USA Swimming	Whistleblower Protection Policy	Per USA Swimming Affiliation Agreement
Created February 2022 USA Swimming	Document Destruction Policy	Per USA Swimming Affiliation Agreement
Created February 2022 USA Swimming	Budget and Reserve Policy	Per USA Swimming Affiliation Agreement
Updated February 2023 USA Swimming	Housekeeping	Update Transfer 60-day rule, update registration information to reflect OMR/SWIMS, sanctioning process change
Updated October 2023	Investment Policy	Per USA Swimming Affiliation Agreement

Ozark Swimming Policies and Procedures, Rules and Reg Manual

Updated October 2023	Housekeeping	Adding provisional coach, updating ABM delegates
Approved October 4, 2023	Fees for Approved Meets	Approval Fee of \$250 to grant sanction and load meet into SWIMS
Updated 2-2025	Officials Certification Standards	To align with USA Swimming mandated National Officiating Certification Standards
Updated 3-2025	Bylaws	Bylaws updated-HoD approval 3-2 2025
Updated 6-2025	Travel Expense Reimbursement Policy	Refined Via Finance Vice-Chair for current practices and clarity
Updated 7-2025	Officials Travel Reimbursement Policy	Officials' Committee/Chair-eliminated this policy in lieu of Travel Expense Reimbursement Policy
Updated 7-2025		General Housekeeping, updating links

