



# **Policy & Procedures Manual**

## **Wisconsin Swimming, Inc.**

Adopted as of October 28, 2025  
HOD Ratified as of October 28, 2025

## **Table of Contents**

|                                                                                                                                                                       |            |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|
| <b>Policy 1: Meet Sanctions/Approvals/Observed Swims/Meets .....</b>                                                                                                  | <b>4</b>   |
| <b>Policy 2: Meet Entry Procedures .....</b>                                                                                                                          | <b>8</b>   |
| <b>Policy 3: Determining Age Groups, Events, and Meet Length .....</b>                                                                                                | <b>18</b>  |
| <b>Policy 4: Meet Conduct .....</b>                                                                                                                                   | <b>21</b>  |
| <b>Policy 5: Awards .....</b>                                                                                                                                         | <b>28</b>  |
| <b>Policy 6: Classified Swimming .....</b>                                                                                                                            | <b>29</b>  |
| <b>Policy 7: Wisconsin Swimming Records .....</b>                                                                                                                     | <b>30</b>  |
| <b>Policy 8: LSC Championship Competition .....</b>                                                                                                                   | <b>32</b>  |
| <b>Policy 9: LSC Facility Fund Grants .....</b>                                                                                                                       | <b>33</b>  |
| <b>Policy 10: Wisconsin Swimming- USA Swimming Registration .....</b>                                                                                                 | <b>38</b>  |
| <b>Policy 11: Fines .....</b>                                                                                                                                         | <b>41</b>  |
| <b>Policy 12: Outreach Meet Entry Reimbursement Program .....</b>                                                                                                     | <b>45</b>  |
| <b>Policy 13: Athlete Board Representatives and the Athlete Liaison .....</b>                                                                                         | <b>48</b>  |
| <b>Policy 14: Team Travel .....</b>                                                                                                                                   | <b>52</b>  |
| <b>Policy 15: Board of Review .....</b>                                                                                                                               | <b>61</b>  |
| <b>Policy 16: Website Guidelines .....</b>                                                                                                                            | <b>64</b>  |
| <b>Policy 17: Whistleblower Policy .....</b>                                                                                                                          | <b>67</b>  |
| <b>Policy 18: Rules Committee Mission Statement and Procedures .....</b>                                                                                              | <b>68</b>  |
| <b>Policy 19: Meet Marshals .....</b>                                                                                                                                 | <b>69</b>  |
| <b>Policy 20: Bylaws, Policies and Procedures Approval Process .....</b>                                                                                              | <b>71</b>  |
| <b>Policy 21: Nominated and Appointed LSC Positions and Term Limits .....</b>                                                                                         | <b>74</b>  |
| <b>Policy 22: Spectators with Disabilities Viewing Guidelines .....</b>                                                                                               | <b>76</b>  |
| <b>Policy 23: Wisconsin Swimming Delegates to the USA Swimming House of Delegates and<br/>Aquatic Sports Convention and Other USA Swimming-Sponsored Events .....</b> | <b>78</b>  |
| <b>Policy 24: Annual and Regular Wisconsin Swimming House of Delegates Meetings .....</b>                                                                             | <b>80</b>  |
| <b>Policy &amp; Procedures Manual .....</b>                                                                                                                           | <b>83</b>  |
| <b>Policy 25: Wisconsin Swimming LSC Zone Championship Competitions .....</b>                                                                                         | <b>83</b>  |
| <b>Policy 26: LSC Recognition .....</b>                                                                                                                               | <b>87</b>  |
| <b>Policy 27: LSC Photography Policy .....</b>                                                                                                                        | <b>93</b>  |
| <b>Policy 28: Swimmers with a Disability .....</b>                                                                                                                    | <b>95</b>  |
| <b>Policy 29: Document Retention and Destruction .....</b>                                                                                                            | <b>98</b>  |
| <b>Policy 30: Crisis Management Plan .....</b>                                                                                                                        | <b>105</b> |
| <b>Policy 31: Policy and Statement of Principles on Ethical Behavior and Conflict of Interest .....</b>                                                               | <b>110</b> |
| <b>Policy 32: Children's Online Privacy Protection Act (COPPA) Compliance .....</b>                                                                                   | <b>115</b> |
| <b>Policy 33: Wisconsin Swimming Scholarship .....</b>                                                                                                                | <b>118</b> |
| <b>Policy 34: Electronic Communications and Social Media .....</b>                                                                                                    | <b>120</b> |
| <b>Policy 35: LSC Board Member Expectations and Responsibilities .....</b>                                                                                            | <b>124</b> |
| <b>Policy 36: LSC Technical Planning Committee .....</b>                                                                                                              | <b>127</b> |

*Page left intentionally blank.*



# **Policy & Procedures Manual**

## **Wisconsin Swimming, Inc.**

### **Policy 1: Meet Sanctions/Approvals/Observed Swims/Meets**

Effective Date: *November 28, 2023*

Last Revision Date: *November 28, 2023*

**Scope:** *This policy provides direction to LSC Members for all elements relating to meet sanctions, meet approvals, and observed meets and swims.*

#### **1.1 Issuance of Meet Sanctions/Approval**

- 1.1.1 Each Local Swimming Committee (LSC) has been authorized by USA Swimming to issue the sanction or approval for all swimming competition and benefits, exhibitions, clinics and entertainment involving competitive swimming within its geographical boundaries, except that USA Swimming shall sanction national swimming competitions as defined by the President/CEO (or his/her designee).
- 1.1.2 Meet Sanction: A permit issued by the LSC Sanction Manager to a USA Swimming member to conduct a meet in conformance with all USA Swimming and LSC Policies, in which all participants are current members of USA Swimming. The following clause will appear on all sanction application forms and on all forms upon which official sanctions are granted: "In granting this 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."
- 1.1.3 Meet Approval: A permit issued by the LSC for meets conducted in conformance with USA Swimming technical rules and LSC Policies; in which both current USA members and non-members may compete. The following clause will appear on all approval application forms and on forms upon which official approvals are granted: "In granting this approval, it is understood and agreed that USA Swimming shall be free and held harmless from any liabilities or claims for damages arising by reason of injuries to anyone during the conduct of the event."
- 1.1.4 Sanctions or Approvals for swimming meets within the Wisconsin Swimming LSC geographical boundaries are issued by the LSC Sanction Manager. Approvals may be issued if they are in accordance with USA Swimming Rule 202.4. In accepting a sanction/approval, a meet sponsor agrees to abide by and enforce the definitions as set in 1.1.1 and/or 1.1.2. In a sanctioned or an approved meet, any disparity between USA Swimming Rules and LSC policy, the USA Swimming Rules prevail.

#### **1.2 Sanction/Approval Fees**

- 1.2.1 Fees are required for both approved and sanctioned swim meets
  - A. A sanction/approval fee of fifty dollars (\$50.00) per day of competition will be collected post competition by the Sanction Manager.
  - B. A two-thirds vote of the LSC House of Delegates can exempt a sanction/approval fee.

#### **1.3 Definitions of a Sanctioned Meet, Approved Meet, and Observed Swims/Meets**

- 1.3.1 Definition of a Sanctioned Meet
  - A. Meet must be conducted under USA Swimming's Technical and Administrative Rules.

- B. All times achieved will be recognized by USA Swimming and will be entered into its SWIMS database.
- C. All participants must be registered members of USA Swimming including the Meet Host, Meet Director, Coaches, Officials, Athletes, and participating Clubs.
- D. Full insurance coverage is in effect (excess medical and general liability) for registered members of USA Swimming. General liability coverage is in effect for the Meet Host and Volunteers.

#### 1.3.2 Definition of an Approved Meet

- A. Meet must be conducted under USA Swimming's Technical Rules, including time resolution.
- B. A request must be made to the LSC's Sanctioning Manager in accordance with USA Swimming's parameters for Approval.
- C. All times achieved by USA Swimming registered athletes will be recognized by USA Swimming and entered into its SWIMS database.
- D. No requirement exists for membership in USA Swimming to participate in the meet. If hosted by a USA Swimming member club/organization, full insurance coverage is provided for all registered members of USA Swimming. General liability coverage is provided for the hosting entity. If hosted by a non-USA Swimming member, full coverage for USA Swimming member coaches and athletes is provided.

#### 1.3.3 Definition of an Observed Swim/Meet

- A. A Meet is conducted under other than USA Swimming's Technical Rules.
- B. A request must be made to the LSC's Officials Chair AND to the LSC Records Chair within the parameters for Observation, i.e., compliant with the USA Swimming Times Policy Manual.
- C. Only times of USA Swimming athlete members are eligible for entry into USA Swimming's SWIMS database. These times must be achieved in swims observed by certified USA Swimming Officials who have been appointed and approved as Meet Observers by the LSC Officials Committee.
- D. An Official of the Meet, who also is a certified USA Swimming Official, both may officiate the Meet and may serve as an Observer, if the meet/swims are approved for observation and if the Official is approved and appointed by the LSC Officials Committee.
- E. No requirement exists for membership in USA Swimming to participate in the meet.
- F. No medical or liability coverage exists for participants or host. Excess medical coverage is provided to the designated LSC NTV Observers ONLY while observing swims on the LSC's behalf.

### 1.4 Obtaining a Sanction/Approval

- 1.4.1 To obtain a sanction, a Meet Host must send a copy of the proposed Meet Announcement to the LSC Sanction Manager a minimum of 30 days prior to the proposed meet start date. To obtain a sanction for a Championship Meet, a Meet Host must send a copy of the Meet Announcement to the LSC Sanction Manager, the Age Group Chair, and the Senior Chair. Any exceptions to the LSC and USA Swimming regulations must be brought to the attention of the Sanction Manager at the time the sanction is requested. Upon the approval of the 1.41.1 policy requirements, a sanction number will be issued. All sanctions for LSC Championship Meets must be requested sixty (60) days prior to the first day of the Meet to allow for the ordering of medals.
- 1.4.2 To obtain an approval, a Meet Host must send a copy of the proposed Meet Announcement listing Meet details to the LSC Sanction Manager a minimum of 30 days prior to the proposed meet start date. USA Swimming's Form (Meet Approval Request to Program Operations) also must accompany any request for an approved meet. Any exceptions to LSC and USA Swimming

regulations by the Meet Host must be identified for the Sanction Manager at the time the approval is requested.

- 1.4.3 A Meet Host accepting entry reservations for a sanctioned meet or an approved meet must submit the Meet Announcement to the Sanction Manager by August 1<sup>st</sup> for the Fall/Winter Season and by February 1<sup>st</sup> for the Spring/Summer Season. The Sanction Manager or designee shall review and approve or deny the sanction/approval request at least two (2) weeks prior to the Meet Reservation Date.
- 1.4.4 To obtain an Open Water Sanction/Approval
  - A. Applicants for a sanction/approval of an open water competition shall complete the open water application approved by USA Swimming and available on its website, [www.usaswimming.org](http://www.usaswimming.org).
  - B. Before an open water competition can be sanctioned/approved by the LSC, the LSC Sanction Manager shall submit the completed sanction/approval packet to USA Swimming for review and approval.

## **1.5 Sanctions of Time Trials, Dual Meets, Triangular Meets and Inter-squad Meets**

- 1.5.1 A request for both approved and sanction time trials, dual and triangular meets, and inter-squad meets must be requested in writing directly to the Sanction Manager at least seven (7) prior to the date of competition. Single team competition results may not be used for NTVs.

## **1.6 Meet Profits and Losses**

- 1.6.1 All profits and/or losses shall be the sole responsibility of the Meet Host.

## **1.7 Responsibilities of the Sanction Holder**

- 1.7.1 Member clubs of the LSC, who obtain sanctions for any meets, are responsible for the actions of their officers, coaches, and agents, in conducting a meet within the Rules of USA Swimming, the LSC, and the sanction limitations specified by the Sanction Manager. A fine may be assessed on a sanction holder by the LSC for violation of the terms of the sanction. Moneys collected shall be deposited in the LSC General Fund.

## **1.8 Meet Director's Responsibility for Records**

- 1.8.1 The Meet Director has the responsibility to retain the original Meet Final Results for a minimum of 1 year, including the electronic timing print out (touch pad and back-up button information, if available) and the seed cards or equivalent.

## **1.9 Sanction/Approval Modifications**

- 1.9.1 Neither the Meet Committee nor the Meet Referee has the authority to modify or waive the sanctioned or approved Meet Announcement. Changes are the sole prerogative of the Sanction Manager.
  - A. A minor exception/change: an event is identified in the Meet Announcement as a positive check-in event. There are two heats or fewer of swimmers entered in the event. The Meet Committee wants to simply seed the event without positive check-in. The Meet Host must notify all participating swimmers/coaches prior to the session start.
  - B. A major exception/change requiring Sanction Manager approval: changing heats to compete fastest to slowest, which requires notifying all participating swimmers/coaches prior to the session start.
  - C. Another major exception/change requiring Sanction Manager approval: capping or limiting one or more events to a maximum number of participants, when not so stated in the Meet

Announcement. If the Sanction Manager requires or approves such limitations, the Meet Host must notify the swimmers eliminated from competition at least one (1) full day prior to the start of the affected session.

1.9.2 The Meet Committee will resolve any discrepancies in the Meet Announcement that become apparent during the Meet.

| Date of Revision                                       | Policy Section(s)                                  | Changes Made                                                                                                                                                                                                                                                   |
|--------------------------------------------------------|----------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| January 28, 2003                                       | 1.6                                                | Amended Meet Final Results requirements to modify electronic distribution to LSC Officers and to eliminate Hy-Tek specific language for electronic distribution                                                                                                |
| April 23, 2003                                         | 1.4.2                                              | Amended Distance Rule to include additional distance events for 11-12 age group and clarify its application                                                                                                                                                    |
| April 26, 2005                                         | 1.4.2                                              | Housekeeping to correct paragraph numbering                                                                                                                                                                                                                    |
| June 27, 2006                                          | 1.4.1<br>1.4.2                                     | Add 1.4.1B to require Meet Information with Meet Bid for Meet accepting entry reservations<br>Delete Distance Rule                                                                                                                                             |
| June 23, 2009                                          | 1.6                                                | Meet Final Results Requirements deleted in its entirety as now contained in 2.4                                                                                                                                                                                |
| October 26, 2010                                       | 1.1.1 & 1.1.2<br>1.4.1                             | Separate issuing sanction from issuing approval and adding statement to hold harmless from damages<br>Distinguish between a sanction and an approval                                                                                                           |
| April 24, 2012                                         | 1.3<br>1.4.4                                       | Defined Sanction Meet, Approved Meet, and Observed Meet/Swims<br>Added Obtaining an Open Water Sanction/Approval                                                                                                                                               |
| January 22, 2013                                       | 1.2.2                                              | Added language waiving sanction fee                                                                                                                                                                                                                            |
| April 23, 2013                                         | 1.9.1<br>1.9.2                                     | Amended to address sanction/approval modification<br>Amended to address meet committee rule                                                                                                                                                                    |
| June 11, 2015                                          | 1.4.3                                              | Changed Fall/Winter Season to Spring/Summer Season for the Meet Announcement Feb. 1 <sup>st</sup> submission                                                                                                                                                   |
| October 24, 2017                                       | 1.2.1 and 1.2.2<br>1.1, 1.2, 1.4, 1.5, 1.7,<br>1.9 | Increase sanction/approval fee to \$30.00<br>Consistently change all references of LSC Sanctioning Officer, Sanction Chair, Administrative Chairman, or Administrative Chair to be referred to either LSC Sanction Coordinator or simply Sanction Coordinator. |
| April 25, 2020                                         | 1.1<br>Various<br>1.4.1, 1.4.2                     | Corrected section title to "Issuance"<br>Sanction Coordinator changed to Sanction Manager<br>Added 30 day requirement for sanction request                                                                                                                     |
| April 2, 2022                                          | 1.2                                                | Changes to sanction/approval fees                                                                                                                                                                                                                              |
| October 25, 2022                                       | New 1.1, and 1.14<br>1.2.1                         | Clarified sanctioning and approval for all meets within the LSC<br>Sanction/approval fee increased to \$50.00                                                                                                                                                  |
| November 28, 2023 adopted, & January 23, 2024 ratified | 1.2.1<br>1.5.1                                     | Removed reference to 'four or more teams', and sanction/approval fee waiver deleted<br>Increased request time from 4 days prior, to 7 days                                                                                                                     |



## **Policy 2: Meet Entry Procedures**

Effective Date: *October 28, 2025*

Last Revision or Review Date: *October 28, 2025*

**Scope:** *This policy provides direction to LSC Members for all elements relating to meet entry procedures. Where conflicts between USA Swimming and LSC policy appear, USA Swimming shall prevail.*

### **2.1 Requirements for Entry into Sanctioned Meets**

2.1.1 Every club that is entered as a team in a USA Swimming sanctioned meet must have a USA Swimming club membership. Members of a club are not eligible to compete as a team if that particular club does not hold a current USA Swimming club membership. Such swimmers for a non-member club must compete "unattached" and may not swim on a relay and may not score team points.

### **2.2 Meet Announcement**

2.2.1 Meet Announcement shall include the following:

- A. Location and date
- B. Facility name including water depth (water depth measured for a distance of 3 feet 3.5 inches (1 meter) to 16 feet 5 inches (5.0 meters) from both end walls and starting platform height)
- C. A statement indicating that host will ensure the required course dimensions:
- D. Meet Time Schedule including warm-up times and procedure
- E. Host Team Name
- F. Sanction Number/Approval Number with a conspicuously located statement that reads: "In granting this sanction/approval, it is understood and agreed that USA Swimming and Wisconsin Swimming, Inc. shall be free from any liabilities or claims for damages arising by reason of injuries to anyone during the conduct of the event."
- G. Entry Fees and Deadline
- H. Admission Fees
- I. Order of Events
- J. Entry Limitation, including meet policy regarding deck entries and/or associated fees, and whether Meet Management is accepting either. The following statements shall be included:
  - a. "Unless explicitly stated otherwise, a swimmer found, prior to seeding, to have exceeded the session, daily, or overall meet entry limit shall be scratched from any and all events that occur beyond the allowable limit, in the order that events are contested."
  - b. "Unless explicitly stated otherwise, a swimmer found to have competed in events beyond entry limits shall be administratively disqualified from any and all events that were swum beyond the allowable limit."
- K. Classification of Meet
- L. Waiver Form
- M. Timing System



- N. Program Cost
  - O. Concession Facilities
  - P. Awards
  - Q. Name, telephone number, and email address of Meet Director
  - R. Use of electronic Meet Entry Form (See Wisconsin Swimming website, [www.wisconsinswimming.org](http://www.wisconsinswimming.org), or contact Meet Entry Coordinator) if submitting entries manually, for Meet Entry Form.
  - S. Include the name and email for Meet Referee, Entry Chair, and Administrative Official.
    - a. Assistant Meet Referee(s) shall also be identified with name and email for each session for which the Meet Referee is unable to be present, and who will have delegated authority from the Meet Referee for such sessions of the meet.
    - b. If the named Administrative Official is not able to be present for all sessions of the meet, at least one Administrative Official for each session shall also be identified with name and email.
  - T. Meet Directors, Meet Referees, Assistant Meet Referees, Administrative Referees and Administrative Officials must be current USA Swimming Non-Athlete Members in good standing
  - U. Notification that non-LSC entrants must bring current USA Swimming cards.
  - V. For a meet conducted in an outdoor pool, procedures for threatening weather and closing the pool, for handling any weather-related meet delay, for resuming the meet, and for refunding entry fees (if any refund, for events not competed).
  - W. Use of audio or visual recording devices, including a cell phone, is not permitted in changing areas, rest rooms, or locker rooms.
  - X. The statement: "Any swimmer entered in the Meet must be certified by a USA Swimming member coach as being proficient in performing a racing start or the swimmer must start each race from within the water. When unaccompanied by a member-coach, it is the responsibility of the swimmer or the swimmer's legal guardian to ensure compliance with this requirement."
  - Y. The statement: "Operation of a drone, or any other flying apparatus, is prohibited over the venue (pools, athlete/coach areas, spectator areas and open ceiling locker rooms) any time athletes, coaches, officials and/or spectators are present."  
Exceptions may be granted with prior written approval by the Vice President of Program Operations.
  - Z. The statement: "Deck changes are prohibited."
  - AA. MAAP Acknowledgements: "All applicable adults participating in or associated with this meet, acknowledge that they are subject to the provisions of the USA Swimming Minor Athlete Abuse Prevention Policy ("MAAPP"), and that they understand that compliance with the MAAPP policy is a condition of participation in the conduct of this competition.
  - BB. An athlete member at a sanctioned meet who is 18 years of age or older, who had not completed the Athlete Protection Training (APT) by the date of the swim, will not be able to upload into SWIMS. These athletes will also be considered "not in good standing" and can be subject to fines under Wisconsin Swimming Policy 11.2.1."
  - CC. For open water competitions, the policy for abandonment, the race timeline, the course map, and a statement whether the race will be an "escorted" or "unescorted" event.
- 2.2.2 The entry and waiver forms for the meet must request:
- A. Team Alpha Code and Team Name;
  - B. Each Swimmer's Name, Age and USA Swimming Membership Number;
  - C. Coach and/or designated coach representative at the completion; and

- D. Name & phone number of person to contact regarding any entry issue.
- 2.2.3 This entry form will constitute the official entry for competition. If the entry form is in an electronic format, a hard copy must be included with the signed waiver form.
- 2.2.4 The Meet Committee will resolve any discrepancies in the Meet Announcement.
- 2.2.5 The LSC Sanction Manager may require a Meet Host to forfeit all received entry fees to the LSC, for participants which exceed the sanction limit. This forfeiture shall not include delays.
- 2.2.6 Deck entries will not be accepted unless otherwise specified in the Meet Announcement. If accepted, swimmers will be seeded in the slowest heat.

## **2.3 Reservations**

- 2.3.1 Participating teams may request an entry reservation from the Meet Host. Reservations cannot be postmarked before:
- Fall-Winter Season:
- The second Tuesday of September for LSC teams; and
  - The third Tuesday of September for non-LSC teams.
- Spring Summer Season:
- The second Tuesday of March for LSC teams; and
  - The third Tuesday of March for non-LSC teams.
- 2.3.2. To hold any entry reservation, A Meet Host may require a deposit not to exceed the actual entry fee. Any reservation deposit may not be cashed or deposited before the meet entry deadline specified in the sanctioned or approved Meet Announcement.
- 2.3.3. If a meet is over-reserved with entries postmarked on the reservation date, then seven (7) days after the reservation date (to permit receipt of all reservations postmarked on the reservation date), the Meet Host reduces the reserved entries in the following manner:
- A. If the meet reserved entries exceed the entries limit by less than fifteen percent (15%), the Meet Host shall reduce each team's entries by the percent that the meet is over-reserved.
  - B. If the meet reserved entries exceed the entries limit by more than fifteen percent (15%), the Meet Host shall conduct a lottery among all teams to identify team(s) whose entries are returned to the team(s), i.e., the team(s) will not participate in the meet until the entry limit is reached.
  - C. If the lottery identifies a team whose entries reduce the reservations to less than the entries limit, the Meet Host may advise the team that the team may reserve the number of entries available to the entries limit. However, if that team declines to participate in the meet, the Meet Host may accept entries from another team that the lottery otherwise would have determined could not participate, until the entry limit is achieved.
  - D. When a meet is over-reserved, the Meet Host must notify all teams submitting reservations of the results of either the fifteen percent (15%) reduction in entries or the results of the lottery within fourteen (14) days of the reservation date.
- 2.3.4. A Meet Host may accept, on a first come first served basis, entry reservations from clubs that reserve for all days of the Meet, except evening only sessions, not just selected days. To be considered, all days must be at least plus or minus thirty percent (30%) of any single day's entry reservations.
- 2.3.5. Entry reservations must be received by the entry deadline started in the Meet Announcement. Reservations must be submitted on the current LSC Meet Reservation form.

- 2.3.6. A Meet Host not accepting reservations until the Meet Announcement is posted must:
- A. Indicate an entry deadline in the Meet Announcement for non-LSC teams that must be a minimum of two (2) weeks after the date the Meet Announcement is posted on the LSC website. Non-LSC teams may send entries before the non-LSC entry deadline to establish priority for non-LSC teams; but these entries may not bump any Wisconsin Swimming entries received before the non-LSC entry deadline.
  - B. Reduce the number of meet entries, when entries received by the entry due date exceed the number permitted in the same manner as is required for reservations that exceed the permitted number of entries (Refer to 2.3.3 above).

## **2.4 Meet Host Responsibilities**

- 2.4.1. The Meet Host must send the Meet Announcement to the LSC Webmaster for posting on the LSC website, [www.wisconsinswimming.org](http://www.wisconsinswimming.org), for all LSC sanctioned open meets at least twenty-one (21) days prior to the entry deadline. The Meet Host must include a Meet Event File for the purpose of importing events into Team Management software.
- 2.4.2. If the published Meet Announcement is changed, the Meet Host must notify teams of these changes. If the changes prevent clubs from meeting their reservation quotas, the unused reservation moneys must be refunded.
- 2.4.3. Seven (7) days before any sanctioned meet or approved meet, or less (as deemed by the LSC prior to a LSC Championship Meet), the Meet Host must send an .sdi file to the LSC Managing Director to ensure that all athletes entered in a sanctioned meet are current member athletes of USA Swimming. A complete meet back-up must be sent to the LSC Treasurer seven (7) days before all sanctioned/approved meets or less as deemed by the LSC prior to an LSC Championship Meet.
- 2.4.4. Meet Final Results: The Meet Host must send Meet Final Results as follows:
- A. Managing Director and the Sanction Manager in electronic form, a complete UNLOCKED meet back-up within forty-eight (48) hours of the Meet.
  - B. In cases where a USA Swimming National Meet requires an Official Verification Card (OVC) request, and has an entry deadline less than seven (7) days after the Meet, Meet Final Results must be sent electronically to the OVC/Records Coordinator, Sanction Manager and Managing Director at least twenty-four (24) hours before the USA Swimming National Meet entry deadline.
  - C. Webmaster, to be posted on the LSC website, and Treasurer within fourteen (14) days after the meet in three (3) forms:
    - a. Locked data base;
    - b. Results file to be imported into a Team's database; and
    - c. PDF results in standard publication format.
- 2.4.5. Meet Reports: Sanction Manager and Treasurer must receive the completed meet final results (completed in full as per Policy 2.4.4 and Policy 2.4.7) in electronic form within seven (7) days after the meet.

**NOTE:** "Electronic form" means a computer file created by meet management which may be sent by electronic mail (e-mail) or posted to a website. In cases where Meet Finals Results in electronic form are not available for any reason, printed Meet Final Results must be distributed.

- 2.4.6. Meet Host must prepare Meet Final Results as follows:
- A. Identify the meet, e.g., name, sanctioned/approved number, location, date, pool length on each page, and the pages must be numbered.
  - B. Identify teams participating by full names and locations.

- C. Identify unattached swimmers with their LSC status, e.g., UN-WI, UN-ILL, etc.
  - D. Provide first and last names, ages, and team affiliations for all swimmers.
  - E. Provide event information in publication order by:
    - a. Separating events by age group and gender; and
    - b. Listing events in the following order: freestyle events, backstroke events, breaststroke events, butterfly events, individual medley events, freestyle relay events and medley relay events.
    - c. Listing events from shortest distance to longest distance within each stroke/event.
  - F. Treat prelim/final formats and leadoff swims as one event.
  - G. Provide first and last names of competing relay swimmers, their ages, and their order of swimming.
- 2.4.7. For LSC Championship Meets, the Meet Final Results also must include:
- A. All relay leadoff splits from an automatic timing system;
  - B. Team or individual scores, if applicable;
  - C. Time Trial results in the same format as Meet Final Results, i.e., the same order as the Meet Final Results. Mixed gender events are not acceptable for entering Time Trial Results into the USA Swimming SWIMS database.
- 2.4.8. Each participating group member is responsible for ensuring that all entered swimmers are validly registered USA Swimming athlete members for all sanctioned meets. Any swimmer who has entered the meet and is not registered as a USA Swimming athlete member may not swim in a sanctioned meet.
- 2.4.9. In addition to Meet Final Results, the Meet Host must submit the following reports for a sanctioned meet in electronic format:
- A. Meet Report to [meets@wisconsinswimming.org](mailto:meets@wisconsinswimming.org) within seven (7) days of the meet.
  - B. Meet Financial Statement to [meets@wisconsinswimming.org](mailto:meets@wisconsinswimming.org) within seven (7) days of the meet.

## **2.5 LSC Championship Meets**

- 2.5.1 Meets may be designated as Championships Meets only by the LSC and no Meet Host may use the word “Championship” unless authorized to do so.
- 2.5.2 The LSC, in cooperation with the member clubs, will host or award the Championship Meets and include financial support where needed. The General Chair, Age Group Chair, and Senior Chair shall be responsible for the coordination of this meet and for establishing a format for delegation of work effort among participating clubs, where necessary.
- 2.5.3 The Meet Host must forward to the LSC Webmaster a Psych Sheet format report on the LSC website on the Tuesday preceding the start of the meet for posting on the website.

## **2.6 LSC Hosted Meets**

- 2.6.1 The LSC may host LSC and regional championships and regional qualifying meets. Clubs entering LSC hosted meet have the duty to provide workers and may be required to forward a forfeitable deposit of \$10.00 per swimmer, but not to exceed \$250 per club, for each day of the meet as mentioned in the Meet Announcement. Although the LSC will cooperate with member clubs, the LSC should not accept responsibility, except to an insignificant degree, to host a meet.
- 2.6.2 The Meet Director for LSC sponsored meets may be compensated for his/her efforts, not to exceed \$500.00. This amount is subject to approval by the House of Delegates.

## **2.7 Entry and Seed Times- LSC Championship Meets**

- 2.7.1 Qualifying standards may be achieved by a swimmer in any meet providing the printable/viewable meet results.
- 2.7.2 All individual swimmers entered in a LSC Championship Meet must be eligible to swim in the meet. A Meet Recon report shall be generated after the entry deadline has passed. A second Meet Recon report will be run following the “new cuts” deadline as well. Swimmers and relays that do not meet the eligibility requirement shall be withdrawn from the meet. A swimmer’s eligibility may be challenged at any time prior to the meet and at any time during the meet. Any swimmer who swims in the meet and is found to be ineligible will be disqualified from the meet and will forfeit all awards or points achieved. A fine of two hundred dollars (\$200) will be assessed against the Club or, if there is an unattached swimmer, against the swimmer.
- 2.7.3 If obvious inaccuracies occur within a particular team’s entries, the LSC Chair is authorized by the LSC to fine the team.
- 2.7.4 Proof of Time:
  - A. A swimmer, who does not swim equal to or faster than the meet qualifying time standard or is disqualified from an individual event, must prove his/her time, i.e., must provide documentation that he/she has swum at least as fast as the entry qualifying standard, or pay a fine in the amount of two hundred dollars (\$200). Non-Championship meets with qualifying times may establish other proof of time penalties or fines.
  - B. Acceptable proof of time includes any printable/viewable meet results that identifies the swimmer by name, their time, the meet name, and the date on which the swimmer achieved the qualifying time.
  - C. The results of a Time Trial, conducted at or in conjunction with the meet for which the proof is required, are not acceptable.
  - D. A team with an unresolved proof of time must prove the time or pay the fine by the conclusion of the meet.
  - E. A team owing a proof of time penalty or an unattached swimmer owing a proof of time penalty may not enter an LSC sanctioned or approved meet until the proof of time fine is paid. The Meet Director shall inform the Sanction Manager about the team or unattached swimmer owing the outstanding fine and provide contact information. The Sanction Manager shall advise the team or the unattached swimmer regarding the fine and inability to participate in another sanctioned or approved meet.
- 2.7.5 Disability Swimmers: For policies and information related to entries into LSC Championship Meets by disability swimmers, please refer to LSC Policy 28: Swimmers with a Disability.

## **2.8 Meet Fees**

- 2.8.1 Entry Fees: The Meet Host shall specify entry fees for its meet. The Meet Host retains the entire amount collected for any entry fees except for Splash Fees as specified in Policy 2.8.2. If no Entry Fees are charged by the Meet Host, a Sanction or Approval fee will still be owed to Wisconsin Swimming, Inc as specified in Policy 1.2.1. Fees for an individual event, relay event, or any per swimmer charge, are all inclusive of an Entry Fee.
- 2.8.2 Splash Fee: A Meet Host shall remit to the LSC:
  - A. For all meets: to the LSC General Fund and LSC Facility Grant Fund, four dollars (\$4.00) Splash Fee per swimmer for any sanctioned or approved meet charging a fee for the athlete to compete in the meet, including relay only swimmers.

B. Splash Fee Waiver:

- a. The Splash Fee will be waived for any meet not charging an Entry Fee as in Policy 2.8.1.
- b. The Splash Fee will be waived for the Wisconsin YMCA State Championship meet. No splash fee will be waived for non-Wisconsin LSC clubs, including any non-Wisconsin YMCA championship meets, unless approved by the Wisconsin LSC House of Delegates.

2.8.3 Proof of Time Fine: The Meet Host must impose a penalty/fine upon non-achievement at the competition if the time standard is not substantiated through acceptable proof of time. The Meet Host retains any proof of time fine.

2.8.4 Additional Fees: A Meet Host may levy additional fees, which shall be designated the time of submitting the Meet Bid. After the Meet Schedule has been voted on and approved at the LSC House of Delegates meeting, the Meet Host may not levy any additional fees.

| Date of Revision | Policy Section(s)                                          | Changes Made                                                                                                                                                                                                                                                                                                                                                                                                                                |
|------------------|------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| March 23, 1999   | 2.8.2                                                      | Coach Reimbursement Added                                                                                                                                                                                                                                                                                                                                                                                                                   |
| January 27, 2004 | 2.2.4<br>2.3.1 – 2.3.3                                     | Added Meet Committee may resolve discrepancies in Meet Information<br>Amended to clarify handling reservations over Meet entries and renumbered 2.3.4-2.3.7                                                                                                                                                                                                                                                                                 |
| April 27, 2004   | 2.4.1                                                      | Added requirement for posting Meet Information on LSC website                                                                                                                                                                                                                                                                                                                                                                               |
| April 26, 2005   | 2.2.1<br>2.4.4.F<br>2.4.6.C<br>2.7.5<br>2.8.1.C.g<br>2.8.4 | Eliminate paper when feasible<br>Q & R Encourage electronic entries; Meet Referee often is only Official known at time Meet Information is prepared<br>Encourage use of electronic communications<br>Specify Time Trial Results Format<br>Add SWIMS database as acceptable Proof of Time; add conditions for acceptable Proof of Time<br>Add Pentathlon to Quality Meets<br>Add Proof of Time penalty                                       |
| June 26, 2007    | 2.8.2.1                                                    | Increase Splash Fee to \$3.00                                                                                                                                                                                                                                                                                                                                                                                                               |
| June 23, 2009    | 2.4 – 2.8                                                  | Make meet reporting requirement paperless                                                                                                                                                                                                                                                                                                                                                                                                   |
| October 26, 2010 | 2.2.1<br>2.3.6<br>2.4.1<br>2.8.3                           | Add specific conditions for pool depth measurement and identified whether pool is certificated in accord with USAS Rule 104.2.2C(4)<br>Delete mail and e-mail Meet Announcement: use Meet Announcement for consistency with USAS Rules<br>Delete mail and email Meet Announcement<br>Decrease Splash Fee to \$2 with review by December 31, 2013<br>Generally changed the term “Meet Information” to “Meet Announcement” per USAS Rule Book |

|                  |                                                                                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
|------------------|--------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| April 24, 2012   | 2.2.1.F<br>2.2.1.J<br><br>2.2.1.V<br><br>2.7.1<br><br>2.7.2                    | Added Statement, per USAS Rule Book<br>Clarified deck registration and deck entries information<br>Added information on nonuse of audio and visual equipment<br>Broadened the type of Meets from which seed times may be used<br>Added ability to challenge swimmer eligibility                                                                                                                                                                                                                                                                                                                                                                                                  |
| April 24, 2012   | 2.7.6.A – 2.7.6.B<br><br>2.7.6.D                                               | Expands acceptable proof of time and establishes a fine of \$200<br>Deletes the penalty for failure to prove time, of not competing in another individual race and prohibiting relays from competing                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| June 19, 2012    | 2.2.1.W<br>2.4.6.A<br><br>2.7.2<br>2.7.4.F<br><br>2.8.4<br><br>2.8.5           | Added statement required by USAS Rule 202.3.A<br>Added page numbers required per USAS Rule 102.27.1<br>Deleted “shall” for clarification<br>Added language to establish a means to enforce failure to pay proof of time<br>Added language that meet host retains proof of time penalty/fine for clarification<br>Deleted to allow team decision to pay a surcharge                                                                                                                                                                                                                                                                                                               |
| January 22, 2013 | 2.7.4<br>2.8.3.C<br>2.8.5                                                      | Proof of time updates<br>Splash fee waived where no entry fees required<br>Surcharge fee updated                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| April 24, 2013   | 2.7.4.F                                                                        | Clarified language                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| June 25, 2013    | 2.2.1.Q<br><br>2.2.1.S<br><br>2.8.3                                            | Meet announcement shall include email address of Meet Director<br>Meet announcement shall include email address of Meet Director and Administrative Official<br>Splash fee increased to \$3                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| April 26, 2014   | 2.8.3.C                                                                        | Splash fee waiver granted to Wisconsin YMCA State Championship meet                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| October 25, 2016 | 2.2.1.X                                                                        | Added statement required by USAS Rule 202.4 REQUIREMENTS FOR SANCTION pertaining to drones.<br>Added statement required by USAS Rule 202.6 REQUIREMENTS FOR APPROVAL pertaining to deck changing                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| April 21, 2017   | 2.7.5                                                                          | New section referencing Policy 28: Swimmers with Disabilities expanding eligibility to compete at LSC Championship Meets.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| October 24, 2017 | 2.2.1 C and F<br>2.4.3 & 2.4.4<br><br>2.2, 2.4 and 2.7<br><br>2.7.4 D<br>2.8.1 | Housekeeping and required USA Swimming language<br>Replaced references to “Registration Coordinator” to new position of “Administrative Manager”<br>Change all references of LSC Sanctioning Officer, Sanction Chair, Administrative Chairman, or Administrative Chair to be referred to either LSC Sanction Coordinator or simply Sanction Coordinator.<br>Delete entirely<br>Waived all fees to WI Swimming for meets with \$0.00 meet fees<br>Added 8 and Under, Silver State Championship, and Single Age Spring Championship meets<br>Added options to offer even longer distance events for 10 and Under and 11-12 age groups.<br>Added Open Water and IMX Challenge meets |

|                                                             |                                                                                                              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
|-------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| January 22, 2019                                            | 2.7.5                                                                                                        | Modified to refer to Policy 28 for consistency                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| October 22, 2019                                            | 2.4                                                                                                          | Corrected references for Sanction Manager and Operations Manager. Changed deadlines for filing meet results and reports to 48 hours and 7 days respectively.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| April 25, 2020                                              | Various                                                                                                      | Replace “Sanction Coordinator” with “Sanction Manager”                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| June 15, 2021                                               | 2.4.9 C, 2.8.2, 2.8.3 B,                                                                                     | Remove policy provisions related to elimination of Policy 12 – Travel Fund on 4-16-2021                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| January 25, 2022                                            | 2.8.2 A and B                                                                                                | Housekeeping to correct Splash Fee amount to \$4.00 as per prior action and be applicable to relay only swimmers                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| October 25, 2022                                            | 2.2.1J and 2.4.8                                                                                             | Removed references to deck registration.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| December 27, 2022                                           | 2.8.2 A<br>2.2.2 B                                                                                           | Clarification on Splash Fees for all meets going to both the General Fund and Facility Fund.<br>Deleted as no longer applicable                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| October 24, 2023                                            | 2.2.1 C<br>2.2.1 S<br>2.2.1 T<br>2.2.1 AA<br>2.2.1 BB<br>2.2.1 CC<br>2.4.3 & 2.4.4<br>2.4.9 B & C<br>2.8.1 A | Revised to match 2023 USAS legislation HK-11<br>Added “Entry Chair” to required listing<br>Add requirement for “Meet Directors, Meet Referees and Administrative Officials must be current USA Swimming Non-Athlete Members in good standing”<br>Per USA Swimming Rule 202.4(M), added MAAP Acknowledgement verbiage as requirement to Meet Announcement.<br>Added USA APT requirement for athletes age 18 or over<br>Per USA Swimming Rule 202.4(N), added open water competition verbiage as requirement to Meet Announcement,<br>Corrected title of “Managing Director”<br>Changed “twenty-one (21)” to “fourteen (14)”<br>Deleted “Quality Meets” |
| Adopted on November 28, 2023 & ratified on January 23, 2024 | 2.8.1<br>2.8.4                                                                                               | Clarified a Sanction or Approval fee will still be owed to Wisconsin Swimming, Inc<br>Changed to “additional fees” and removed reference to fees going to LSC.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| Adopted April 19, 2024 & ratified on April, 20, 2024        | 2.4.9<br>2.4.9 B<br>2.4.9 C                                                                                  | Amend to require all reports to be submitted electronically.<br>Amend Meet Financial Statement filing requirement to submit electronically within 7 days.<br>Remove requirement to submit a hard copy of the Meet Report along with Splash Fees.                                                                                                                                                                                                                                                                                                                                                                                                      |
| Adopted October 22, 2024 and ratified on January 28, 2025   | 2.7.1<br>2.7.4B                                                                                              | Amend to allow qualifying standards to be achieved from any meet.<br>Amend to allow proof of times to be in “printable/viewable” formats                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| Adopted and ratified on January 28, 2025                    | 2.6.1                                                                                                        | Increase deposits to \$10/athlete and \$250/club max                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| Adopted March 25, 2025 and ratified on April 26, 2025       | 2.8.1 and 2.8.2                                                                                              | Amend to clarify LSC splash fees should apply to meets that charge any fee to the athletes competing                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| Adopted June 24, 2025 and ratified on October 28, 2025      | 2.2.1 S & T                                                                                                  | Clarify requirements to identify Asst. Meet Referee(s) and additional Admin Officials                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| Adopted and ratified on October 28, 2025                    | 2.2.1 J a. and J b.                                                                                          | Add required language to provide uniform procedures for Administrative Officials, based on current practices, when it is found that swimmers have been over-entered and/or competed beyond allowable limits.                                                                                                                                                                                                                                                                                                                                                                                                                                          |







## **Policy & Procedures Manual Wisconsin Swimming, Inc.**

### **Policy 3: Determining Age Groups, Events, and Meet Length**

Effective Date: *May 1, 1997*

Effective Date: *September 1, 2025*

Last Revision Date: *October 22, 2024*

**Scope:** *This policy provides direction to LSC Members relating to structuring and administering Meets.*

#### **3.1 Wisconsin LSC Meet Schedule**

- 3.1.1 Fall/Winter Meet Schedule: Shall be finalized at the annual LSC House of Delegates meeting.
- 3.1.2 Spring/Summer Meet Schedule: Shall be finalized at the LSC meeting held in the fall.
- 3.1.3 Any club wishing to host a Meet shall submit a completed "Meet Bid" form to the LSC Sanction Manager at least fourteen (14) days prior to the appropriate LSC meeting. A late Meet Bid shall be added to the season's schedule only by agreement of all other Meet Hosts having submitted bids for that date on a timely basis. Meet Bids must include all information requested on the Meet Bid form. Failure to use the Meet Bid form will result in the Sanction Manager rejecting the bid, and the Meet will not be included in the Meet Schedule.

#### **3.2 Age Group**

- 3.2.1 USA Swimming age groups will be used except as specifically noted herein.
- 3.2.2 Authorization may be given to Meet Hosts who wish to conduct events for 8 and Under swimmers. The following restrictions apply:
  - A. USA Swimming Technical Rules shall be enforced in the same manner as for other groups.
  - B. Individual events shall be no longer than one (1) length of the course for fifty-meter (50m.) pools and two (2) lengths of the course for twenty-five yard/meter (25yd./m.) pools, except for the one hundred yard (100yd.) individual medley event.
  - C. Eight and Under swimmers shall be permitted to swim in events for the 8 and Under age group or in combination with the events for the 10 and Under age group.

#### **3.3 Meet Events**

- 3.3.1 All swimming events that are listed by USA Swimming for national recognition are appropriate for use in Meets sanctioned by the LSC. Any other events must be approved by the General Chairman or designee.
- 3.3.2 The Age Group Chairman shall have the authority to recommend any events (which receives national and LSC recognition to ensure all events will be offered during a season ) that should be included in a particular sanctioned Meet.
- 3.3.3 The Wisconsin Swimming Championship Meets, short course and long course, shall include all senior Championship events for both men and women.
- 3.3.4 All individual events, except 1000 yard or 800 meter and 1650 yard or 1500 meter, shall have Preliminaries and Finals in Senior Championship Meets. For the four (4) events cited, only the fastest, single heat shall be swum in the Finals. When Consolation Finals are held, they must precede the Championship Finals.
- 3.3.5 If a Meet has both male and female events, any stroke event offered must be available to both male and female competitors.

### **3.4 Meet Length**

- 3.4.1 A Meet Host shall plan its Meet to terminate within a maximum of eight (8) hours of competitive events in any one day. With the exception of LSC Championship Meets, the Meet Host shall arrange the program to allow for all individual and relay events to be completed. Swimmers twelve (12) years and younger should be completed, not including warm ups, in four (4) hours or less per day for a Timed Finals Meet or in a total of eight (8) hours or less per day for a Preliminaries and Finals Meet.
- 3.4.2 Each Meet host shall complete the WSI Meet Report and send the Report within seven (7) days after the completion of the Meet to the Sanction Manager and the Treasurer.  
The Meet Report shall include:
- A. The number of entries actually accepted per session;
  - B. Time that the AM session began and ended; and
  - C. Time that the PM session began and ended.
- 3.4.3 Fines for Session Length Violation
- A. \$250 fine, which increases by \$250 for each subsequent Meet violation occurring within three (3) years.
  - B. Mandatory submission of Meet session reports to the Sanction Manager for review prior to all Meets for the next three (3) years.
- 3.4.4 Options to reduce session lengths, either voluntary by the Meet Host or imposed by the Sanction Manager:
- A. Reduce the number of swims allowed per participating club;
  - B. Reduce or eliminate relay events;
  - C. Cap the number of heats per event, especially for distance events equal to or longer than 400's; and/or
  - D. Eliminate events.
- 3.4.5 If the Meet Host makes any of the event adjustments noted in 3.4.4 above, the Meet Host must notify the Sanction Manager and each participating club of the changes at least 48 hours prior to the start of the Meet.
- 3.4.6 The Meet Host may specify time standards adopted by the LSC. These time standards must be included in the Meet Sanction request. No time standards for 8 and Under swimmers shall be established.

### **3.5 Meet Entry Limits**

- 3.5.1 The Sanction Manager shall impose individual entry limitations on Meet Hosts, such that individual entries shall not exceed the specified below.

### 3.5.2 Distance Meet

- A. Short Course Yard Pool: 150 entries per competitive lane used per full day
- B. Long Course Meter Pool: 125 entries per competitive lane used per full day
- C. Short Course Meter pool: 125 entries per competitive lane used per full day

### 3.5.3 Non-Distance Meet

- A. Short Course yard Pool: 200 entries per competitive lane used per full day
- B. Long Course Meter Pool: 175 entries per competitive lane used per full day
- C. Short Course Meter Pool: 175 entries per competitive lane used per full day

### 3.5.4 Expectations to Entry Limit Standards- The Sanction Manager may:

- A. Sanction a long course Meet with a limit of 200 entries per lane used per competitive day, but relays but be swum first.
- B. Approve requested, minor variations from these entry limit standards, but a Meet Host should anticipate a need for LSC House of Delegates or Executive Committee action on any request for a major variance.

| Date of Revision | Policy Section(s)                              | Changes Made                                                                                                                                                                                                                                                |
|------------------|------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| January 27, 2004 | 3.4.1                                          | Clarify four-hour rule                                                                                                                                                                                                                                      |
| April 27, 2004   | 3.5                                            | Create section by consolidating entry limit information from 2.8.3 and 3.4.5                                                                                                                                                                                |
| April 23, 2013   | 3.4.1<br>3.4.3<br><br>3.4.4.<br>3.4.5<br>3.4.6 | Housekeeping<br>Amended to reflect fines for exceeding session length and requirements for session reports<br>Provided suggestion to reduce session length<br>Notice requirements when Meet Hosts adjusts meets<br>Updated to reflect time standard options |
| June 25, 2013    | 3.1.1                                          | Updated to reflect change in annual LSC HOD meeting                                                                                                                                                                                                         |
| October 24, 2017 | 3.1, 3.4, and 3.5                              | Change all references of LSC Sanctioning Officer, Sanction Chair, Administrative Chairman, or Administrative Chair to be referred to either LSC Sanction Coordinator or simply Sanction Coordinator.                                                        |
| April 25, 2020   | Various                                        | Replace "Sanction Coordinator" with "Sanction Manager" throughout the Policy.                                                                                                                                                                               |
| October 24, 2023 | 3.1.3<br><br>3.4.2                             | Replace "Sanctioning Chairman" with "Sanction Manager"<br>Revise "twenty-one (21) days" to "seven (7) days"                                                                                                                                                 |
| October 22, 2024 | 3.1.2                                          | Revise from January HOD to "held in the fall", effective 2025                                                                                                                                                                                               |



## Policy & Procedures Manual

### Wisconsin Swimming, Inc.

#### Policy 4: Meet Conduct

Effective Date: *October 22, 2024*

Last Revision Date: *October 22, 2024*

**Scope:** *This policy provides direction to all LSC members, athletes, officials, coaches, and parents relating to meet conduct.*

##### 4.1 Wisconsin Individual Scratch Rule

Each swimmer shall inform himself/herself of the meet starting time and shall report to the proper meet authorities promptly upon call.

- 4.1.1 Scratching Events in Pre-Seeded Meets – Each swimmer shall report promptly to the starting blocks prior to the start of each race in which the swimmer is entered.
  - A. Any swimmer not reporting for or competing in an individual timed final event shall not be penalized.
  - B. Any swimmer not reporting for or competing in a preliminary heat when finals are scheduled shall not be penalized.
- 4.1.2 Scratching Events in Deck Seeded Meets – Any swimmer entered in an individual event who has checked-in for the event must swim in the event. Failure to swim the event will result in the swimmer being barred from his/her individual event, in which the swimmer is entered on that day or the next day, whichever is first. No penalty shall apply for a failure to compete if the swimmer or the coach notifies the Deck Referee, prior to his/her assigned heat, of a Declared False Start.
- 4.1.3 Scratching from Bonus Heats, Consolation Finals, and Finals:
  - A. Any swimmer qualifying for a bonus heat, consolation final, or final race in an individual event, who fails to compete in said bonus, consolation final, or final race, shall be barred from further competition for the remainder of the meet. Disqualification under this section shall apply only to swimmers qualifying based on the original preliminary results. However, if a swimmer or coach is notified prior to the start of the session that the swimmer has scratched into a bonus heat, consolation final, or final race in an individual event, and then accepts the position but fails to compete, that swimmer shall be barred from further competition for the remainder of the Meet.
  - B. In the event of withdrawal or barring of a swimmer from competition, the Meet Referee shall fill the bonus heat, consolation final, or final race, when possible, with the next qualified swimmer(s). First and second alternates shall be announced along with the final qualifiers. These alternates shall not be penalized if not available to compete in finals. However, if an alternate is notified that he/she has scratched into a bonus heat, consolation final, or final race prior to the start of the session, and that swimmer accepts the position and then does not compete, that swimmer is barred from further competition for the remainder of the meet.
  - C. When bonus/consolation finals have not been swim and a barring or withdrawal is known to the Meet Referee, the Meet Referee shall reseed the bonus/consolation final, if necessary, by inserting the alternate(s) in the appropriate lane(s), filling all lanes in the final race.

- D. If a bonus heat or consolation final has been contested, the remaining final shall be swum without reseeding for empty lane(s).
- E. Finals shall include those events in a preliminary-finals competition, but swum as timed finals, with the fastest heat swimming in finals. A swimmer who fails to compete in a timed final event or in the fastest heat swimming with finals, who has checked-in for the positive check-in, is barred from competing in the next individual event in which the swimmer is entered either on that day or on the next day, whichever is first. A Declared False Start is allowed in a timed final event with the fastest heat swimming with finals.
- F. Exceptions for failure to compete – No penalty shall apply for failure to withdraw or to compete in an individual check-in event if:
  - a. The Meet Referee is notified in the event of illness or injury and accepts the proof thereof.
  - b. A swimmer qualifying for a C, B, or A (bonus heat or consolation final or final race) race, based upon the results of the preliminaries, notifies the Meet Referee within thirty (30) minutes after announcement of the qualifiers for that race that he/she may not intend to compete, and further declares his/her intention not to compete within thirty (30) minutes following his/her last individual preliminary event of the session.
  - c. The Meet Referee determines that failure to compete is caused by circumstances beyond the control of the swimmer.

#### **4.2 Wisconsin Relay Scratch Rule**

No penalty exists if a member of a relay team or the relay team itself fails to compete in a timed final or preliminary/finals competition.

#### **4.3 Minimum Finish Judging**

A minimum of one (1) place judge and preferably two (2) place judges, shall record the places/finishes of all competitors in a heat for timed finals, preliminaries, and final races. An exception occurs when no automatic timing system is used. Then, two (2) place judges are required.

#### **4.4 Minimum Number of Officials**

##### **4.4.1 Sanctioned and Approved Meets**

A minimum of four (4) Officials, as described below, shall be present at all times during competition of a meet, including dual meets. Additional Officials are recommended for major meets, especially for any meet with a Prelims/Finals format.

- A. One USA Swimming certified Starter, who may serve as a Stroke and Turn Judge when sufficient other Officials are not available;
- B. One USA Swimming certified Referee, who cannot serve in any other capacity (except in a dual meet where they can also serve as a Stroke and Turn Official);
- C. One Administrative Official, certified by the LSC Officials Committee, who cannot serve in any other capacity; and
- D. One certified Stroke and Turn Official, or another certified Starter/Referee.

#### **4.5 Warm-up Procedures**

- 4.5.1 The warm-up procedure establishes the requirements for any USA Swimming member club requesting sanction/approval from Wisconsin Swimming, Inc. The intent is providing an adequate, fair, and safe warm-up for all competitors and coaches. In conformance with Wisconsin Swimming Policy 2.2.1.C, the Meet Announcement shall specify warm-up times and procedures.

- 4.5.2 The warm-up procedures shall provide a minimum of a five (5) minutes quiet period between warm-ups and actual competition during which no one is permitted in the competitive pool.
- 4.5.3 Following are several definitions/descriptions contained/used in the procedure:
- A. General Warm-up: Circle swimming only, entry into the water shall be a feet first three point entry for all competition
  - B. Sprint: One directional swimming from starting end only, racing starts from starting blocks are permitted.
  - C. Push/Pace: Circle swimming only, one or two lengths only, begin at starting end only, no racing starts from starting blocks.
  - D. Kicking/Pulling with Boards or Paddles: Not permitted in competition pool; permitted in separate diving well or in adjacent pool.
  - E. Marshal: A Host Club member, familiar with warm-up procedures, on deck during entire warm-up, with authority to recommend to the Meet Referee disciplinary action for violators of procedures.
- 4.5.4 A diving well physically linked to the competition pool, as in an “L” shaped pool, may be available for general warm-up, kicking/pulling during the warm-up period, and for warm-downs only during competition with limits on the number of swimmers in the water at the same time. The Meet Referee or Marshall(s) may close the diving well to all individuals at their discretion.

#### **4.6 Coaches Responsibilities**

- 4.6.1 Coaches shall instruct their swimmers about safety guidelines and warm-up procedures as they apply to conduct at meets and at practices.
- 4.6.2 Coaches shall supervise their swimmers throughout the warm-up at meets and at all practices.

#### **4.7 Host Team Responsibilities- Meet Marshals & Lifeguards**

- 4.7.1 A minimum of two (2) Meet Marshals, who report to and receive instructions from the Meet Referee and/or Head Marshal, shall be on deck during the entire warm-up session to enforce safety guidelines and warm-up procedures.
- 4.7.2 Meet Marshals, with the approval of the Meet Referee, shall have the authority to remove any swimmer or coach who violates safety guidelines or warm-up procedures from the deck for the remainder of the warm-up session or the meet
- 4.7.3 A Meet Host must provide at least one certified Lifeguard for the pool who has no other responsibilities in accord with Wisconsin Administrative Code. The Lifeguard(s) needs not be member(s) of USA Swimming.
- 4.7.4 For non-contiguous warm-up facility, other than one separated by a bulkhead and supervised by a Red Cross certified Lifeguard, the Meet Marshals shall make periodic inspections of this pool, but they are not required to observe this warm-up pool on-going.
- 4.7.5 The Meet Director, Coaches, and Officials must be current non-athlete members of USA Swimming, and in good standing.

#### **4.8 Official's Compensation**

Most Officials volunteer their time to officiate swim meets. Meet Hosts should not expect to compensate Officials financially. When necessary, the Meet Host's normal compensation for an Official is fifty dollars (\$50) a session.

#### **4.9 Meet Host Responsibility for Providing Timers and Officials**

The Meet Host shall have a full complement of Officials, arranged prior to the day of the meet. Meet Hosts should not expect to find Officials from the audience (This includes Timers). Timers may be requested for both short and long course meets. With the exception of LSC Championship Meet

however, they may not be mandatory for team entry into the meet as Timers ultimately are the responsibility of the Meet Host.

#### **4.10 Meet Host Responsibilities- LSC Announcements**

The LSC may use up to two (2) pages in Meet Host's Heat Sheets for LSC announcements, at no cost to the LSC, to promote LSC-sponsored activities. An LSC Officer, Committee Chair, Coordinator, or Director will provide the Meet Director with an electronic copy of the announcement(s) at least seven (7) days prior to the first day of the Meet. For a Timed Finals Meet, the announcement(s) is included in the Heat Sheets for each session. For Prelim-Finals Meet, the announcement(s) needs be included only in the Heat Sheets for Preliminaries. If Heat Sheets are not printed, providing a handout at admissions is acceptable.

#### **4.11 Deck Changing**

4.11.1 Deck changing is prohibited.

4.11.2 Penalty for violation of this policy:

- A. First Offense: warning to the other athlete of LSC policy from the Meet Referee and notification to the coach.
- B. Second Offense: removal from the athlete's next individual event.
- C. Third Offense: removal from the remainder of the meet.

#### **4.12 No Smoking**

There shall be no smoking permitted within fifty (50) feet of any designated competitive area.

#### **4.13 Participating Club Responsibilities**

Each club shall be required to exercise proper control over its swimmers, including adult supervision at all times in the rest area, and to clean up its designated team area at the end of the meet.

#### **4.14 Deck Changing**

4.14.1 Deck changing is prohibited.

4.14.2 Penalty for violation of this policy:

- D. First Offense: warning to the other athlete of LSC policy from the Meet Referee and notification to the coach.
- E. Second Offense: removal from the athlete's next individual event.
- F. Third Offense: removal from the remainder of the meet.

#### **4.15 Supersession, Postponement, or Cancellation of the Meet**

The USA Swimming Rulebook makes accommodation for these circumstances. The following is cited directly from Section 102.7.4A – F of the 2015 USA Swimming Rulebook.

4.15.1 Rule 1-2.7.4 A – F: Postponement or Cancellation

- A. If, prior to its commencement, unusual or severe weather or other conditions preclude the possibility of safely and effectively conducting a meet or an event, the meet committee may cancel or postpone it.
- B. Should a meet or event have actually commenced, in conjunction of the Referee having judgment that the meet cannot safely and effectively continue because of weather conditions (or for some other compelling reason), the Referee, in his/her sole discretion, may suspend the meet or event until conditions warrant continuance. If circumstances do not warrant continuance, the Referee may cancel the meet or event, or postpone it to a future date or time with the approval of the meet committee.
- C. A decision to cancel or postpone shall be final.



- D. Should an event have actually commenced but is terminated prior to an official finish and is postponed to another time or date, it shall then be conducted between the swimmers who were officially competing in the event at the time of the termination.
- E. Incomplete events will not be awarded or scored; however, times achieved in accordance with 102.24 up to the point of cancellation shall be considered official.
- F. Upon cancellation of a meet or particular event, entry fees for teams or swimmers may be refunded, in whole or part, at the discretion of the meet committee. The decision of the meet committee on refunding may be appealed to the LSC Board of Review for hearing under the provisions of Part Four.

#### 4.14.1.1 Meet Committee (per 2015 USA Swimming Rulebook Glossary)

Unless otherwise specified in the meet announcement, the Meet Committee shall consist of the Meet Director, Meet Referee, and coach and athlete members as appropriate.

4.14.1.2 Rule 102.11.5: Referee Shall give a decision on any point where the opinions of the judges differ, and shall have authority to intercede in a competition at any stage to ensure that the appropriate racing conditions are observed.

#### 4.15.2 Recommended Meet Suspension, Postponement or Cancellation Procedure Based on USA Swimming Rulebook

- A. Concerns may arise regarding the safe or effective conduct of the meet or event due to environmental, facility, or other unforeseen issues including, but not limited to, deteriorating air quality, water quality, weather or temperature conditions (that cannot be rectified). Situation arises prior to the meet:

The Meet Committee may:

- a. Postpone;
- b. Cancel; or
- c. Convene a meeting of a Coach and Athlete representative from each participating team for discussion and vote regarding postponement or cancellation

- B. Situation arises after the meet or event has commenced:

The Meet Referee, in his/her sole discretion may:

- a. Suspend the meet or event until conditions warrant continuance
- b. If conditions do not warrant continuance, the Meet Referee, with the approval of the Meet Committee may then:
  - 1. Cancel the meet
  - 2. Postpone the meet
  - 3. Convene a meeting of a coach and Athlete representative from each participating team for discussion and vote regarding postponement or cancellation

- C. Remainder of Rule 102.7.4.C – F shall apply as well

#### 4.15.3 Open Water Abandonment Rules

- A. 701.2.2A: The Host Committee shall include in the Meet announcement: The policy for abandonment
- B. The following officials of the meet have the authority to:
  - a. Withdraw the sanction on race day if adequate safety precautions are not in place and shall notify all race participants of the revocation prior to the beginning of the race, should the race organizer proceed with the competition.
  - b. To stop the race at any time should conditions change and safety becomes a concern.
    - 1. Meet Director (701.7)
    - 2. Independent Safety Officer (701.8)

- c. The Safety Officer, in conjunction with the Medical Officer, shall advise the Referee if conditions are unsuitable for staging the competition and/or make recommendations for the modification of the course or the manner in which the competition is conducted (701.13.6 and 701.14.3).
- C. Venue Standards
  - a. Temperature: The race shall not begin if the following conditions are not satisfied: (702.2)
    - 1. The water temperature shall not be less than 16° C (85° F);
    - 2. For races of 5K and above, the water temperature shall not exceed 29.45° C (85° F).; and
    - 3. The air temperature and water temperature when added together shall not be less than 30° C (118° F) or greater than 63° C (177.4° F).
  - b. Water Quality (702.3)
    - 1. If water quality meets the standards of the local testing authority, the water quality will be deemed acceptable unless otherwise determined by the Safety Officer or Independent Safety Monitor.
    - 2. If an exceptional event such as a heavy rain or flooding affects the water quality, the Referee, the Medical Director, or the Independent Safety Monitor shall have the authority to postpone or cancel the race.
- D. Abandonment (704.2)- Where emergency conditions require a race to be halted before it is completed, the following shall apply:
  - a. Races of 10K or shorter: In the event of abandonment, the race shall be re-started from the beginning at the earliest possible time and the full distance completed.
  - b. Races longer than 10K: If the race is abandoned prior to the lead swimmer completing three-fourths of the distance of the event, the race shall be re-started from the beginning at the most appropriate time, as decided by the meet committee. The full distance will be completed. If the race is abandoned when the lead swimmer has completed at least three-fourths of the race, the race shall be considered complete. The final placing's of all swimmers shall be determined by the Meet Referee.

4.15.4 Situations not covered above shall be determined by the Meet Committee.

| Date of Revision | Policy Section(s)   | Changes Made                                                                                                                           |
|------------------|---------------------|----------------------------------------------------------------------------------------------------------------------------------------|
| October 26, 1999 | 4.1.3               | Amended to eliminate the penalty for alternates failing to show at Finals                                                              |
|                  | 4.5.1               | Amended to allow 30 minute warm-ups for 12 and under competition                                                                       |
| January 27, 2004 | 4.1.3.F             | Amended to add "shall" is scratch procedure                                                                                            |
|                  | 4.7                 | Amended to comply with Wisconsin Administrative Code that Life Guard has no other responsibility                                       |
| January 23, 2009 | 4.5.2.A             | Amended to require a feet first three point entry                                                                                      |
| June 28, 2011    | 4.1.2 & 4.1.3.D – E | Clarified use of Declared False Start                                                                                                  |
|                  | 4.3                 | Amended Finish Judging for consistency with changed USAS Rule                                                                          |
|                  | 4.4                 | Amended to require three Officials for dual meets; not additional Officials required for major meets                                   |
|                  | 4.5                 | Provide consistency between Policy 2.2.1.C and 4.5 regarding warm-ups; require minimum of five minutes quiet time prior to competition |
|                  | 4.8                 | Changed focus to Officials normally volunteering                                                                                       |
| April 24, 2012   | 4.2                 | Deleted any penalty for relay failure to compete                                                                                       |

|                                          |            |                                                                                         |
|------------------------------------------|------------|-----------------------------------------------------------------------------------------|
| October 23, 2012                         | 4.7.3      | Deleted “Red Cross”                                                                     |
| June 19, 2012                            | 4.10       | Amended to allow LSC to put announcements in heat sheets                                |
|                                          | 4.11       | Renumbered                                                                              |
|                                          | 4.12       | Renumbered                                                                              |
| January 22, 2013                         | 4.4.1      | Amended to state four officials required due to new Administrative Official requirement |
|                                          | 4.4.2      | Amended to include requirements for Administrative Official                             |
|                                          | 4.4.3      | Amended to include requirements for Administrative Official                             |
| June 25, 2013                            | 4.4.1      | Amended to include requirements for Administrative Official                             |
| April 26, 2014                           | 4.13       | Added Deck Changing requirements                                                        |
| April 25, 2015                           | 4.14       | Added Suspension, Postponement, or Cancellation                                         |
| June 3, 2015                             | 4.14       | Housekeeping: Format Rule consistent with other Rules                                   |
| October 25, 2016                         | 4.13.1     | Revised as required by USAS Rule 202.6 to “Deck changing is prohibited.”                |
| April 1, 2022                            | 4.9        | Add exception for State Championship Meets                                              |
| October 22, 2024                         | 4.7.5      | Add the term “in good standing”                                                         |
| Amended and Ratified<br>January 28, 2025 | 4.11 (New) | Add Article 4.11 – Meet Host Responsibilities – Privacy Areas                           |



## Policy & Procedures Manual

### Wisconsin Swimming, Inc.

#### Policy 5: Awards

Effective Date: *April 19, 2024*

Last Revision Date: *April 19, 2024*

**Scope:** *This policy provides direction to LSC members relating to awards for athlete members.*

##### 5.1 Awards

- 5.1.1 Awards for Triangular or Dual Meets: Awards are permitted for dual or triangular Meets, but they should be of nominal value, preferably ribbons.
- 5.1.2 Limit on Awards: Heat winners are allowed to receive ribbons, except for Timed Final Meets where all finalists must receive an award.
- 5.1.3 Awards in Prelims/Finals Meets: In any Meet with Consolation Finals and Championship Finals, all swimmers in the Championship Finals must receive awards. All swimmers in the Consolidation Finals may receive awards at the discretion of the Meet Host.
- 5.1.4 Cost of Awards: The cost of individual, team, and high point awards must conform to current USA Swimming rules. The nature of the awards is left to the discretion of Meet Host.
- 5.1.5 Team and High Point Awards: Team awards or high point awards are not mandatory in age group Meets. If awarded, they will be given at the discretion of the Meet Host. Age group team awards can include points scored in senior events. Senior team awards shall not include points scored in age group events. Separate team awards may be provided for boys and for girls.
- 5.1.6 Award Sponsorship: Sponsors may provide Meet awards that include both age group and senior awards.
- 5.1.7 Achiever Awards: A swimmer who enters a “BB,” “B,” and/or “C” Meet and obtains a time faster than the cut-off time for a scheduled event will be classified as an “Achiever” and is not eligible for a regular place award for that particular event. Achievers shall be awarded achiever certificates, patches, or ribbons at the option of the Meet Host. An achiever award must have equal or greater value than the award that is given for the first place in the respective event.
- 5.1.8 LSC Recognition of National Qualifiers: The LSC may provide a token gift as recognition to Wisconsin USA Swimming Senior or Junior Championship swimmers.
- 5.1.9 Wisconsin Swimming Championship Awards: Wisconsin Swimming will order and pay for all plaques, ribbons, medals, and shipping costs for every Regional and State Championship Meet. The lone exception is Heat Winner awards, which are required for every Championship Meet, but are the responsibility of the Meet Host.

| Date of Revision                  | Policy Section(s) | Changes Made                                                     |
|-----------------------------------|-------------------|------------------------------------------------------------------|
| 10-24-17                          | 5.1.9             | Deleted and moved to Policy 26                                   |
| 11-28-2023                        | 5.1.8             | Amend to show LSC responsible for all awards ordering and costs. |
| 4-19-2024 & ratified on 4-20-2024 | 5.1.8             | Clarify that Meet Host is responsible for “Heat Winner” awards.  |
|                                   | 5.1.2 thru 5.1.9  | Correct outline numbering with repeated Article 5.1.2            |



## **Policy & Procedures Manual**

### **Wisconsin Swimming, Inc.**

#### **Policy 6: Classified Swimming**

Effective Date: *May 1, 1997*

Last Revision Date: *N/A*

**Scope:** *This policy provides direction to LSC members relating to classifications for swimming.*

##### **6.1 Rules for Classified Meets**

- 6.1.1 General: The following rules apply in selecting individuals to compete in both individual events and on relay teams, in classified Meets:
- A. All swimmers must compete at a common level for stroke and distance in both relay and individual events.
  - B. Any swimmer who have achieved "A" status for a stroke and distance may not swim that stroke and distance on a relay team in a category "BB," "B," or "C" event.
  - C. Any swimmer who has achieved "A," or "BB," or "B" status for a stroke and distance may not swim that stroke and distance on a relay team in a category "C" Meet.
  - D. In age groups 13-14 years and 15-18 years, the time for 100 yards/meters for the relay stroke to be swum will be used to determine which category or relay event a participant may compete.
  - E. In freestyle individual and relay competition, eligibility to participate will be determined by a swimmer's freestyle achievement level regardless of the stroke swum.
  - F. A swimmer may not swim an event in a "BB," "B," and/or "C" Meet in which the swimmer has bettered the cut-off time for that particular stroke and distance in USA Swimming sanctioned competition.

##### **6.2 Classifications of Meets**

- 6.2.1 Classifications:
- A. "A" means "A" only; no "BB" or "B" or "C."
  - B. "BB" means "BB" only; no "A" or "B" or "C."
  - C. "B" means "B" only; no "A" or "BB" or "C."
  - D. "C" means "C" only; no "A" or "BB" or "B."
  - E. "A-B" (reading "A" dash "B") means "B" and faster with one set of awards.
  - F. "A" and "B" (reading "A" and "B") means "B" and faster with awards in each class.
  - G. Senior Events: Any Meet Host conducting a Meet which has senior events shall employ the 15-18 age group classification time standards.

##### **6.3 Wisconsin Motivation Times**

National Motivational time shall be used with changes effective May 1<sup>st</sup> of each year.



## Policy & Procedures Manual

### Wisconsin Swimming, Inc.

#### Policy 7: Wisconsin Swimming Records

Effective Date: *June 22, 1997*

Last Revision Date: *June 3, 2015*

**Scope:** *This policy provides direction to LSC members relating to procedures for communicating and approval of Wisconsin Swimming records.*

#### 7.1 Records

7.1.1 Duties of Records Chairman: The Records Chairman shall be responsible for maintaining an up-to-date record of all Wisconsin Swimming age group and senior records. The records shall be made available to clubs that are sponsoring Meets, so that they may identify record swimming performances, which may take place at their respective Meets. The Records Chairman will provide updated Wisconsin Swimming records at the LSC House of Delegates Meetings in October, January, and April. They will be posted on the LSC website following those meetings.

#### 7.2 Requests for Records Consideration

7.2.1 A time achieved by a Wisconsin Swimming registered athlete in a USA Swimming sanctioned or approved competition or during a USA Swimming observed swim or observed Meet, and that satisfies the requirements for an official time as outlined in the current USAS Swimming Rules and Regulations, shall be eligible for an LSC record.

A. A record time may be achieved in a:

- a. Timed final heat
- b. Preliminary or final heat
- c. Swim-off
- d. Lead-off leg of a relay
- e. Initial distance with a legal finish within a longer event (provided the swimmer completed the event in compliance with USA Swimming Rules)
- f. Time Trial

B. A record time must be achieved in an event for that stroke, e.g., backstroke time must be achieved in a backstroke event.

7.2.2 A swimmer or swimmer's representative may request record consideration as follows:

- A. If the swim was accomplished at a USA Swimming sanctioned Meet, the swimmer or swimmer's representative must advise the LSC Records Chairman by e-mail or in writing of the swimmer's name, event, time, and Meet name and date at which the swimmer achieved the time for a record consideration. The LSC Records Chairman will confirm the time with the USA Swimming SWIMS database.
- B. If the swim was accomplished in an USA Swimming approved Meet, Procedure to determined for compliance with USA Swimming requirements.
- C. If the swim was accomplished as an LSC observed swim or at an LSC observed Meet, the swimmer or swimmer's representative must: (Note: See Glossary for definition of an Observed Swim or an Observed Meet)

- a. Anticipate the record and obtain from the LSC Record's Chairman an "USA Swimming Observed Swim Request" form prior to the Meet;
- b. Complete the form including the signatures of the Meet Director and USA Swimming certified Officials observing the swim; and
- c. Submit the "USA Swimming Observed Swim Request" form along with a copy of the printed Meet Final Results to the LSC Records Chairman.

### 7.3 Athlete Recognition

7.3.1 The Records Chairman, after confirming that a swimmer has set or tied a LSC Record, will:

- A. Arrange to have the record posted on the Wisconsin Swimming website; and
- B. Send the athlete a certificate of recognition.

| Date of Revision | Policy Section(s) | Changes Made                                                                 |
|------------------|-------------------|------------------------------------------------------------------------------|
| April 26, 2005   | 7.1               | Amended for consistency with HOD meeting dates and current practice          |
|                  | 7.2               | Permit a record swim to occur at approved/observed meets; provide procedures |
|                  | 7.3               | Provide for athlete recognition                                              |
| June 3, 2015     | 7.1               | Housekeeping: Format Rule consistent with other Rules                        |



## Policy & Procedures Manual

### Wisconsin Swimming, Inc.

#### Policy 8: LSC Championship Competition

Effective Date: *May 1, 1997*

Last Revision Date: *June 3, 2015*

**Scope:** *This policy provides direction to LSC members relating to Wisconsin Swimming championship competition.*

#### 8.1 Wisconsin Swimming Championship Competition

8.1.1 The Age Group Chairman and the Senior Chairman will coordinate Wisconsin Swimming Championships. All rules governing these competitions will be prescribed by the current USA Swimming Rules.

| Date of Revision | Policy Section(s) | Changes Made                                          |
|------------------|-------------------|-------------------------------------------------------|
| June 3, 2015     | June 3, 2015      | Housekeeping: Format Rule consistent with other Rules |





## Policy & Procedures Manual

### Wisconsin Swimming, Inc.

#### Policy 9: LSC Facility Fund Grants

Effective Date: *September 1, 2022*

Last Revision Date: *April 25, 2025*

**Background:** *Wisconsin Swimming, Inc recognizes and supports the need for the maintenance and construction of facilities and the acquisition of equipment. At the January 28, 2020 LSC House of Delegates Meeting, a "Splash Fee Increase" proposal from the Board of Directors was adopted to establish a "Facility Fund".*

**Scope:** *This policy provides direction to LSC Members for all elements relating to the LSC Facility Fund and related grant application and award procedures. Limitations on resources preclude the ability of Wisconsin Swimming, Inc to grant all requests. Each request will be evaluated on a case-by-case basis by the Wisconsin Swimming's Technical Planning Committee.*

##### 9.1 Meet Fee Surcharge

- 9.1.1 A \$1.00 meet fee (i.e., "Splash Fee") surcharge shall be collected as follows:
- A. The first \$20,000 of revenue generated by the surcharge increase shall go into the LSC Operating Budget each fiscal year.
  - B. Any dollars in excess of \$20,000 generated by the \$1.00 surcharge increase in a given fiscal year shall go into a Board designated (restricted) "Facility Fund".
  - C. Up to \$30,000 per year of the collected \$1.00 surcharge increase shall be allocated to the "Facility Fund" as a restricted fund.
  - D. The total "Facility Fund" restricted fund shall have a maximum cap of \$100,000.
  - E. Any dollars collected in excess of \$30,000 per year, or in excess of the \$100,000 maximum cap, shall go into the LSC Operating Budget.

##### 9.2 Facility Fund Administration

- 9.2.1 The Technical Planning Committee shall:
- A. Be responsible for the process by which Wisconsin Swimming members can apply for consideration for funds from the (restricted) "Facility Fund.",
  - B. Review and consider received Facility Fund Grant applications,
  - C. Recommend to the Board of Directors Facility Fund Grant awards that it deems in the best interest of the LSC and its athlete members.
- 9.2.2 The Board of Directors shall have the final authority to disperse Facility Fund Grant awards from the available (restricted) Facility Fund balance.
- 9.2.3 This fund will only be available to Wisconsin Swimming Clubs in good standing.
- 9.2.4 Clubs may not receive Facility Fund Grants in consecutive years.
- 9.2.5 A Subcommittee member who submits a grant request must recuse him/herself from voting in consideration of his/her grant request.

### **9.3 LSC Facility Fund Grant Subcommittee**

- 9.3.1 The Technical Planning Committee shall establish a Grant Subcommittee to evaluate LSC Facility Fund Grant requests.
- A. The Grant Subcommittee shall consist of five (5) members as follows:
    - 9.3.1.A.1 The Technical Planning Chair, who shall serve as Grant Subcommittee Chair
    - 9.3.1.A.2 The Finance Chair
    - 9.3.1.A.3 Three (3) additional members, appointed by the General Chair with the advice and consent of the Technical Planning Chair.
    - 9.3.1.A.4 At least one (1) member shall be an Athlete Representative so as to constitute at least twenty percent (20%) of the voting membership of the Subcommittee.

### **9.4 Grant Application, Review, and Award Process**

- 9.4.1 Requests for Grant funding shall be processed as follows:
- A. Fully complete a *LSC Facility Fund Grant Request Application* form (see form below).
  - B. Attach any supporting documentation and materials to the Application (invoices, estimates, etc.)
  - C. Submit the Grant Request Application and attachments to the LSC Facility Grant Subcommittee Chair, no later than April 1<sup>st</sup> of each year.
  - D. The Grant Subcommittee will convene to review received LSC Facility Fund Grant Request Applications and shall develop recommendations for potential Grant Awards, based upon established criteria (see below).
  - E. The Subcommittee Chair will present Grant Award recommendations to the Board of Directors at the next meeting of the LSC Board of Directors.
    - 9.4.1.E.1 Grant Awards amounting to 30% or less of the current unallocated Facility Grant Fund balance shall be decided by the Board of Directors.
    - 9.4.1.E.2 Grant Awards amounting to 31% or more of the current unallocated Facility Grant Fund balance shall be voted on by the House of Delegates at the Annual meeting of the House of Delegates.
  - F. LSC Facility Fund Grant Awards will be announced at the Annual Meeting of the House of Delegates.
  - G. Final disbursement by WI Swimming of Grant Award funds require the submission of a paid receipt or invoice.
    - 1. Requests for disbursement of Grant Awards must be submitted to the LSC by August 31 of the year following the grant approval or the grant will be forfeited.
    - 2. Any forfeited Facility Fund Grant Awards will be assigned back into the fund balance and become part of the grant allocation for the new fiscal year.
- 9.4.2 Grant Award Consideration Criteria
- A. Applicant represents a USAS registered club in good standing
  - B. Details of the amounts and use of the facility fees charged by applicant
  - C. Value to Wisconsin Swimming and its athlete members
  - D. Availability of surrounding facilities and clubs
  - E. Identification of stakeholders (USAS registered club, community support, school system support, etc.)
  - F. Club characteristics (longevity, number of families, number of athletes, etc.)
  - G. Age of current facility
  - H. Timeframe/urgency of request
  - I. Additional fundraising efforts/successes by the requesting club
  - J. Potential impacts of a Grant Request being denied

- 9.4.3 Grant Request Purposes – Examples, but not limited to:
- A. Valid request purposes
    - 9.4.3.A.1 Training equipment for athletes
    - 9.4.3.A.2 Facility upgrades such as replacement of lane lines, touch pads, starting devices, starting block enhancements, etc.
  - B. Invalid request purposes
    - 9.4.3.B.1 Financial support for athlete, coach, or volunteer travel,
    - 9.4.3.B.2 Fees related to meet entries, or conferences
    - 9.4.3.B.3 Recovery of financial loss due to embezzlement, fraud, malfeasance, etc
    - 9.4.3.B.4 Support for club facilities that are not open to other Wisconsin Swimming members
    - 9.4.3.B.5 Computer purchases or upgrades for clubs
- 9.4.4 Potential Outcomes of LSC Facility Fund Grant Requests
- A. Full funding awarded as requested
  - B. Partial funding awarded (a percentage of request)
  - C. Denial of request
- 9.4.5 Appeal of LSC Facility Fund Grant Requests Outcomes
- A. Grant Requests decided upon by the LSC Board of Directors may be appealed to the LSC Executive Committee

| Date of Revision  | Policy Section(s)                                        | Changes Made                                                                                                                                               |
|-------------------|----------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------|
| December 27, 2022 | New policy                                               | Policy created from approved HOD proposal                                                                                                                  |
| April 28, 2023    | Add to Article 9.2<br>New Article 9.3<br>New Article 9.4 | Specify grant funding limits and conflict of interest<br>Define establishment of Grant Subcommittee<br>Define Grant application, review, and award process |
| April 29, 2023    | Added new Article 9.4.2 B                                | Add a Grant Award Consideration Criteria related to “Details of the amounts and use of the facility fees charged by applicant”                             |
| April 25, 2025    | Added new Article 9.4.1 G 1. and 9.4.1 G 2.              | Established forfeiture deadlines and consequences.                                                                                                         |



## LSC Facility Fund Grant Application

### Applicant Information

Full Name: Type Last Name here.. Type First Name here M.I.  
*Last First*

Club/Team: Club/Team name is mandatory. Team Code  
*Full Club Name Name* *Abbr.*

Address: Type here. P.O. Box (if any)  
*Street Address P.O. Box*

Type here. Type here. Type here.  
*City State ZIP Code*

Phone: Phone number with Area Code Email: If no e-mail, type "None"

### Funding Request Details

Funding Request Amount: \$Enter a dollar Enter a  
amount over whole number Year(s)

**Purpose of Funds:** (use additional pages and/or attachments if needed)

Please summarize how these funds will be used. Any supporting documentation as attachments will be helpful.

**Potential Benefit to Requesting Club/Wisconsin Swimming:**

How would your Club or Wisconsin Swimming benefit from a Grant?

**Additional Fundraising Efforts/Funds already obtained:**

Please summarize any Fundraising Efforts or Funds obtained prior to making this request.

**Impacts of Request Denial:**

Please summarize any negative Club/Wisconsin Swimming effects should this Grant be denied.

### Facility Information

Facility Name: Name of Facility is mandatory. City: Type the name of the city for this Facility's legal address.

|                                                                                                                                                               |                          |                          |                          |                            |                          |                          |                          |                          |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|--------------------------|--------------------------|----------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
|                                                                                                                                                               | 25 Y                     | 25 M                     | 50 M                     |                            | 6 L                      | 8 L                      | 9 L                      | 10 L                     |
| Pool Length:                                                                                                                                                  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Maximum Competition Lanes: | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Pool Ownership:    School District <input type="checkbox"/> Community <input type="checkbox"/> YMCA <input type="checkbox"/> Private <input type="checkbox"/> |                          |                          |                          |                            |                          |                          |                          |                          |

Any Previous Grant Request If no previous request, enter Date: "None" otherwise enter date.

Prior request: Granted ☐ Denied ☐

### Signatures (must print out and hand-sign)

Applicant Signature: \_\_\_\_\_ Print Name: \_\_\_\_\_

Date: \_\_\_\_\_

Club President Signature: \_\_\_\_\_ Print Name: \_\_\_\_\_

Date: \_\_\_\_\_

Head Coach Signature: \_\_\_\_\_ Print Name: \_\_\_\_\_

Date: \_\_\_\_\_

***Please attach any additional supporting documentation and materials***

*Attachment A, Policy 9*



## **Policy & Procedures Manual**

### **Wisconsin Swimming, Inc.**

#### **Policy 10: Wisconsin Swimming- USA Swimming Registration**

Effective Date: *April 19, 2024*

Last Revision Date: *April 19, 2024*

**Scope:** *This policy provides direction to LSC Members relating to all matters regarding USA Swimming registration.*

##### **10.1 Registration of Swimmers in Meets**

- 10.1.1 All competitors in sanctioned events must be registered athlete members of USA Swimming and Wisconsin Swimming, Inc.
- 10.1.2 Swimmers must meet representation rules contained in Article 303 of the USA Swimming Rules and Regulations. In particular: “For a swimmer to represent a USA Swimming Club in a competitive event, one hundred twenty (120) consecutive days must have elapsed without the swimmer having represented any other USA Swimming Club in USA Swimming competition.”
- 10.1.3 Swimmers must meet eligibility rules contained in Article 304 of the USA Swimming Rules and Regulations.

##### **10.2 Individual Registrants**

- 10.2.1 An individual registration shall be processed through the LSC Administrative Manager. The address of the Administrative Manager may be obtained from the General Chairman. Club registration shall also be processed through the LSC Administrative Manager.

##### **10.3 Athlete Registration and Effective Date**

- 10.3.1 Registration of LSC athletes shall be conducted by the LSC Administrative Manager. Registration is effective upon receipt of the completed application form with an applicable fee and acceptance by the LSC Administrative Manager. Applications and transfer information may be obtained from the LSC Administrative Manager.

##### **10.4 Registration Fees**

- 10.4.1 LSC registration fees are set by Wisconsin Swimming, Inc. and include membership in both USA Swimming and Wisconsin Swimming and account for USA Swimming accident and liability insurance coverage. Payments shall be made to “Wisconsin Swimming” via credit card or ACH. Payment by submission of paper checks may be permitted only with prior approval of the WSI Managing Director.
- 10.4.2 Explanation of registration fees:
  - A. Registration Year:
    - a. January through December; however, a member may pay his/her dues any time after September 1<sup>st</sup> for the following registration year. A first time member, who pays after September 1st, obtains registration through the following registration year, i.e., up to sixteen (16) months.
    - b. For 2021, individuals applying for calendar year membership on or after June 1, 2020 will receive membership valid through December 31, 2021. Individuals

applying for calendar year membership on or after September 1 will receive membership valid through December 31 of the following year.

- B. Athlete's Age: The age of the athlete on the date that the LSC Administrative Manager receives the registration application is the athlete's age for registration fee purposes. The LSC does not issue a refund to a Club when the Club fails to discount the registration fee for an 8 and Under swimmer.
- C. Seasonal Athlete Registration: Seasonal Memberships for athletes may be offered, with registration periods and fees as approved by the LSC and USA Swimming on an annual basis. A Seasonal Athlete may compete in the LSC championships conducted during that period, but may not compete in Meets at or above the USA Swimming Zone level.

10.4.3 In the event of duplicate registrations, there shall be NO REFUNDS except as authorized by the LSC Administrative Manager.

## 10.5 Transfers

10.5.1 A swimmer transferring representation from one club to another, or to unattached status, must do so according to Article 303 of the USA Swimming Rules and Regulations. A swimmer must initiate a transfer request in the new USA Swimming SWIMS / OMR website. Log into the member account, under the "General Tab" Click on the "Club Transfer" pill. Click on the down facing arrow under the current club. Click on the "Initiate Transfer" title. Type in the new club to which the swimmer intends to attach after the completion of the sixty (60) day unattached period. and the name of the person initiating the transfer. This person may be either the parent or the athlete, then click "Submit Transfer".

10.5.2 SWIMS / OMR will determine the dates of the period for swimming unattached (WI-UN).

10.5.3 If a club secures a court judgment against a swimmer, the swimmer shall be ineligible to participate in any swimming events.

10.5.4 A swimmer may remain unattached (WI-UN) for an unlimited time.

10.5.5 When a WI-UN swimmer wishes to change status and to attach to a club, the swimmer will initiate the same transfer process listed in 10.5.1. The LSC Administrative Manager should be notified of a swimmer's status changes for registration to remain current.

## 10.6 Compliance

10.6.1 Compliance with the registration requirements must be completed prior to competition in a sanctioned event. The LSC Administrative Manager may deem any athlete not in compliance as "Deficiently Registered."

10.6.2 Each group member is required to ensure that any and all swimmers entered in a sanctioned event are registered properly in accordance with 10.1 and shall take whatever action is necessary to ensure compliance with that paragraph.

10.6.3 Non athlete members must be in good standing to attend championship meets. Non-athlete credential updates submitted within 5 business days of the start date of the LSC Short Course or Long Course 13 & Over State Championship meets will not be processed prior to those meets.

| Date of Revision | Policy Section(s)                 | Changes Made                                                                                                                                             |
|------------------|-----------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------|
| January 27, 2004 | 10.4                              | USA Swimming fee increases                                                                                                                               |
| April 26, 2005   | 10.4.3 & 10.5.2<br>10.4.2<br>10.6 | Scope: correct type-o's and clarity<br>Changes for 2006; delete deck registration fee<br>Delete unneeded rule for club disbanding and renumber following |

|                                          |                                                                      |                                                                                                                                                                                                      |
|------------------------------------------|----------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| April 26, 2014                           | 10.1.4, 10.4.2 & 10.5.2                                              | Revised to update based on USA Swimming card issuance procedures and ease of policy upkeep with moving current registration fees                                                                     |
| October 24, 2017                         | 10.2, 10.3, 10.4, 10.5 & 10.6                                        | Replaced references to “Registration Coordinator” to new position of “Administrative Manager”                                                                                                        |
| June 19, 2020                            | 10.4.2 A<br>10.4.2 C                                                 | Add registration year change for 2020-2021. Revise to reflect annual approval of seasonal membership for athletes.                                                                                   |
| April 1, 2022                            | 10.6.3 - New                                                         | Add requirements related to timing of credential updates                                                                                                                                             |
| October 25, 2022                         | 10.3.1, 10.4.3<br><br>10.5.1, 10.5.2, 10.5.3, 10.5.5, and new 10.5.6 | Deleted verbiage relating to Deck Registration since it is no longer permitted.<br>Several changes to reflect new transfer process with SWIMS/OMR                                                    |
| April 19, 2024 & ratified April 20, 2024 | 10.4.1<br><br>10.4.2 D<br><br>10.5.6                                 | Amend to require registration payments to be made electronically, except by prior approval.<br>Delete reference to “Surcharge for Submittal of non-electronic application”<br>Remove “Transfer Fees” |





## Policy & Procedures Manual

### Wisconsin Swimming, Inc.

#### Policy 11: Fines

Effective Date: *October 22, 2024*

Last Revision Date: *October 22, 2024*

**Scope:** *This policy provides direction to LSC members relating to potential fines that may be levied by the LSC.*

##### 11.1 Levying Fines

11.1.1 Wisconsin Swimming, Inc. provides for and allows for fines levied on an individual member and/or group member for a violation of Rules or Bylaws of Wisconsin Swimming, Inc. or USA Swimming. The General Chair, Treasurer, Sanction Manager, or Administrative Manager (or their designees) may levy fines. The interested party may appeal any fine to the LSC Executive Committee. These fines are recommendations only and may be increased for repeat violations, as determined by the Board of Directors.

##### 11.2 Registration Fines

- 11.2.1 \$50 Athlete competes in a sanctioned Meet and is not a USA Swimming registered athlete member in good standing. The fine is assessed for each infraction, i.e., for each event in which the athlete competed, against the:
- A. Group member, if the athlete competes as an athlete member of that group or the group member entered the athlete into the Meet; or
  - B. Athlete, if the athlete competes as an unattached athlete and submitted his/her own Meet entry(ies).
- 11.2.2 \$100 Person coaches at a sanctioned Meet and is not a USA Swimming registered coach member in good standing. The fine is assessed against the club, or if the coach is unattached, against the coach.
- 11.2.3 \$100 Person officiates at a sanctioned Meet and is not a USA Swimming registered official member in good standing. The fine is assessed against the person.
- 11.2.4 \$50 Athlete competes in a sanctioned Meet as a USA Swimming registered athlete member of a specific USA Swimming group member and, in fact, is not eligible to represent that group member. The fine is assessed against the group member for each infraction, i.e., each event in which the athlete competed. In addition, the athlete member shall:
- A. Serve sixty (60) days as an “unattached” athlete from the date of the infraction; and
  - B. Be ineligible for membership in the group member until the group member pays the fine.
- 11.2.5 \$100 Athlete competes as a USA Swimming registered athlete member of a specific group member in a sanctioned Meet, and, in fact, is not eligible to represent that group member. The fine is assessed against the group member. In addition,
- A. The athlete shall:
    - a. Serve sixty (60) days as an “unattached” athlete from the date of the infraction; and
    - b. Be ineligible for membership in the group member until the group member pays the fine.

- B. The relay team shall be disqualified, except that the lead-off swimmer's time remains an official time, provided that this swimmer was a registered athlete member of USA Swimming.

11.2.6 \$50 A group member enters a non-USA Swimming registered athlete member or someone who is not a registered an athlete member of another group into a sanctioned Meet. The fine is assessed against the group member. To compete, the swimmer must comply with USA Swimming registration requirements for a new or transferring athlete and the group member must pay the fine.

### **11.3 Meet Sanction Fines**

11.3.1 \$100 Meet Host fails to obtain a Meet sanction prior to distribution of Meet Information.

11.3.2 \$100 Meet Host fails to e-mail either

- A. the Athlete Recon file (.CL2) to the LSC Operations Manager, or
- B. the "UNLOCKED Meet Back-up" within forty-eight (48) hours of the last day of Meet to the Operations Manager and the Sanction Manager, as specified in LSC Policy 2.4.4.

11.3.3 \$200 Meet Host fails to adhere to sanctioned Meet Information or fails to adhere to the information presented to the LSC in the group member's Meet Bid.

11.3.4 \$100 Meet Host fails to send Meet Information to all Wisconsin Swimming group members or to post Meet Information on the on the LSC website, when reservations are not accepted.

11.3.5 \$100 Meet Host fails to e-mail either

- A. the meet Financial Report to Wisconsin Swimming Sanction Manager within seven (7) days of the Meet, or
- B. the Meet Report to the Wisconsin Swimming Sanction Manager within seven (7) days of the meet end.

11.3.6 \$100 Meet Host fails to format Meet Final Results properly. In addition, the Meet Host must correct the format and distribute the corrected Meet Final Results to all teams participating in the Meet and to all Wisconsin Swimming officers on the Meet Final Results distribution list.

11.3.7 \$50 Meet Host fails to send Meet Final Results to all participating teams and Wisconsin Swimming Officers on the Meet Final Results distribution list within fourteen (14) days of the Meet. This fine increases by fifty dollars (\$50) for each additional week of delay. (One week is defined as days one through seven.)

11.3.8 \$200 Meet Host fails to register its Meet Director as a USA Swimming non-athlete member.

11.3.9 \$300 Meet Host fails to hold a group member's reservation check until the Meet entry due date.

11.3.10 \$100 Meet Host fails to send Meet Information at least twenty-one (21) days prior to the entry deadline.

11.3.11 \$100 Meet Host fails to send Meet Heat Sheets, Meet Final Results, or other Meet reports, as specified in 2.4.4 or 2.4.6, which are conditions of receiving a Meet sanction or approval by mail or e-mail, as requested by the Sanction Manager.

11.3.12 \$200 Meet Host fails to send the Administrative Manager the unlocked Meet Backup file for the Regional Championships by 11:59PM Sunday evening of said meet. In addition, failure to submit Meet Results by the deadline will keep the Meet Host from bidding for the next bidding cycle's Regional meets.

### **11.4 Other Fines**

11.4.1 The aforementioned fines are not all inclusive.

11.4.2 A fine may be levied for a violation not mentioned above if the violation is determined not to be in the best interest of competitive swimming. Any such fine shall be levied by the Board of Directors of Wisconsin Swimming, Inc.

## 11.5 Payment of Fine

11.5.1 Failure to pay a fine, pursuant to *Bylaws 603.9 FAILURE TO PAY*, means:

- A. The athlete is unable to compete;
- B. The Meet Host is unable to obtain another Meet sanction;
- C. A Wisconsin Swimming Club shall not be allowed to renew its annual registration; and
- D. A Wisconsin Swimming Club shall not participate in the Meet Bid process for LSC Championship Meets.

11.5.2 Fines shall be paid to Wisconsin Swimming, Inc. within sixty (60) days after being levied and shall be sent to the LSC Treasurer for deposit for the LSC's general operations.

| Date of Revision                                       | Policy Section(s)                                         | Changes Made                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
|--------------------------------------------------------|-----------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| April 27, 2004                                         | 11.2.6<br>11.10                                           | Add fine for entering a non-registered swimmer in a Meet<br>Move part of 2.4.1 regarding refunding any unused reservation moneys to this section                                                                                                                                                                                                                                                                                                                                                                             |
| June 22, 2004                                          | 11.2.4<br>11.5                                            | Add fine for not have a registered member for Club's Safety Coordinator<br>Add Rule and re-number and specify depositing fines and failure to pay fine                                                                                                                                                                                                                                                                                                                                                                       |
| April 26, 2005                                         | 11.3.2<br>11.3.4<br>11.3.5                                | Replaced host requirements for checking registration<br>Post information rather than email<br>Aid treasurer in gaining compliance with sanction requirements                                                                                                                                                                                                                                                                                                                                                                 |
| October 22, 2013                                       | All                                                       | Updated amount of fines                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| October 24, 2017                                       | 11.1.1 & 11.3.2<br>11.1<br>11.3.12                        | Replaced references to "Registration Coordinator" to new position of "Administrative Manager"<br>Add "Treasurer" and change all references of LSC Sanctioning Officer, and Sanction Chair, Administrative Chairman, or Administrative Chair to be referred to either LSC Sanction Coordinator or simply Sanction Coordinator.<br>Add new article                                                                                                                                                                             |
| April 25, 2020                                         | 11.1.1                                                    | Replace "Sanction Coordinator" with "Sanction Manager"<br>Replaced references to "Registration Coordinator" to new position of "Administrative Manager". Replaced appeal process reference from Board of Review to Executive Committee                                                                                                                                                                                                                                                                                       |
| October 25, 2022                                       | 11.2.4 & 11.2.5<br>11.3.2<br>11.3.2A<br>11.3.2B<br>11.3.5 | Revised timeline from 120 days to 60 days as per USA Swimming rule change effective immediately.<br>Reformatted, adding subsections A. and B.<br>Changed "seven (7) days" to "forty-eight (48) hours"<br>Changed "Administrative" to "Operations"<br>Added "Operations Manager and Sanction Manager" to agree with section 2.4.4<br>Changed "Treasurer" to "Sanction Manager". Changed "twenty-one (21)" to "fourteen (14)"<br>Deleted "or Silver State Championships". Changed "seven (7) days" to "forty-eight (48) hours" |
| November 28, 2023 adopted, & January 23, 2024 ratified | 11.3.2<br>11.3.5<br>11.3.11                               | Clarification that both submissions are required<br>Added the "Meet Report" as a required submission in addition to the "Meet Financial Report".<br>Add reference to Policy 2.4.6 and correct title for Sanction Manager                                                                                                                                                                                                                                                                                                     |

|                  |                 |                                                                                                                             |
|------------------|-----------------|-----------------------------------------------------------------------------------------------------------------------------|
| June 25, 2024    | 11.3.5          | Housekeeping to conform with April 2024 HOD ratified amendment to Policy 2.4.9 changing due date to 7 days. Adopted by BOD. |
| August 28, 2024  | 11.2.1          | Add the clarifying term “in good standing” to be consistent with Policy 2.2.1 AA.                                           |
| October 22, 2024 | 11.2.2 & 11.2.3 | Add the term “in good standing”                                                                                             |



## Policy & Procedures Manual

### Wisconsin Swimming, Inc.

#### Policy 12: Outreach Meet Entry Reimbursement Program

Effective Date: *October 25, 2022*

Last Revision Date: *April 25, 2025*

**Background:** *Each LSC is required by USA Swimming to offer outreach memberships to qualified candidates. The goal of offering outreach membership is to provide opportunities in swimming to economically disadvantaged youth in the United States. Each Local Swimming Committee determines how they will qualify athletes for outreach membership. They may use but are not limited to national guidelines based on Federal Food Stamps, Free School Lunch and/or Federal Poverty Guidelines.*

**Scope:** *This policy establishes an LSC Outreach Meet Entry Reimbursement of 50% of individual meet entry fees to minimize the impact that family finances have on Outreach Athletes' opportunity to have competition experience. Swimming competitions can be costly, and this can limit outreach families from participating, especially if they have multiple swimmers within their families*

#### 12.1 Program Guidelines/Rules:

##### 12.1.1 Qualification Criteria

- A. The athlete(s) must be registered and in good standing, at the time of reimbursement request, as a USA Swimming Premium - Outreach Athlete Member.
- B. Unattached outreach athletes may apply but they must send their proof of need to the WSI Registration Specialist for verification.

##### 12.1.2 Meet Entry Fee Reimbursement Limitations

- A. The 50% meet entry fee reimbursement is not retroactive to other years or previous seasons.
- B. The 50% meet entry fee reimbursement includes only sanctioned or approved meets within the Wisconsin Swimming LSC.
- C. The 50% reimbursement does NOT include relay entry fees, splash fees, facility fees, late entry fees, or other fees/expenses for a meet.

##### 12.1.3 Reimbursement Request Conditions

- A. The member(s) team must show proof of participation for the event reimbursement requests. One proof of time will be required for each event fee requested. Fees will not be reimbursed for "No Show" events.
- B. The reimbursement will be sent to the member(s) club. It will not be sent directly to the athlete, or to the club hosting the competition.
- C. Reimbursement Requests must be completed and submitted, using the Outreach Meet Entry Reimbursement Form, within 30 days after the conclusion of the competition.
- D. It is recommended that the club submits requests at the end of each month.
- E. All lines in the form must be completed for each athlete reimbursement request. If a line is missed, that athlete will reimbursement request will not be processed.

#### 12.1.4 Reimbursement Requests Process

- A. Teams must complete and submit the online Outreach Meet Entry Reimbursement Form. (see Appendix)
- B. Teams must attach a Proof of Swim, for each event for all participating outreach athletes. "Proof of Swim" includes one of the following: Meet Manager Summary, SWIMS report, or a copy of meet results.
- C. The Outreach Meet Entry Reimbursement Form must be completed within 30 days of the completion of the meet
- D. The Wisconsin Swimming Finance Manager will submit a check, to the club.

| Date of Revision | Policy Section(s)      | Changes Made                                                                 |
|------------------|------------------------|------------------------------------------------------------------------------|
| October 25, 2022 | N/A                    | Outreach Meet Entry Program established, but not codified into an LSC Policy |
| April 25, 2025   | New Policy established | Policy formally codified with new online reimbursement form created.         |

#### ***Attachments:***

- A. Outreach Meet Entry Reimbursement Form

Appendix A – Outreach Meet Entry Reimbursement Form

Club Information:

Today's Date:

Club Name:

Club Code:

Person Completing The Form:

First NameLast Name

Position With Club:

Email

example@example.com

Club's Mailing Address:

Street Address

Street Address Line 2

CityState / Province

Postal / Zip Code



## **Policy & Procedures Manual**

### **Wisconsin Swimming, Inc.**

#### **Policy 13: Athlete Board Representatives and the Athlete Liaison**

Effective Date: *May 1, 1998*

Supersede Date: *October 24, 2023*

Last Revision Date: *March 25, 2025*

**Scope:** *This policy is written for Athlete Members for the purpose of providing the procedure for electing their Athlete Board Representatives and to outline the responsibilities of the Athlete Board Representatives and the Athlete Liaison.*

##### **13.1 Athlete Board Representatives**

13.1.1 There shall be four (4) Athlete Board Representatives elected, two (2) each year, serving a (2) year term or until his/her successor is elected.

13.1.2 The two (2) Senior Athlete Board Representatives shall co-chair the Athlete Committee and Athlete Division.

##### **13.2 Athlete Board Representative Responsibilities**

13.2.1 Elected Athlete Board Representatives:

- A. Serve as an intermediary between the athletes who are members of Wisconsin Swimming and the Board of Directors and House of Delegates; and
- B. Shall participate in the meetings of the Board of Directors, the House of Delegates, and the Athlete Committee.

13.2.2 Senior Athlete Board Representatives:

- A. Co-chair the Athlete Committee that consists of Athlete Representatives interested in so serving;
- B. Conduct at least one (1) meeting annually, which is usually at the annual LSC House of Delegates meeting or in conjunction with the 13 & Over LSC Short or Long Course Championships for Athlete Members or Seasonal Athlete Members ages 13 or older, to assess the needs and interests of LSC athletes; and
- C. Conduct the election for the two (2) Athlete Board Representatives each year.

##### **13.3 Eligibility for Elected Athlete Board Representatives**

At the time of the election, the Athlete Representative must be:

- A. An Athlete Member or Seasonal Athlete Member in good standing;
- B. At least sixteen (16) years of age or have sophomore status in high school;
- C. Competing currently, or have competed during the two (2) immediately preceding years in the program of swimming, conducted by Wisconsin Swimming or another LSC; and
- D. Shall have his/her place of permanent residency in the Territory and is expected to reside therein through at least the first half of the term, other than for periods of enrollment in an institution of higher education.



### **13.4 Election Procedure**

13.4.1 The election of Athlete Board Representatives shall be conducted annually by the Senior Athlete Board Representatives at the LSC Short Course Championships, or at another regularly scheduled meet, designated by the Board of Directors. The election shall be conducted as follows:

- A. The Senior Athlete Board Representatives shall post on the LSC website an announcement of the Athlete Board Representative election date, the election procedures, and an e-mail address to which nominees must send their statements by a specified date.
- B. Each nominee shall send a statement of no more than two hundred (200) words explaining why he/she wishes to become an Athlete Board Representative to the Athlete Board Representatives.
- C. The Senior Athlete Board Representatives shall make a ballot with all the nominees' names and their statements to send to the 13 & Over LSC Short Course Championships Meet Director.
- D. The Meet Director shall make enough copies of nominations, including nominees' statements, for one (1) ballot. These statements are to be supplied in each coach Meet packet, along with the total number of Athlete Members and Seasonal Athlete Members ages 13 or over by team that are eligible to vote;
- E. Each Coach shall submit the numeric count for each nominee, on a marked ballot, to the Senior Athlete Board Representatives. This must be done so prior to the beginning of the final session of the Meet. The Club's numeric count may add up to the Club's total number of Athlete Members and Seasonal Athlete Members eligible to vote, whether all those Athlete Members or Seasonal Athlete Members are present at the Meet. A Club's votes can be based on the vote of athletes that are present at the Meet or prior to the Meet.
- F. The nominees with the most votes shall be declared/announced the "new" elected Athlete Board Representatives before the conclusion of the Meet.

13.4.2 The term of office for an elected Athlete Board Representative shall begin with the date of his/her election and shall terminate after the two-year term or with the election of a successor.

### **13.5 Voter Requirements**

13.5.1 An Athlete Member eligible to vote shall be:

- A. An Athlete Member or Season Athlete Member in good standing who is a member of the USA Swimming and Wisconsin Swimming;
- B. At least thirteen (13) years of age or older at the time the election takes place.

### **13.6 Early Vacancy**

In the event of a vacancy in an elected Athlete Board Representative position before completing his/her term, the General Chair may appoint, with the advice and consent of the Board of Directors, an Athlete Member to serve the remainder of the term of office.

### **13.7 Athlete Liaison**

There shall be one (1) Athlete Liaison appointed by the Senior Athlete Board Representatives and Senior Committee Chair, with approval of the Board of Directors.

### **13.8 Athlete Liaison Responsibilities**

13.8.1 The Athlete Liaison works with the Senior Athlete Board Representatives to:

- A. Assist the Athlete Board Representatives with improving communication and engagement between themselves and Athlete Members within Wisconsin Swimming;

- B. Assist the Senior Athlete Board Representatives in the coordination of at least one (1) meeting annually, usually at the annual LSC House of Delegates meeting or in conjunction with the 13 & Over LSC Short or Long Course Championships for Athlete Members or Seasonal Athlete Members ages 13 or older, to assess the needs and interests of LSC athletes;
- C. Assist the Senior Athlete Board Representatives and Senior Committee Chair with conducting the elections of two (2) Athlete Board Representatives each year;
- D. Advise and assist when it is appropriate to present any agenda item(s) to athlete members and/or the Board of Directors or LSC House of Delegates; and
- E. Provide guidance to ensure the successful execution of the goals and responsibilities of the Senior Athlete Board Representatives.

### **13.9 Eligibility for Athlete Liaison**

13.9.1 At the time of appointment, the Athlete Liaison shall:

- A. Be 19 years or older;
- B. Be an athlete or non-athlete member of USA Swimming and Wisconsin Swimming; and
- C. Fulfill all required background screenings as mandated by USA Swimming, which includes the annual online Athlete Protection Training and Level 2 Criminal Background Check.

### **13.10 Athletes Executive Committee**

There shall also be established an Athletes Executive Committee.

- A. The Senior Athlete Representative shall be the chair of the Athletes Executive Committee.
- B. The Athletes Executive Committee shall consist of the Athlete Representatives, the Athlete-At-Large Board members and six (6) additional athletes, who are elected as follows and may be a club member's athlete representative to the House of Delegates. Two such additional athletes shall be elected each year for two-year terms, or until their respective successors are elected. Additionally, the top one (1) runner up from the annual LSC Athletes Representative election on even years, and the top one (1) runner up from the annual LSC Athletes Representative election on odd years, each will be automatic nominees, serving a two-year term or until their respective successors are elected or nominated. At the time of election or nomination, such additional athletes must (a) be athlete members in good standing; (b) be rising freshmen, sophomores or juniors in high school, (c) be currently competing, or have competed within the immediately preceding year in the program of swimming conducted by WISI or another LSC; and (d) have their place of permanent residence in the Territory and expect to reside therein throughout at least the first half of the term (other than periods of enrollment in an institution of higher education). The balloting shall take place at a meeting called for that purpose by the Senior Athlete Board Representative or the Athletes Committee, or failing that, at a time and in a manner designated by the Board of Directors. Such additional athletes elected shall be determined by a majority of the members of the Athletes Committee present and voting. It is recommended, but not required, that no more than two (2) of the additional athletes shall be members of the same club).
- C. The Athletes Executive Committee shall be empowered to act on behalf of the Athletes Committee in between meetings of the Athletes Committee.

| Date of Revision | Policy Section(s) | Changes Made                                                                                |
|------------------|-------------------|---------------------------------------------------------------------------------------------|
| June 27, 2006    | 13.0              | Format Rule consistent with other Rules. Conduct election during Short Course Championships |

|                  |                                                                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
|------------------|---------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| June 19, 2012    | 13.1<br>13.1.1.B<br>13.2.1.D<br>13.3.A<br>13.3.E<br>13.3.2<br>13.5<br>All | Increases to 4, the number of elected Athlete Representatives on the BOD to insure at least 20% of the BOD members are Athlete Members<br>Requires attendance at 2 HOD and 2 BOD meetings annually<br>Resides in Territory, except for periods of enrollment in Institutes of higher education<br>Announces election on LSC website<br>Includes Seasonal Athlete in election<br>Specifies Term begin with election<br>Deletes potential for second election to fill a vacancy<br>Generally, make Bylaws and Policy 13 consistent |
| February 4, 2014 | All                                                                       | Provide Athlete Representatives with a better understanding of their role and responsibilities to ensure improved communication with and engagement of athlete members.                                                                                                                                                                                                                                                                                                                                                          |
| October 24, 2023 | 13.1; 13.2; 13.3; 13.4;<br>13.6; 13.7; 13.8<br>13.1.2, 13.2.2             | Reflect USA Swimming legislative actions to use the term "Athlete Board Representative".<br>Establish the Senior Board Athlete Representatives as "Co-Chairs" of the Athlete Committee                                                                                                                                                                                                                                                                                                                                           |
| March 25, 2025   | 13.10 (New)                                                               | Add a new Athletes Executive Committee as per amended LSC Bylaws                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |



## Policy & Procedures Manual

### Wisconsin Swimming, Inc.

#### Policy 14: Team Travel

Effective Date: *September 1, 2011*

Last Revision Date: *N/A*

**Scope:** *This policy responds to USA Swimming's Rule 305 mandating that each Local Swimming Committee (LSC) and each Member Club have published policies for team travel. Team travel is defined as a swim meet or other team activity that is planned and supervised by the LSC. All athletes, parents, coaches, and other adults traveling with the LSC must agree to and must signed the LSC travel policies. LSC Clubs are expected to adapt their own team travel policies in accord with USA Swimming Rule 305.*

##### 14.1 USA Swimming Required Policies

These items are Code of Conduct stipulations in the USA Swimming Rule Book.

- 14.1.1 LSC travel policies must be signed and agreed to by all athletes, parents, coaches, and other adults traveling in regard to the LSC. (USAS Rule Book 305.5.4)
- 14.1.2 Team managers and chaperones must be members of USA Swimming have passed successfully a USA Swimming administered criminal background check (USAS Rule Book 305.5.2)
- 14.1.3 Regardless of gender, a coach shall not share a hotel room, or other sleeping arrangement, with an athlete (unless the coach is the parent, guardian, sibling, or spouse of that particular athlete). (USAS Rule Book 305.5.1)
- 14.1.4 When only one (1) athlete and one (1) coach travel to a competition, the athlete must have his/her parent's (or legal guardian's) written permission in advance to travel alone with the coach. (USAS Rule Book 305.5.3)

##### 14.2 USAS Recommended Policies

These policies are strongly recommended: they are not required: Items 14.2.1 through 14.2.4 are travel related recommendations taken from USA Swimming's Best Practice Guidelines for Athlete Protection.

- 14.2.1 During team travel, doing room checks, attending team meetings and/or other activities, two-deep leadership and open and observable environments should be maintained.
- 14.2.2 An athlete should not ride in a coach's vehicle without another adult present who is the same gender as the athlete unless prior parental permission is obtained.
- 14.2.3 If athletes are paired with other athletes during overnight team travel, they shall be of the same gender and should be of similar age. Where athletes are age thirteen (13) years and Over, chaperones and/or team managers ideally would stay in nearby rooms. When athletes are age twelve (12) years and under, chaperones and/or team manager may stay with the athletes. Where chaperones/team managers are staying in a room with athletes, they should be the same gender as the athletes and written consent should be given by athletes' parents (or legal guardians).
- 14.2.4 When only one athlete and one coach travel to a competition, the coach and athlete should attempt to establish a "buddy" club to associate with during the competition and when away from the venue.

- 14.2.5 To ensure the propriety of the athletes and protect the staff, no male athletes may be in a female athlete's room and no female athlete may be in a male athlete's room (unless the other athlete is a sibling or spouse of that particular athlete).
- 14.2.6 The athlete and his/her parent or legal guardian must sign a copy of the LSC Code of Conduct.
- 14.2.7 The LSC Representative should obtain a signed Liability Release and/Indemnification form for each athlete.
- 14.2.8 The LSC Representative should carry a signed "Medical Consent" or "Authorization to Treat" form for each athlete.
- 14.2.9 The LSC staff shall establish curfews each day of the trip.
- 14.2.10 Team members and staff traveling with the LSC will attend all team functions including meetings, practices, meals, meets sessions, etc. unless otherwise excused or instructed by the head LSC Representative or his/her designee.
- 14.2.11 The directions and decisions of coaches/chaperones are final.
- 14.2.12 Swimmers are expected to remain with the team at all times during trips. 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.
- 14.2.13 When visiting public places such as shopping malls, movie theatres, etc., swimmers will stay in groups of no less than three (3) persons. Twelve and Under athletes will be accompanied by a chaperone.
- 14.2.14 The LSC Head Representative or his/her designee shall make a written report of travel policy or code of conduct violations to the LSC General Chair and the parent/legal guardian of any affected minor athlete.

#### **14.3 Additional Guidelines as needed may be established by the LSC Designated Representative**

- 14.3.1 Respect the privacy of each other and others in the hotel.
- 14.3.2 Use only hotel rooms with interior entrances, when possible.
- 14.3.3 Establish cell phone usage guidelines.
- 14.3.4 Respect travel vehicles.
- 14.3.5 Establish travel dress code.
- 14.3.6 Establish two (2) different curfews- in own room and lights out.
- 14.3.7 Must stay in assigned hotel room.
- 14.3.8 Recognize the needs and well being of others come firsts.
- 14.3.9 Assign responsibility for any incidental charges, such as room service, movie rentals, etc., to the swimmer/swimmer family.
- 14.3.10 Assign responsibility for any damages or thievery at hotel or damage to travel vehicles to swimmer/swimmer family
- 14.3.11 Establish trip eligibility requirements and age guidelines.
- 14.3.12 Assign responsibility to for getting swimmer(s) to stated departure point to parent(s)

#### **14.4 Disciplinary Actions: Failure to comply with the travel policy may result in disciplinary action. Such discipline may include, but may not be limited to:**

- 14.4.1 Dismissal from the trip and immediate return home at the athlete's expense;
- 14.4.2 Disqualification from one or more events, or all events of the competition, not yet competed;
- 14.4.3 Disqualification from future team travel meets for a specified period of time or indefinitely;
- 14.4.4 Financial penalties;
- 14.4.5 Dismissal from the LSC; and/or

14.4.6 Referral to the Wisconsin Swimming or USA Swimming Board of Review (For Section 14.1 violations in particular).

| Date of Revision | Policy Section(s) | Changes Made |
|------------------|-------------------|--------------|
|                  |                   |              |

***Attachments:***

- B. Coach/Staff Member Code of Conduct
- C. Athlete Code of Conduct
- D. Medical Authorization to Treat and Medical History
- E. Risk and Liability Form



## **Wisconsin Swimming Coach/Staff Member Code of Conduct**

I, the undersigned staff member, agree to participate in the Wisconsin Swimming sponsored activity named below. I agree to abide by the standards of conduct outlined in Wisconsin Swimming Policy 14 and below, in addition to those guidelines established by the individual in charge at the activity site. Any additional guidelines regarding conduct will be presented at the first team meeting.

### **Section I: Code of Conduct Rules**

1. Unless excused by the individual in charge, staff members are required to attend all team functions. These include, but are not limited to, meetings, training sessions, practice sessions, competitions, exhibitions and press conferences.
2. The possession or use of alcohol and/or tobacco in the presence of an athlete is prohibited.
3. The possession or use of illegal drugs is prohibited at all times.
4. Staff members are prohibited from wearing any home team clothing or trying to recruit swimmers, either directly or indirectly, for their home club.
5. Staff members are required to comply with the directives of the individual in charge for the duration of the activity.
6. Staff members must pass the appropriate USA Swimming Criminal Background Check/Screen required of coaches and non-athlete members and be members of USA Swimming.

### **Section II: Implementation**

Failure to comply with this Wisconsin Swimming Coach/Staff Member Code of Conduct as set forth in this document or additions necessary for the safety and well-being of the team members may result in disciplinary action which may include, but is not limited to, the following:

- a. Loss of compensation for the activity;
- b. Suspension from participating in future activities;
- b. Reimbursement to Wisconsin Swimming for all costs incurred on behalf of the coach or staff member.
- c. The Wisconsin Swimming Board of Review shall within 30 days, determine the penalty and notify the staff member of its findings.

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

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please Print Name: \_\_\_\_\_

Competition/Activity: \_\_\_\_\_

Location: \_\_\_\_\_ Competition/Activity Date \_\_\_\_\_

*Attachment A, Policy 14*

## Wisconsin Swimming Athlete Code of Conduct



I, the undersigned athlete, agree to participate in the Wisconsin Swimming sponsored activity named below. I agree to abide by the standards of conduct outlined in Wisconsin Swimming Policy 14 and below, in addition to those guidelines established by the individual in charge at the activity site.

1. Each athlete, coach, manager or other staff member of any Wisconsin Swimming camp or of any team representing Wisconsin Swimming in competition is required to sign the Wisconsin Swimming Athlete Code of Conduct or the Wisconsin Swimming Coaches/ Staff Member Code of Conduct.
2. The document must be signed prior to the departure for the competition/activity and a signed copy of the document must be available at the competition/activity.
3. The Head Coach will review this Code of Conduct and any additional guidelines regarding conduct at the first team meeting.
4. Upon notification of any violation of the Code of Conduct, a Review Committee, consisting of the coaching staff, a female athlete and a male athlete, promptly shall:
  - a. investigate the circumstances of the alleged violation;
  - b. notify the individual charged of a time and place for a hearing;
  - c. conduct an informal hearing on the evidence;
  - d. determine disciplinary action, if any, need; and
  - e. report any violations and any disciplinary action to the Wisconsin Swimming Board of Review.

### **Section 1: Code of Conduct Rules**

1. The possession or use of alcohol, tobacco products, or illegal substances is prohibited.
2. The sharing of prescription medications with another athlete is prohibited.
3. Curfews established by the staff will be adhered to for the duration of the activity covered by this Code of Conduct.
4. Attendance is required at all team functions which include, but are not limited to, meetings, practices, exhibitions, press conferences, or competitions unless otherwise excused or instructed by the Head Coach or designated person in charge of the team.
5. To protect the athletes and the LSC, no males will be in any female assigned rooms and no females will be in any male assigned rooms, unless supervised by a designated team staff member.
6. The hallway door will be left fully open (so the interior of the room can be viewed from the hallway) when any athletes other than those assigned to occupy the room are in the room.
7. Uniform requirements established for the trip will be followed.
8. Proper respect, sportsmanship, courtesy toward coaches, officials, administrators, competitors, and the public will be displayed. Each athlete is responsible for making every effort to avoid guilt by association with disrespectful, indiscreet, or destructive behavior.
9. The manner in which one behaves will present a positive image of Wisconsin Swimming and will provide an atmosphere to achieve competitive performance objectives.
10. Additional guidelines may be established as needed to assure the safety and wellbeing of team members and will be adhered to during the trip.



11. While representing Wisconsin Swimming, a Wisconsin Swimming member may be held responsible for loss or damage to equipment, facilities, or other items.

## **Section II: Implementation**

Failure to comply with the Wisconsin Swimming Athlete Code of Conduct as set forth in this document or additions necessary for the safety and well-being of the team member may result in disciplinary action that may include, but is no limited to, the following:

- a. Disqualification from one or more swimming activities;
- b. Disqualification from one or more events or all events of the competition, not yet competed;
- c. Dismissal from the team and immediate return home (at swimmer's or swimmer's family's own expense);
- d. Disqualification from future team travel or camps for the remainder of the year or for a time determined by the Review Committee; and/or
- e. Financial penalties.

Any appeal following any disciplinary action shall be made in accordance with Part Four of the USA Swimming Rules and Regulations.

Signature of Athlete \_\_\_\_\_ Date \_\_\_\_\_

Please Print Name \_\_\_\_\_

Signature of Parent/Guardian \_\_\_\_\_ Date \_\_\_\_\_

Please Print Name \_\_\_\_\_

Competition/Activity \_\_\_\_\_

Location \_\_\_\_\_ Date \_\_\_\_\_

September 1, 2011

*Attachment B, Policy 14*

**Wisconsin Swimming, Inc.**  
**EMERGENCY MEDICAL RELEASE FOR SWIMMER**

If the swimmer identified below becomes injured or otherwise needs emergency medical attention, I authorize Wisconsin Swimming, through **(Name of Activity Director or designee)** or **his/her** designee/chaperone, to obtain medical assistance. I authorize the activity director or designee name above to act for me according to **her/his** best judgment and ability. This authorization covers all times that the swimmer is under the supervision of Wisconsin Swimming, Inc. for **(Name of Activity.)**

**SWIMMER INFORMATION:**

NAME: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ Age: \_\_\_\_\_  
PLEASE PRINT

[illegible]

List any medications and dosage that the swimmer will be taking during the trip. Does the chaperone/coach need to supervise the administration of this medication? ☐ yes ☐ no

| NAME OF MEDICATION | DOSE | TIME OF ADMINISTRATION |
|--------------------|------|------------------------|
|                    |      |                        |
|                    |      |                        |
|                    |      |                        |
|                    |      |                        |

Pre-existing health conditions:

---

---

---

---

*Continued on next page...*

**PARENT/GUARDIAN INFORMATION:**

|                   | Mother/Guardian | Father/Guardian |
|-------------------|-----------------|-----------------|
| NAME              |                 |                 |
| ADDRESS           |                 |                 |
| HOME PHONE        |                 |                 |
| EMPLOYER          |                 |                 |
| WORK PHONE        |                 |                 |
| CELL PHONE        |                 |                 |
| INSURANCE COMPANY |                 |                 |
| POLICY NUMBER     |                 |                 |

|                 | NAME | ADDRESS | PHONE |
|-----------------|------|---------|-------|
| CHILD'S DOCTOR  |      |         |       |
| CHILD'S DENTIST |      |         |       |

Any other pertinent information that Wisconsin Swimming, Inc. should know about the swimmer?

**TREATMENT AUTHORIZATION** (Please attach copy of insurance card):

If my child needs medical treatment, I request that you try to contact us to authorize treatment. In my absence, I have given the following person(s) my consent to authorize treatment for my child:

|                            |                  |                |
|----------------------------|------------------|----------------|
| _____<br>Name/Relationship | _____<br>Address | _____<br>Phone |
|----------------------------|------------------|----------------|

**PARENTAL CONSENT FOR TREATMENT OF A MINOR**

If a situation occurs in which the minor listed above needs immediate medical attention, and I or any authorized individual(s) are unavailable to give consent, this signed statement will serve as an authorization for the nearest hospital and its Medical Staff to proceed with whatever medical care is in the child's best interest until such time as can be reached. I understand that the hospital will make every effort to contact me before initiating treatment.

\_\_\_\_\_  
Signature of Parent/Legal Guardian

\_\_\_\_\_  
Date

September 1, 2011

*Attachment C, Policy 14*

**Wisconsin Swimming, Inc.**  
**TRAVEL ASSUMPTION OF RISK AND RELEASE OF LIABILITY**

I, \_\_\_\_\_, freely choose to participate in the **(Name of activity or Competition)** (henceforth referred to as the “Activity or Competition”). In consideration of my participation in this Program, I agree as follows:

**INSTITUTIONAL ARRANGEMENTS:** I understand that Wisconsin Swimming, Inc. (WSI), **(Name of Director/Head Coach)** and any driver or chaperone for **(Name of Activity or Competition)**, hereafter called **activity or competition** are not agents of, and have no responsibility for, any third party, which may provide any services including food, lodging, travel or other goods or services associated with the Program. I understand that WSI and Drivers or chaperones are providing these services only as a convenience to the participant(s) and that accordingly, WSI and Drivers/Chaperones accept no responsibility, in whole or in part, for delays, loss, damage or injury to the persons or property whatsoever, caused to me or others prior to departure, while traveling or while staying in designated lodging. I further understand that WSI and Drivers/Chaperones are not responsible for matters that are beyond their control. I acknowledge that WSI reserves the right to cancel the trip without penalty or to make any modifications to the itinerary and/or academic program as deemed necessary by WSI.

**INDEPENDENT ACTIVITY:** I understand that WSI is not responsible for any loss or damage I may suffer when I am traveling independently or I am otherwise separated or absent from any WSI activity. In addition, I understand that any travel that I do independently on my own before or after the WSI sponsored **Activity/Competition** is entirely at my own expense and risk.

**HEALTH AND SAFETY:** I recognize that WSI is not obligated to attend to any of my medical or medication needs, and I assume all risk and responsibility therefore. In case of an emergency occurring during my participation in this **Activity/Competition**, I authorize in advance the representative of the WSI to secure whatever treatment is necessary, including the administration of an anesthetic and surgery. WSI may (but is not obligated to) take any action it considers to be warranted under the circumstances regarding my health and safety. I agree to pay all expenses relating thereto and release NSSC and Drivers from any liability for any action. I have also completed the separate Wisconsin Swimming, Inc. EMERGENCY MEDICAL RELEASE AND MEDICAL HISTORY FOR SWIMMER.

**ASSUMPTION OF RISK AND RELEASE OF LIABILITY:** Knowing the risks described above, and in voluntary consideration of being permitted to participate in the **Activity/Competition**, I agree to release, indemnify and defend WSI and Drivers and their officials, officers, employees, agents, volunteers, sponsors, and students from and against any claim which I, the participant, my parents or legal guardian or any other person may have for any losses, damages or injuries arising out of or in connection with my participation in this Activity/Competition.

**SIGNATURE:** I indicate that by my signature below that I have read the terms and conditions of participation and agree to abide by them. I have carefully read this Release Form and acknowledge that I understand it. No representation, statements, or inducements, oral or written, apart from the foregoing written statement, have been made. This Release Form shall be governed by the laws of the State of Wisconsin which shall be the forum for any lawsuits filed under or incident to this Release Form or to the Program. If any portion of this Release Form is held invalid, the rest of the document shall continue in full force and effect.

\_\_\_\_\_  
Signature of Program Participant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Parent or Legal Guardian (if athlete is a minor)

\_\_\_\_\_  
Date

September 1, 2011

*Attachment D, Policy 14*



## Policy & Procedures Manual

### Wisconsin Swimming, Inc.

#### Policy 15: Board of Review

Effective Date: *May 1, 2015*

Last Revision Date: *October 24, 2023*

**Scope:** *This policy provides direction to LSC members, athletes, officials, coaches and parents relating to filing complaints for review by the LSC.*

##### 15.1 USA Swimming Required Policies

- 15.1.1 Any member of Wisconsin Swimming may bring a complaint to Wisconsin Swimming for an action, inaction, or conduct that is believed to have been improper or incorrect. The individual shall provide a written statement to the General Chair including:
  - A. The name of the person or group believed to have acted improperly; and
  - B. A description of the circumstances giving rise to the complaint
- 15.1.2 The complaint shall be sent via Certified Mail to the General Chair, along with a filing fee of \$150, payable to Wisconsin Swimming, Inc. If, on its own initiative or upon written request, the LSC Executive Committee determines it to be in the interest of justice and the sport of swimming, the filing fee may be waived on a case-by-case basis.
- 15.1.3 Upon receipt of the Complaint and filing fee, the General Chair shall review the complaint and determine whether the situation shall be addressed within the LSC or referred to the National Board of Review. If it is to be addressed within the LSC, the complaint shall be referred to the Executive Committee for review and disposition. If the situation is not addressed to the satisfaction of the individual filing the complaint, the individual shall have the right to file a formal Petition with the National Board of Review.
- 15.1.4 The following outlines the responsibilities of the Wisconsin Swimming Executive Committee, the Zone Sanction Appeal Process and the National Board of Review
  - A. Wisconsin Swimming Executive Committee
    - a. Hears complaints and appeals regarding administrative matters within the LSC.
      - 1. Appeals of LSC fines
      - 2. Club versus Club Issues
    - b. Shall have no jurisdiction to hear complaints regarding conduct that may violate the USA Swimming Code of Conduct.
  - B. Zone Sanction Appeal Process.
    - a. This is an appeal process for clubs that have been denied a sanction by their LSC.
      - i. Each LSC has been authorized by USA Swimming to issue the sanction or approval for all swimming competition conducted within its geographical boundaries as described in Article 202 of the rulebook.
      - ii. Additional requirements for sanction and approval may be established by a vote of the LSC House of Delegates in accordance with LSC bylaws.
      - iii. Championship Meets are protected. A meet in direct conflict can be denied.
      - iv. The LSC still has the right and authority to establish and collect relevant entry fees.
      - v. Potential hosts must adhere to the LSC published guidelines, deadlines and procedures.

- vi. Potential hosts must follow USA Swimming rules and guidelines
  - b. LSC requirements delegated by USA Swimming to LSCs:
    - i. Establish submission deadlines for sanction and approval applications and publish such deadlines along with relevant instructions and forms.
    - ii. Establish and publish policies regarding applications submitted as well as relevant fees and penalties.
    - iii. Establish and publish policies regarding applications submitted after the published deadlines citing relevant fees and penalties.
    - iv. Establish a written policy that the LSC must provide written notification within 10 days to the applicant citing the reason for the denial and instruction for appeal.
    - v. Update the LSC Procedure Manual as needed to reflect deadlines and instructions.
  - c. Authority of the zone sanction appeal panel (ZSAP);
    - 1. To review the process followed by the host/petitioner and the LSC and determine if all rules and policies have been followed and fairly applied.
    - 2. The ZSAP does not have the authority to overrule LSC regulations and policies.
    - 3. The ZSAP does not have the authority to establish entry fees.
    - 4. The ZSAP is authorized to direct the LSC to issue a meet sanction or approval in those instances where, in the ZSAP's judgment, the rules and policies have not been properly applied or when the ZSAP believes that competitive opportunities for athletes are being unfairly denied.
  - d. The ZSAP Handbook describing processes in detail is located on the Central Zone website.
- C. National Board of Review("NBOR")
- a. The NBOR has the original and exclusive Jurisdiction for:
    - i. Any complaint involving athletes or other members, or Participating Non-Members, during a national or international event;
    - ii. Any complaint under Article 301.1 of the USA Swimming Rules & Regulations against any individual or organizational member of USA Swimming or organization affiliated with USA Swimming alleging the denial of (or a threat to deny) any eligible swimmer, coach, trainer, manager, official or administrator the opportunity to participate;
    - iii. Any complaint under Articles 304.3.1 through 304.3.12 of the USA Swimming Rules & Regulations against any member of USA Swimming, including any athlete, coach, manager, official, member of any committee, or a Participating Non-Member;
    - iv. Any complaint initiated by USA Swimming, which shall be prosecuted by and may be appealed by the President & CEO;
    - v. Any complaint under Article 304.3.14 of the USA Swimming Rules & Regulations that is not heard pursuant to the U.S. Center for SafeSport's SafeSport Code for the Olympic and Paralympic Movement;
    - vi. Any appeal initiated pursuant to adverse action taken by the USA Swimming Board of Directors against an LSC for alleged violations of an LSC Affiliation Agreement;
    - vii. Any appeal initiated pursuant to an adverse action taken against an athlete for alleged violations of the applicable USA Swimming team rules for a USA Swimming international team trip;

- viii. Any complaint under USA Swimming's Whistleblower and Anti-Retaliation Policy, initiated by the USA Swimming Ethics Committee pursuant to that Policy, or any complaint of retaliation initiated by the complaining party if the Ethics Committee determines that it will not initiate a complaint in its own name;
- ix. Any matter to determine whether a member or prospective member who fails to meet the automatic qualification criteria of USA Swimming's Background Check Policy is eligible for membership and if so under what conditions;
- x. Any complaint involving a member, former member or prospective member found by the U.S. Olympic & Paralympic Committee (the "USOPC") to have violated its rules, policies and/or procedures, or the Ted Stevens Olympic and Amateur Sports Act;
- xi. Any complaint filed against USA Swimming regarding USA Swimming's alleged violation of or noncompliance with USOPC rules, policies and/or procedures, or the Ted Stevens Olympic and Amateur Sports Act;
- xii. Any matter to determine whether any member, former member, or prospective member found by a state or federal jurisdiction to have violated a state or federal law is eligible for membership and if so under what conditions; or
- xiii. Any protest of a referee or meet jury's ruling, pursuant to Article 102.22.5(B) and any appeals of the Program & Events Coordinator's decision regarding fines pursuant to Article 207.7.3(C).

| Date of Revision | Policy Section(s) | Changes Made                                                                            |
|------------------|-------------------|-----------------------------------------------------------------------------------------|
| April 25, 2015   | All               | Revised to be consistent with USA Swimming mandated elimination of LSC Board of Review  |
| October 24, 2023 | 15.1.3            | Replaced the "Zone Board of Review" with the "National Board of Review".                |
|                  | 15.1.4 B          | Replaced the "Zone Board of Review" provisions with the "Zone Sanction Appeal Process." |
|                  | 15.1.4 C          | Updated jurisdiction of National Board of Review                                        |



## **Policy & Procedures Manual**

### **Wisconsin Swimming, Inc.**

#### **Policy 16: Website Guidelines**

Effective Date: *May 1, 2012*

Last Revision Date: *April 25, 2020*

**Scope:** *This policy provides the guidelines for placing information on the Wisconsin Swimming website.*

##### **16.1 General Information**

- 16.1.1 The Wisconsin Swimming website provides timely and accurate information on a continuous basis that is relevant to Wisconsin Swimming athletes, coaches, volunteers, and families.
- 16.1.2 The Wisconsin Swimming website will serve to promote and publicize Wisconsin Swimming and the sport of competitive swimming to the public.

##### **16.2 Governance**

- 16.2.1 The Wisconsin Swimming General Chair will appoint the Webmaster.
- 16.2.2 The Webmaster will receive a stipend, which is determined by the Wisconsin Swimming Board of Directors.
- 16.2.3 The Webmaster will post materials that comply with guidelines stated here, within 48-72 hours, or within reason.
- 16.2.4 The Webmaster, when needed, will seek guidance from the Wisconsin Swimming General Chair, the Administrative Chair, or Board of Directors, regarding material that does not fall within these guidelines.
- 16.2.5 Website content must be in compliance with the USA Swimming Privacy Policy that limits information posted on the website to:
  - A. Athlete Member: Only the following information shall be acceptable for publication in any form, including, but not limited, to the World Wide Web, regarding any USA Swimming Athlete Member without authorization from the athlete, if of majority; or the athlete's parent or guardian, if a minor.
    - a. Name
    - b. Age in years
    - c. Club Affiliation
    - d. Time, and place and of any awards
  - B. Non-Athlete Member: Authorization is deemed given by a non-athlete member to publish the contact information of the Non-Athlete Member limited to:
    - a. Name
    - b. Address
    - c. Telephone number(s)
    - d. E-mail address
    - e. Fax number
  - C. Non-Athlete Member: When the non-athlete member is an Officer, Board Director, Committee Member, or designated Club contact, and any Meet Referee or Meet Director with respect to any Meet Announcement wherein he/she has agreed to be so designated, further contact information may be publicized.



### **16.3 USA Swimming Membership Numbers**

- 16.3.1 USA Swimming membership numbers may be published when done for data transmission only.
- 16.2.1 USA Swimming membership numbers may not be published in a series of reports that taken together reveal the member names and their corresponding membership numbers under any circumstances.

### **16.4 Guidelines to Determine Website Content**

- 16.4.1 Information that can be posted on the website, without additional consultation.
- 16.4.2 These guidelines include, but are not limited to:
  - A. The Wisconsin Swimming competitive meet schedule, including Meet Announcement, event files, as approved by Wisconsin Swimming House of Delegates, as well as other Meets sanctioned by the Wisconsin Swimming Sanction Manager.
  - B. Wisconsin Swimming Policies and Procedures, By-laws, organizational structure, Committees, and Committee Members.
  - C. Announcements, agendas, meeting minutes, and related forms, ballots, and registration materials for the Board of Directors, House of Delegates, and Wisconsin Swimming Committees.
  - D. Links to websites for Wisconsin Swimming Clubs, USA Swimming, Zone C, WIAA and Badger State Games, and other swimming related organizations likely to be of interest to the Wisconsin Swimming community.
  - E. Significant Rule and Regulation changes and interpretations issued by USA Swimming and FINA.
  - F. Meet Results after their release by the Meet Director.
  - G. Meet Announcements, Time Standards, sanction changes, Psych sheets, session timelines, Meet apparel links for the LSC Regional and LSC Championship Meets and for Zone level Meets and above.
  - H. Records after approval by the Records Coordinator.
  - I. Information about significant Honors, Awards, and Accomplishments, administered by Wisconsin Swimming, USA Swimming or other recognized swimming related organizations, and achieved by Wisconsin Swimming athletes, coaches, and non-athlete members.
  - J. Information about Wisconsin Swimming Club events that likely are to be of interest to the Wisconsin Swimming community (such as charity events, equipment sales, etc.).
  - K. Listing of coaching vacancies within Wisconsin Swimming, including Wisconsin High Schools, as well as other LSCs, YMCA, and NCAA.
  - L. Summaries of Wisconsin Swimming athlete achievement for all Wisconsin Swimming athletes attending Junior National level Meets or above. The Senior Chair will select an Athlete Representative, a Parent Volunteer, or Coach to provide the summary. The author may be granted a \$25 stipend.
  - M. Summary of the Central Zone Meet, submitted by the Head Coach or designee.
  - N. Swim Camps hosted by the LSC or a Wisconsin Swimming Club in good standing.
  - O. Archival access to useful historical information.
  - P. Rosters of Officials and information for the recruitment, training, certification, and recertification of Officials.
  - Q. Logos and material required by Wisconsin Swimming contracts, such as for Central Zone apparel.

### **16.5 Additional Consultation is Required**

- 16.5.1 Before posting the following content, consultation is required with the Wisconsin Swimming General Chair or Administrative Chair:
- A. Swim Camp announcements from outside the LSC, or from within the LSC, but not hosted by a Wisconsin Swimming Club in good standing (\$100 posting fee).
  - B. Advertisements for swimming or swim meet related services such as photographers, medal engravers, food/beverage concessions, retail stores, etc. (\$100 posting fee).
  - C. Any new content substantially different from the guidelines in 16.3 above, at the discretion of the Webmaster.

## **16.6 Payment of Fees and Length of Time Posted**

16.6.1 Payment of the posting fee must be received prior to posting.

16.6.2 All such advertisements as listed in this section run for a maximum of two months and may be renewed for the same fee.

| Date of Revision | Policy Section(s) | Changes Made                                          |
|------------------|-------------------|-------------------------------------------------------|
| June 3, 2015     | All               | Housekeeping: Format Rule consistent with other Rules |
| October 24, 2017 | 16.4.2 A          | Revised title to "Sanction Coordinator"               |
| April 25, 2020   | 16.4.2 A          | Changed "Sanction Coordinator" to "Sanction Manager"  |



## Policy & Procedures Manual

### Wisconsin Swimming, Inc.

#### Policy 17: Whistleblower Policy

Effective Date: *June 22, 2010*

Last Revision Date: *N/A*

**Scope:** *This policy encourages Board members, staff (paid and volunteer) and others to report suspected occurrence(s) of illegal, unethical, or inappropriate events (behavior or practices) without retribution.*

##### 17.1 General Information

- 17.1.1 The Whistleblower should promptly report the suspected or actual event to his/her supervisor.
- 17.1.2 If the Whistleblower would be uncomfortable or otherwise reluctant to report to his/her supervisor, then the Whistleblower could report the event to the next highest or another level of management, including to an appropriate Board committee or member.
- 17.1.3 The Whistleblower can report the event with his/her identity or anonymously.
- 17.1.4 A Whistleblower shall receive no retaliation or retribution for a report that was provided in good faith- that was not done primarily with malice to damage another or the organization.
- 17.1.5 A Whistleblower who makes a report that is not done in good faith is subject to discipline, including termination of the Board or employee relationship, or other legal means to protect the reputation of the organization and members of its Board and staff.
- 17.1.6 Anyone who retaliates against the Whistleblower (who reported an event in good faith) will be subject to discipline, including termination of Board or employee status.
- 17.1.7 Crimes against a person or property, such as assault, rape, burglary, etc., should immediately be reported to local law enforcement personnel.
- 17.1.8 Supervisors, managers, and/or Board Members who receive the reports must promptly act to investigate and/or resolve the issue.
- 17.1.9 The Whistleblower shall receive a report in a timely manner of the initial report, regarding the investigation, disposition or resolution of the issue.
- 17.1.10 If the investigation of a report, that was done in good faith and investigated by internal personnel, is not to the Whistleblower's satisfaction, then he/she has the right to report the event to the appropriate legal or investigative agency.
- 17.1.11 The identity of the Whistleblower, if known, shall remain confidential to those persons directly involved in applying this policy, unless the issue requires investigation by law enforcement, in which case members of the organization are subject to subpoena.

| Date of Revision | Policy Section(s) | Changes Made |
|------------------|-------------------|--------------|
|                  |                   |              |



## Policy & Procedures Manual

### Wisconsin Swimming, Inc.

#### Policy 18: Rules Committee Mission Statement and Procedures

Effective Date: *May 1, 2013*

Last Revision Date: *April 26, 2014*

**Scope:** *The Wisconsin Swimming Rules Committee is responsible for ensuring that the Rules, Policies, Procedures and Bylaws of Wisconsin Swimming comply with the current USA Swimming Rules and Regulations and are in the best interests of Wisconsin Swimming's competitive swimming.*

##### 18.1 General Information

- 18.1.1 The General Chair shall appoint the Rules Committee Chair with the advice and consent of the LSC Administrative Vice Chair.
- 18.1.2 The Rules Committee Chair shall serve until the end of the term of the LSC Administrative Vice Chair or for sixty days (60) following the end of the General Chair's term.
- 18.1.3 The Rules Committee Chair shall appoint the Committee members with the advice and consent of the LSC Administrative Vice Chair.
- 18.1.4 The Committee shall consist of at least five (5) members, plus two (2) ex-officio members with voice and vote, i.e., the LSC General Chair and the LSC Administrative Chair.
- 18.1.5 The Rules Committee shall designate a Committee Vice-Chair from among its members with the advice and consent of the LSC Administrative Vice-Chair.
- 18.1.6 A quorum shall be a majority of those present.
- 18.1.7 A member's absence, without notice to the Rules Committee Chair, for three (3) consecutive meetings is considered his/her resignation.

##### 18.2 Meetings

- 18.2.1 The Committee will meet, when possible, within two (2) weeks after the conclusion of the annual Aquatic Sports Convention in September to review:
  - A. Rules and legislative changes passed by the USA Swimming House of Delegates; and
  - B. Bylaws for changes approved by the USA Swimming House of Delegates.
- 18.2.2 Additional meetings may be called as needed by the Committee Chair, Vice Chair or by any three (3) members of the Committee with a minimum of five (5) business days' notice.
- 18.2.3 The Meeting notice shall designate time, location and at least a general agenda.
- 18.2.4 Meeting notice may be given by telephone, mail, e-mail, or in person.

| Date of Revision | Policy Section(s) | Changes Made |
|------------------|-------------------|--------------|
|                  |                   |              |



## Policy & Procedures Manual

### Wisconsin Swimming, Inc.

#### Policy 19: Meet Marshals

Effective Date: *January 1, 2014*

Last Revision Date: *N/A*

**Scope:** *This policy complies with USA Swimming requirements and recommendations for Meet Marshals, to ensure the safety of Athletes, Coaches, Officials, Volunteers and Spectators:*

**102.19- Marshals-** Shall wear identifying attire and enforce warm-up procedures and maintain order in the swimming venue. The Marshal shall have full authority to warn or order to cease and desist, and, with the concurrence of the Referee, to remove, or have removed from the swimming venue anyone behaving in an unsafe manner or using profane or abusive language, or whose actions are disrupting the orderly conduct of the meet.

#### **19.1 Responsibilities of the Meet Marshal**

19.1.1 Arrive at the venue 15 minutes before warm ups.

19.1.2 Wear identifying attire: vest, t-shirt, cap, etc.

19.1.3 Check in with the Meet Referee.

- A. Receive instructions from the Meet Referee, including where to be positioned on deck during warm ups.
- B. Receive instructions on which areas of the venue to patrol.
- C. Discuss any special safety concerns.

19.1.4 Periodically walk through hallways, seating areas, separate warm up/warm down pools, athlete rest areas, and other areas as assigned.

19.1.5 With another adult of your gender, periodically patrol same gender locker rooms.

19.1.6 Immediately inform the Meet Referee or Meet Director if there are unauthorized people on deck, and if there is any inappropriate camera use in the locker rooms or in and around the venue.

#### **19.2 Duties of the Meet Marshal**

19.2.1 Marshals shall have full authority to warn or order to cease and desist, and with the concurrence of the Meet Referee, to remove or have removed from the swimming venue anyone behaving in an unsafe manner, using profane or abusive language, or whose actions are disrupting the orderly conduct of the meet.

19.2.2 Marshals shall identify and report anyone who refuses to follow their instructions to the Meet Referee and/or Meet Director for further action.

19.2.3 Ensure swimmers behave in a safe manner

- A. No running on deck and no horseplay
- B. No abusive language
- C. No operation of recording devices in the locker rooms

19.2.4 Ensure that all non-athlete adults on deck are displaying proper and current USA Swimming credentials and notify the Meet Referee or Meet Director of any situations where this is not the case.

19.2.5 Monitor warm ups and in-water breaks.

- A. Feet first only, in a cautious manner, for all pre-meet warm up sessions, in-water breaks, and separate warm up/warm down facility or lanes. **ABSOLUTELY NO DIVING.**
- B. Warm ups at the start of a session: Enter at the start end of the pool only, not the turn end or sides of the pool.
- C. All in-water breaks: swimmers may enter at the start or turn ends, but not from the sides of the pool.
- D. Separate warm up/warm down facility or lanes: swimmers may enter from either end, but not from the sides.
- E. Alert the Meet Referee or the Meet Director of dangerous overcrowding.
- F. At least one Meet Marshal shall be stationed at both the Start and Turn ends of the pool.
- G. If sufficient officials are available, the Starter and/or Referee will supervise pre-session warm ups as well.
- H. Athletes must be actively swimming during warm ups, no socializing.
- I. Notify the swimmer's coach if a swimmer is behaving or acting in an unsafe manner.
- J. Sprints/starts.
  - a. Make sure lanes are cleared before sprints/starts begin.
  - b. Swimmers may start from the blocks or the deck and must exit at the other end of the pool.
  - c. Swimmers should not be permitted on the blocks when a swimmer is in the water for a backstroke start.
- K. Use appropriate language and **project a calm manner.**
- L. Do not touch athletes.
- M. Do not leave the meet without the approval of the Meet Referee or Meet Director.

### 19.3 Penalties for violating warm up and in-water break procedures

#### 19.3.1 Penalties are as follows:

- A. The initial violation will be address with a warning to the swimmer and the swimmer's coach.
- B. If there is a repeat violation, the swimmer shall be removed from part or all of the remaining time in that warm-up period.
- C. An egregious violation shall be addressed with disqualification from the swimmer's next individual event.

| Date of Revision | Policy Section(s) | Changes Made |
|------------------|-------------------|--------------|
|                  |                   |              |



## **Policy & Procedures Manual**

### **Wisconsin Swimming, Inc.**

#### **Policy 20: Bylaws, Policies and Procedures Approval Process**

Effective Date: *October 23, 2024*

Last Revision Date: *October 22, 2024*

**Scope:** *To establish the procedures for the creation, revision and adoption of Wisconsin Swimming bylaws, policies and procedures.*

##### **20.1 General Process Regarding Changes to Policies and Procedures**

- 20.1.1 Changes or additions to Wisconsin Swimming policies, or procedures may be brought to the Rules Committee by any other LSC committee or sub-committee for consideration.
- 20.1.2 The Rules Committee will present proposed changes or additions to Wisconsin Swimming policies and procedures to the LSC Board of Directors for action.
- 20.1.3 Proposals for action by the WISI Board of Directors shall:
  - A. Be submitted on a "Proposal Form" as approved by the WISI Board of Directors;
  - B. Be reviewed by one or more LSC standing committee(s) or coordinator(s) prior to submission to the WISI Board of Directors;
  - C. Be submitted by a Member of the WISI Board of Directors;
  - D. Be submitted at least ten (10) days prior to next meeting of the WISI Board of Directors; and
  - E. Be required to be approved by at least fifty-one (51) percent of the voting members of the WISI Board of Directors present and eligible to vote.
- 20.1.4 In the event that a Proposal is not submitted at least ten (10) days prior to the next meeting of the WISI Board of Directors, was not publicly reviewed by a standing committee or coordinator, or a change was made after submission but inside the ten day window, that proposal may still be considered by the Board of Directors, however it shall:
  - A. Be required to be approved by at least two-thirds of the voting members of the WISI Board of Directors present and eligible to vote.
- 20.1.5 Upon approval by the Board of Directors, the policies and/or procedures will become effective and the Rules Committee will present the changes or additions at the next LSC House of Delegates meeting.
- 20.1.6 Proposed changes will be formatted in the manner used by the USA Swimming Rules and Regulations Committee:
  - A. Table of contents;
  - B. R-1, R-2, etc. for Bylaws, Policy or Procedure changes; and
  - C. HK-1, HK-2, etc. for Housekeeping changes;
- 20.1.7 Presentation at the Wisconsin Swimming House of Delegates Meeting:
  - A. The Rules Committee Chair will present the proposed bylaw, policy or procedure changes along with a Table of Contents.
  - B. In the absence of the Committee Chair, the Rules Committee Vice Chair or designee will present the proposed bylaw, policy, or procedure changes.
  - C. The changes will be presented by its indicator, R-1, R-2, HK-1, HK-2, etc.

- D. If a Wisconsin Swimming House of Delegates member requests discussion of a proposed bylaw, policy, or procedure, the member will ask for the item to be “pulled”, meaning it is “pulled” for discussion.
- E. Items will be voted upon with the potential following dispositions:
  - a. Approved or approved as amended
  - b. Rejected
  - c. Sent back to the LSC Rules Committee for review, including possible review by the USA Swimming Rules and Regulations Chair.
  - d. Withdrawn

## **20.2 Bylaws Amendments**

- 20.2.1 Changes to Wisconsin Swimming Bylaws mandated by USA Swimming will become effective per USA Swimming’s directives. No action by the Wisconsin Swimming House of Delegates is required, however, these changes will be reviewed at the next Wisconsin Swimming House of Delegates meeting.
- 20.2.2 Proposed amendments to Wisconsin Swimming Bylaws other than those required by USA Swimming will be presented to the Wisconsin Swimming House of Delegates after review and approval by the Board of Directors. Per the Bylaws, such amendment(s) shall become effective by a two-thirds vote of the members present and voting.

## **20.3 Policies and Procedures Approval Process**

- 20.3.1 Policies and Procedures will become effective upon approval of the LSC Board of Directors. However, the proposed policies and procedures are presented to the House of Delegates where they will be further discussed. If the disposition of the House of Delegates is to send the legislation back to the LSC Rules Committee, the LSC Rules Committee will take the House of Delegates discussion under advisement.

| Date of Revision | Policy Section(s)                                  | Changes Made                                                                                                                                   |
|------------------|----------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------|
| October 22, 2024 | 20.1.1<br>20.1.2<br>20.1.3 & 20.1.4<br>Attachments | Removed reference to “Bylaws”<br>Add the term “proposed”<br>Inserted as new articles<br>Added attachment “A. Wisconsin Swimming Proposal Form” |

### ***Attachments:***

- F. *Wisconsin Swimming Proposal Form*



## Wisconsin Swimming Proposal Form

☐ Passed ☐ Failed ☐ Tabled ☐ Sent to Committee



**NOTE:** The enactment of Policies and/or Rules requires detailed coordination and clarity. Changes or additions to Wisconsin Swimming Bylaws, policies, or procedures may be brought to the Rules Committee by any other LSC committee or sub-committee for consideration. Such proposed changes or additions shall be submitted using the Wisconsin Swimming Proposal Form.

The Rules Committee will present proposed changes or additions to Wisconsin Swimming policies and procedures to the LSC Board of Directors for action. Upon approval by the LSC Board of Directors, the policies and/or procedures will become effective, and the Rules Committee will present the changes or additions at the next LSC House of Delegates meeting.

### **Reviewed by (check all that apply)**

☐ Age Group ☐ Athlete ☐ DE&I ☐ Disability ☐ Finance ☐ Governance ☐ Nominating  
☐ Operational Risk ☐ Officials ☐ Personnel ☐ Rules ☐ Senior ☐ Safe Sport ☐ Tech Planning ☐ Other:

**Name of Proposal:** *Click or tap here to enter text.*

**Vision:** Explain what you hope this proposal will achieve. What are your intentions by putting the proposal forward? Example from a travel policy - To ensure the safety and well-being of those who travel on behalf of WISI as well as the effective management of those who travel in groups.

**Summary of Need:** *Include background, issues and/or events leading up to this proposal.*

**Propose Action and Official Language:** *Provide details of your proposal and how it will address the need that was identified above under Summary of Need. If applicable, what is the official language that is to be adopted and put on record? This should include legal language such as 'shall' and a redlined version if needed. Use form on page 2 if needed.*

**Related Items:** *Put a list of documents and forms mentioned in the proposal here. What other policies may be impacted? What are the supporting documents or relevant data?*

**Implementation:** *How and by whom will this action be introduced to the affected parties, and how will it be sustained? This must include the date of desired implementation, and end date if applicable.*

**Desired Board Meeting Date for Proposal Discussion:** *Click or tap to enter a date.*

*Note that Board meetings are typically held the fourth week of every month.*

**Name of Submitter(s):** *Click or tap here to enter text.*

**Name of Board Member Sponsor(s):** *Click or tap here to enter text.*

# Policy & Procedures Manual

## Wisconsin Swimming, Inc.



### Policy 21: Nominated and Appointed LSC Positions and Term Limits

Effective Date: April 26, 2014

Last Revision Date: N/A

**Scope:** This policy delineates the process of establishing the Nominating Committee on an annual basis, and describes the process of nominating and electing members of the Board of Directors, Committee Chairs and Coordinators. This information is extracted from the Wisconsin Swimming, Inc. Bylaws.

#### 21.1 Composition/Election of Nominating Committee Members

21.1.1 Members of the Nominating Committees are elected annually by the House of Delegates at the January Meeting of the House of Delegates.

21.1.2 Committee Composition

- A. Immediate Past General Chair;
- B. No fewer than five (5) individual members, who shall be members of the House of Delegates;
- C. No more than 2/5 shall be members of the Board of Directors;
- D. The Immediate Past General Chair shall not be part of the 2/5 requirement; and
- E. In no case shall the General Chair serve on the Nominating Committee.

21.1.3 If a member of the Nominating Committee resigns or becomes unable to participate;

- A. The General Chair shall appoint a replacement with the advice and consent of the Board of Directors; and
- B. At the next House of Delegates a replacement shall be elected.

21.1.4 The Board of Directors shall elect a Nominating Committee if the House of Delegates cannot act in a timely manner.

21.1.5 Athlete representative shall comprise twenty percent (20%) of the Nominating Committee.

21.1.6 The Chair of the Nominating Committee shall be elected by a majority vote of the Nominating Committee members, promptly after the Committee members are elected.

#### 21.2 Duties of the Nominating Committee

21.2.1 The Nominating Committee prepares the slate of candidates for election of the Board of Director Officers, Committee Chairs, Coordinators, and the Regular and Alternate members of the Board of Review, which takes place at the Annual Meeting.

21.2.2 The Committee may nominate one or more candidates for each position.

21.2.3 Nominations by the Nominating Committee shall be published by distributing a slate of candidates corresponding to the positions for which they have been nominated.

- A. Distribution of the slate of candidates will be distributed to each member of the House of Delegates and to each Group Member.
- B. The distribution shall be not less than twenty (20) calendar days prior to the election.

- C. The distribution may be combined with the notice of the meeting.
- 21.2.4 Additional Nominations may be made from the floor of the House of Delegates by any member of the House of Delegates who is eligible to vote.
- 21.2.5 Meetings of the Nominating Committee shall take place within Wisconsin Swimming territory when called by the Chair or any three (3) members of the Committee, with a minimum of seven (7) days' notice required. Meetings may also take place by Conference Call.
- 21.2.6 Quorum
  - A. A quorum for any meeting of the Nominating Committee shall consist of not fewer than four (4) members.
  - B. The Committee shall act by a majority vote of its members voting in any meeting at which a quorum is present.
- 21.2.7 Voting at the House of Delegates
  - A. The Nominating Committee Chair shall conduct the election at the Annual Meeting.
  - B. The vote shall be by ballot or by acclamation if such a motion is made and passed.
  - C. Ballots shall be destroyed following the vote.

### **21.3 Cycle of Elections by the House of Delegates**

- 21.3.1 Eligibility
  - A. Only individual Members in good standing shall be eligible to hold office and must maintain their eligibility throughout their terms of office.
- 21.3.2 Election Cycle
  - A. Odd-numbered years: General Chair, Finance Vice-Chair, Age Group Committee Chair, Secretary, Safety Coordinator, and Officials Committee Chair.
  - B. Even-numbered years: Administrative Vice-Chair, Senior Committee Chair, Treasurer, Technical Planning Committee Chair, and Registration/Membership Coordinator.

### **21.4 Terms of Office**

- 21.4.1 The term of all elected members of the Board of Directors shall be two (2) years.
- 21.4.2 Consecutive Term Limitations:
  - A. Except for the Secretary, Treasurer and Registration/Membership Coordinator, no Individual Member who has been elected by the House of Delegates and has served four (4) successive years shall be eligible for re-election to the same position until a lapse of two (2) years.
  - B. A portion of any term served to fill a vacancy in the position shall not be considered in the computation of this successive terms limitation.
  - C. Each person elected to a position shall assume office effective September 1<sup>st</sup> and shall serve until a successor is elected.
  - D. Appointed

| Date of Revision | Policy Section(s) | Changes Made |
|------------------|-------------------|--------------|
|                  |                   |              |



## **Policy & Procedures Manual**

### **Wisconsin Swimming, Inc.**

#### **Policy 22: Spectators with Disabilities Viewing Guidelines**

Effective Date: *April 26, 2014*

Last Revision Date: *N/A*

**Scope:** *This policy provides the guidelines for spectator viewing for persons with disabilities for venues within Wisconsin Swimming jurisdiction.*

##### **22.1 General Information**

- 22.1.1 Wisconsin Swimming promotes equitable spectator viewing for persons with disabilities during their swimmer's race(s).
- 22.1.2 All swimming venues within the jurisdiction of Wisconsin Swimming shall earnestly attempt to provide fair and equitable spectator viewing for persons with disabilities to the extent possible by facility design.
- 22.1.3 Facilities constructed after the 1993 enactment of the Americans with Disabilities Act of 1990 are held to that Act's new construction requirements for spectator seating.
- 22.1.4 Facilities constructed prior to 1993 are required to make facility accommodations, unless they are impractical or cost prohibitive.
- 22.1.5 It is impossible to guarantee unobstructed lines of sight for every race requested, just as this cannot be guaranteed for all spectators in the venue without disabilities.
- 22.1.6 Applicable sections of the Americans with Disabilities Act of 1990 (with no changes in the 2008 Amendments to the Act):
  - A. The ADA Title III provision that "no individual shall be discriminated against on the basis of disability in the full and equal enjoyment of the goods, services, facilities, privileges, advantages or accommodations of any place of public accommodation" clearly extends to sports stadiums. The ADA further provides that facilities constructed after January 26, 1993 must be "readily accessible to and usable by individuals with disabilities."
  - B. Sec. 12183. New construction and alterations in public accommodations and commercial facilities except as provided in subsection (b) of this section, as applied to public accommodations and commercial facilities, discrimination for purposes of section 12182(a) of this title includes:
    - a. A failure to design and construct facilities for first occupancy later than 30 months after July 26, 1990, that are readily accessible to and usable by individuals with disabilities, except where an entity can demonstrate that it is structurally impracticable to meet the requirements of such subsection in accordance with standards set forth or incorporated by reference in regulations issued under this subchapter; and
    - b. With respect to a facility or part thereof that is altered by, on behalf of, or for the use of an establishment in a manner that affects or could affect the usability of the facility or part thereof, a failure to make alterations in such a manner that, to the maximum extent feasible, the altered portions of the

facility are readily accessible to and usable by individuals with disabilities, including individuals who use wheelchairs. Where the entity is undertaking an alteration that affects or could affect usability of or access to an area of the facility containing a primary function, the entity shall also make the alterations in such a manner that, to the maximum extent feasible, the path of travel to the altered area and the bathrooms, telephones, and drinking fountains serving the altered area, are readily accessible to and usable by individuals with disabilities where such alterations to the path of travel to the bathrooms, telephones, and drinking fountains serving the altered area are not disproportionate to the overall alterations in terms of cost and scope (as determined under criteria established by the Attorney General).

## **22.2 Spectator Viewing Accommodation Requirements**

- 22.2.1 All venues shall make spectator-viewing accommodations for persons with disabilities, within reason.
- 22.2.2 Viewing accommodations shall apply to heats in which the disabled spectator's swimmer competes.
- 22.2.3 Seating shall also be provided for one individual accompanying the spectator with a disability.
- 22.2.4 The seating arrangements shall not interfere with the performance of the duties of the Officials.
- 22.2.5 The Meet Director or Meet Referee shall be contacted in advance of the meet in order to provide time to accommodate the request. Requests made the day of the meet may not be possible to accommodate.
- 22.2.6 A Meet Marshal shall be assigned to the selected area for the duration of the swimmer's race to maximize the spectator's line of sight.
- 22.2.7 Issues regarding non-compliance with this policy are to be addressed to the Wisconsin Swimming Disability Chair.

## **22.3 Deck Options Recommended for Spectator Viewing**

- 22.3.1 Seating in the Starter/Referee area, which is generally less congested.
- 22.3.2 Seating at the corner of the start or turn end of the pool.
- 22.3.3 Seating with the Timers behind the starting block.
- 22.3.4 Other arrangements compatible with facility design.

| Date of Revision | Policy Section(s) | Changes Made |
|------------------|-------------------|--------------|
|                  |                   |              |



## **Policy & Procedures Manual**

### **Wisconsin Swimming, Inc.**

#### **Policy 23: Wisconsin Swimming Delegates to the USA Swimming House of Delegates and Aquatic Sports Convention and Other USA Swimming-Sponsored Events**

Effective Date: *September 1, 2014*

Last Revision Date: *N/A*

**Scope:** *This policy establishes the Wisconsin Swimming, Inc. delegates to the USA Swimming House of Delegates/Aquatic Sports Convention. It delineates the voting delegates, financial support provided and the duties and responsibilities of the Delegation.*

#### **23.1 Voting Delegation Established Under Bylaws**

23.1.1 It shall be the duty and privilege of the following Officers and Representatives to attend the USA Swimming Annual Meeting (Aquatic Sports Convention) to represent Wisconsin Swimming, with voting rights (six (6) total votes):

- A. General Chair
- B. Administrative Vice Chair
- C. Age Group Committee Chair
- D. Senior Committee Chair
- E. Elected Senior Athlete Representative
- F. Coaches Representative
- G. Up to three (3) non-voting Athlete Representatives

23.1.2 If any of the voting Delegates are unable to attend, alternates shall be selected by the General Chair.

#### **23.2 Additional Non-Voting Delegates from Wisconsin Swimming**

23.2.1 The following members of Wisconsin Swimming, Inc. are also invited to attend the USA Swimming House of Delegates/Aquatic Sports Convention. They shall attend the relevant educational sessions to ensure that Wisconsin Swimming remains current with the rules and regulations, policies and procedures, and bylaws necessary to remain in good standing with USA Swimming LSC requirements.

- A. Members of Wisconsin Swimming appointed to USA Swimming National Committees
- B. The Immediate Past General Chair (for 2 years)
- C. Officials Chair
- D. Rules Chair
- E. Registration/Membership Chair
- F. Treasurer
- G. Safe Sport Chair
- H. One member of the Wisconsin Swimming, Inc., contingent to the Central Zone Board of Review
- I. Other Officers/Chairs designated by the General Chair with the advice and consent of the Board of Directors.

23.2.2 These are non-voting members

23.2.3 If any of the non-voting Delegates are unable to attend, alternates may be selected by the General Chair.

### **23.3 Expenses Reimbursed by the LSC**

#### **23.3.1 Hotel Room**

- A. Double occupancy with another Delegate or where no other Delegate is available to share a room: room is completely covered
- B. Single occupancy: 50% covered by the LSC, 50% covered by the Delegate

#### **23.3.2 Travel Expenses**

- A. Reasonable Coach airfare expenses – no Business or First Class
- B. Car/Van rental at convention to help transport delegation members

#### **23.3.3 Per Diem**

- A. Provided to all voting and non-voting Delegation members
- B. Commensurate with the location of the meeting
- C. Provided in advance to athlete representative if requested

### **23.4 Athlete Representatives**

23.4.1 Shall be accompanied/chaperoned by a parent, legal guardian, or other adult family.

23.4.2 Chaperone hotel, reasonable travel costs and per diem will be provided by Wisconsin Swimming.

23.4.3 If no elected Athlete Representatives are able to attend, Athlete Representative(s) will be selected by the General Chair, with the advice and consent of the Senior Chair.

### **23.5 Delegate Expectations/Responsibilities**

23.5.1 Shall attend the meetings commensurate with their elected/appointed positions, and voting members must attend the Central Zone and USA Swimming House of Delegate sessions.

23.5.2 Shall attend, if available, additional sessions important to the LSC, as requested by the General Chair.

23.5.3 Athlete Representatives shall attend all athlete sessions as well as the Central Zone and USA Swimming House of Delegate sessions.

23.5.4 All Delegates shall prepare a written report of the sessions attended and submit them to the Treasurer and Webmaster for posting at least two (2) weeks prior to the Annual HOD Meeting.

23.5.5 Meeting reports shall be posted on the Wisconsin Swimming website two (2) weeks prior to the October BOD/HOD meetings.

### **23.6 Other Meetings Sponsored by USA Swimming**

23.6.1 USA Swimming offers additional workshops, usually every 1-2 years, specific to elected and appointed LSC Board positions. Expenses for these meetings and workshops are usually covered by USA Swimming. If expenses are not covered, the LSC will reimburse reasonable hotel and travel expenses and a per diem commensurate with the meeting location, if the individual is asked to attend the meeting by the General Chair or Board of Directors.

23.6.2 An alternate may be sent by the LSC if the Board Member is unable to attend.

| Date of Revision | Policy Section(s) | Changes Made |
|------------------|-------------------|--------------|
|                  |                   |              |



## **Policy & Procedures Manual**

### **Wisconsin Swimming, Inc.**

#### **Policy 24: Annual and Regular Wisconsin Swimming House of Delegates Meetings**

Effective Date: *June 24, 2025*

Last Revision Date: *June 24, 2025*

**Scope:** *Effective September 1, 2014, the mandatory Annual House of Delegates Meeting for Wisconsin Swimming, Inc., will commence. At the Annual Meeting, the following will occur: election of Officers of Wisconsin Swimming, voting on the Fall/Winter Meet Schedule and LSC Championship meets, participation in relevant education sessions regarding LSC and Club administration.*

##### **24.1 Annual and Regular Meetings**

- 24.1.1 The annual meeting of the House of Delegates of Wisconsin Swimming, Inc., shall be held in the spring of each year, or as determined by the Board of Directors. LSC Sanctioned or Approved meets may not take place on the date of the LSC Annual HOD Meeting in an effort to avoid swimming-related scheduling conflicts with the date selected for the Annual Meeting. A regular meeting of the House of Delegates shall be held in the fall in accordance with a schedule adopted by the Board of Directors.
- 24.1.2 At the annual meeting, the following LSC business shall be conducted:
- A. Election of the Officers and the Committee Chairs/Coordinators listed in LSC Bylaws Article 6 Officers and Directors, and Article 7 Divisions, Committees and Coordinators.
  - B. Voting on the Fall/Winter Meet Schedule and all LSC Championship Meets for the following year.
  - C. Announcement of the Annual athlete scholarship recipients and the selection of the annual ConocoPhillips Outstanding Service Award.
  - D. Relevant education sessions that may include but are not limited to athlete education/clinic, coach education, official's education and LSC/Club administration.
  - E. Other business relevant to the function of the LSC.
- 24.1.3 Effective January 1, 2015, the annual Wisconsin Swimming, Inc. club registration fee shall be raised to \$500, of which up to \$300 will be refunded to the club if a duly appointed Group Member Representative for the club attends the annual meeting, and based on the inclusive club registration dates as follows.
- 24.1.3.A September 1st - September 30th = \$300
  - 24.1.3.B October 1st - October 31st = \$200
  - 24.1.3.C November 1st - November 30th = \$150
  - 24.1.3.D No refund after November 30th
- 24.1.4 Refund eligibility requirements:
- A. The Non-Athlete Group Member Representative shall attend the annual meeting, including the HOD meeting and the applicable educational opportunities provided at the annual meeting, in person.



- B. The Athlete Group Member Representative in person attendance is not required, but strongly encouraged.
- C. If any Group Member Representative cannot attend the annual meeting, a substitute may be sent with the following conditions:
  - a. Written notice must be sent to the Operations Manager two weeks prior to the annual meeting.
  - b. Substitute must meet all requirements to function as a Group Member Representative.

## **24.2 Annual Meeting Committee**

24.2.1 Chair: Admin Vice Chair

24.2.2 Composition: minimum four (4) others

- A. One (1) athlete
- B. Three (3) others, may be non-board members
- C. LSC Staff Liaison

## **24.3 Annual Meeting Planning Timeline**

24.3.1 Annual Meeting Date selection by September 1

- A. Determined by the Board of Directors
- B. Reasonable efforts shall be made to avoid swimming-related scheduling conflicts but this cannot be assured.

24.3.2 Site Selection by September 1

- A. Determined by the Board of Directors
- B. Rotate between Southeast, West and North Regions of the LSC
- C. Swimposiums shall be held in Southeast Wisconsin due to airport access for USA Swimming speakers. Swimposiums are to be applied for every three (3) years, or as USA Swimming allows

24.3.3 Agenda and General Format

- A. Determined by the Board of Directors, the General Chair, and the Annual Meeting Committee, and to include:
  - a. Board of Director's meeting
  - b. House of Delegates' meeting
  - c. Election of Athlete and Coach Representatives
  - d. Athlete Clinic
  - e. General Education session(s), followed by choice of education tracts
  - f. Wisconsin Swimming shall offer a Swimposium in the years for which it is eligible through USA Swimming Policy and Procedure.
- B. A "Consent Agenda" shall not be utilized.

## **24.4 Annual Meeting Fees**

24.5.1 There will be no fee for the registered Group Member Representative and the Athlete Representative who attend the Annual Meeting.

24.5.2 Additional attendees from the Club will be charged a reasonable amount as determined by the Board of Directors.

## **24.5 Hotel Accommodations**

24.5.1 A block of hotel rooms with reduced rates will be obtained and made available on a first come/first serve basis.

## **24.6 Annual Awards Banquet**

24.6.1 Location, date and details of the Annual Awards Banquet to be determined by the Board of Directors with the advice of the Athlete and Coaches Representatives.

## **24.7 Regular Meetings of the House of Delegates**

24.7.1 A regular meeting of the House of Delegates shall be held in the fall in accordance with a schedule adopted by the Board of Directors at their meeting coinciding with the LSC Annual HOD meeting.

| Date of Revision                                       | Policy Section(s)                           | Changes Made                                                                                                                                                          |
|--------------------------------------------------------|---------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| June 3, 2015                                           | 24.2                                        | Housekeeping: Format Rule consistent with other Rules                                                                                                                 |
| June 28, 2022                                          | Multiple                                    |                                                                                                                                                                       |
| Adopted and ratified April 29, 2023                    | 24.1.1 modified, and new article 24.7 added | LSC Bylaws change coinciding with HOD 4-29-2023 adoption of amendment to LSC Bylaws Article 4.6.                                                                      |
| Adopted and ratified April 29, 2023                    | 24.1.1 & 24.7                               | LSC Bylaws change coinciding with HOD adoption of revised amendment to LSC Bylaws Article 4.6, providing that a regular meeting of the HOD shall be held in the fall. |
| Adopted June 24, 2025 and ratified on October 28, 2025 | 24.1.1                                      | Amend to not allow LSC meets to be held on date of Annual HOD Meetings.                                                                                               |



## **Policy 25: Wisconsin Swimming LSC Zone Championship Competitions**

Effective Date: *April 25, 2015*

Last Revision Date: *June 12, 2015*

**Scope:** *The purpose of this policy is to outline the policies for the Wisconsin Swimming LSC Central Zone 14 and Under Championship Meet and Central Zone Open Water Meet.*

### **25.1 Zone Coach Selection Process**

- 25.1.1 14&U Central Zone Championships** – Number of coaches assigned to represent Wisconsin Swimming will be determined by the Wisconsin Age Group Chair. The number of coaches will be based upon location and estimated Wisconsin athletes attending the competition.
- A. The three (3) clubs with the most Zone athletes from the previous 14&Under Zone Championships shall each be represented by their club coach.
    - a. If one (1) or more of these automatic coaching positions is declined, the position will be filled from the ballot selection.
  - B. The remaining coaches will be selected by ballot at the prior Short Course 12&U State Championships.
    - a. Nominations will be taken by the Wisconsin Swimming Age Group Chair the month prior to the Short Course 12&U Wisconsin State Championships.
    - b. Each Wisconsin team is allotted one (1) vote.
  - C. Coaching staff positions will be assigned by the Wisconsin Age Group Chair.
  - D. Selected coaches will be notified and coaching staff will be posted to the Wisconsin Swimming website by the Annual WI LSC meeting.
  - E. Selected coaches shall sign the "Wisconsin Swimming Coach/Staff Code of Conduct."
- 25.1.2 Open Water Zone Championships** - Number of coaches assigned to represent Wisconsin Swimming will be determined by the Wisconsin Age Group Chair. The number of coaches will be based upon location and estimated Wisconsin athletes attending the competition.
- A. Two (2) clubs with the most athletes from the previous Open Water Championships shall each be represented by their club coach.
    - a. If of one (1) or more of these automatic coaching positions is declined the position will be assigned by the WI Age Group Chair.
  - B. The remaining positions will be assigned by the WI Age Group Chair.
  - C. Coaching staff positions will be assigned by the WI Age Group Chair.
  - D. Selected coaches will be notified and coaching staff will be posted to the Wisconsin Swimming website by the Annual WI LSC meeting.
  - E. Selected coaches shall sign the "Wisconsin Swimming Coach/Staff Code of Conduct."

**25.2 Expenses/Stipends:** The following expenses will be reimbursed for the Central Zone 14&U and Open Water Championship meets for the WI coaching staff:

25.2.1 Coach Expenses and Stipends are preapproved by Wisconsin Swimming up to \$3,100 (Open Water) and \$10,000 (14&U Zone Championships) or \$13,100 in total for both championships.

- A. 14&U Central Zone Championships
  - a. The coaching staff will be awarded \$595.00.
    - 1. All coaches are required to coach two (2) sessions per day.
  - b. The Head Coach will receive an additional \$400.00 for a total of \$995.00.
    - 1. The Head Coach is required to coach at all sessions of the competition.
- B. Central Zone Open Water Championships
  - a. The coaching staff will be awarded \$250.00.
    - 1. All coaches are required to coach at all sessions of the competition.
- C. Travel
  - a. Current IRS mileage reimbursement rate up to amount determined appropriate by the Wisconsin Age Group Chair.
  - b. Car/Van rental for group coach travel.
  - c. Reasonable airfare expenses.
- D. Hotel Expenses
  - a. Hotel costs are completely covered.
  - b. If single occupancy is requested: 50% covered by the LSC, 50% covered by the coach.
  - c. Single occupancy may be allowed based upon odd number and gender situations.
  - d. Zone Team Director is allowed single occupancy.
- E. Per Diem
  - a. Per Diem will be reimbursed based upon the IRS guidelines for competition site.
- F. Additional expense requests must be approved by the WI LSC Board of Directors.

**25.3 Coach Outfitting:** Central Zone 14&U Championships & Open Water Championships

25.3.1 Zone Coach Apparel will be provided by the Wisconsin Zone Team Sponsor.

- A. Zone coach outfit will be chosen by the Zone Team Director.
  - a. Coach outfitting will include the following:
    - 1. Polo/T-Shirts for each day of competition
    - 2. Zone Team Warm-Up jacket
    - 3. Zone Team bag
- B. Coach Outfitting can include additional items as determined by Zone Team Director.

## **25.4 Athlete**

25.4.1 Athlete-Wisconsin 14&U Zone responsibilities

- A. Wisconsin 14&U Zone Team athletes must prove Yearly USA Swimming Membership and qualifying times for all entered events.
- B. Wisconsin 14&U Zone Team athletes must sign the Wisconsin Swimming athlete code of conduct.

- C. Wisconsin 14&U Zone Team athletes must purchase the following Team Wisconsin Uniform.
    - a. Team Wisconsin Warm-Up Jacket
    - b. Team Wisconsin T-Shirt (3)
    - c. Team Wisconsin competitive cap
    - d. Team Wisconsin Suit
  - D. Additional Wisconsin Zone Team uniform items will be optional.
- 25.4.2 Athlete-Wisconsin Open Water responsibilities
- A. Wisconsin Open Water Zone Team athletes must prove Yearly USA Swimming Membership and qualifying times for all entered events.
  - B. Wisconsin Open Water Zone Team athletes must sign the Wisconsin Swimming athlete code of conduct.
  - C. Wisconsin Open Water Zone Team athletes must purchase the following Team Wisconsin Uniform.
    - a. Team Wisconsin T-Shirt (1)
  - D. Additional Wisconsin Zone Team uniform items will be optional.
- 25.5 Wisconsin Zone Team Sponsorship and Wisconsin Zone Team Vendor**
- 25.5.1 The following guidelines will be followed in selecting a Zone Team Sponsor:
- A. The Wisconsin Age Group Chair will solicit bids for new sponsorship six (6) months prior to the end to the current sponsorship deal.
    - a. Bids from a minimum of three (3) dealers must be solicited (ex Speedo, TYR, and Area).
    - b. Wisconsin Zone Team Sponsor will be selected by the Wisconsin Swimming Board of Directors.
- 25.5.2 The following guidelines will be followed in selecting a Zone Team Vendor:
- A. Zone Team Vendors will be solicited by the Wisconsin Zone Team Director.
    - a. Zone Team director will create RFP
  - B. Zone Team vendors will be selected annually.
  - C. Bids from Zone team vendors will be solicited at least ten (10) days prior to the Annual Meeting, annually.
    - a. At least three (3) vendors must be solicited for bids, but they need not all submit bids.
  - D. Zone Team vendor will be selected by the Wisconsin Board of Directors at Annual Wisconsin LSC meeting.

## **25.6 Wisconsin Zone Team Director**

### **25.6.1 Wisconsin Zone Team Director Responsibilities**

- A. Set up all lodging and travel arrangements for Zone 14&U and Open Water Championships.
- B. Set up room blocks for Wisconsin Zone athletes and families for 14&U and Open Water Championships.
- C. Register and enter all Wisconsin Zone athletes in 14&U and Open Water Championships.
  - a. Design entry/registration protocol, forms, and documents.
  - b. Ensure all entries are proved and all athletes are eligible.
  - c. Shall be available at Long Course State Championships for

registration and questions.

- D. Be available to answer questions regarding Zone 14&U and Open Water Championships.
  - E. Solicit bids from prospective Zone Team Vendors.
    - a. Coordinate Zone Coach and Athlete outfitting with Wisconsin Age Group Chair.
  - F. Work with Zone Team Vendor to insure athlete outfitting needs.
  - G. Create annual Budget for 14&U and Open Water Championships.
    - a. Budget to be submitted to Wisconsin Age Group chair prior to the Annual WI LSC Meeting.
  - H. Coordinate 14&U Zone and Open Water Zone team functions with Hosts.
    - a. Warm-up times, Team Dinners, Team Pictures, etc.
  - I. Attend both 14&U and Open Water Championships.
    - a. Be available on deck to answer athlete parent questions.
    - b. Trouble shoot any issues at 14&U and Open Water Zone Championships.
    - c. Support Coaching staff at 14&U and Open Water Zone Championships.
      - 1. Assist in local travel, lodging, and logistical issues.
    - d. Work with bid winner to deliver athlete outfitting items to athletes at 12&U and Open Water Championships as well as 13&Over championships if applicable.
    - e. Distribute awards, Team Pictures at 14&U and Open Water State Championships.
    - f. Serve as assistant Head Coach at 14&U and Open Water State Championships.
  - J. Submit Post competition report to the Wisconsin Age Group Chair for both 14&U and Open Water Zone Championships.
- 25.6.2 Zone Team Director Compensation
- A. Zone Team Director will receive \$2,000.00 for the services listed in 25.6.1.
  - B. Zone Team Director will be reimbursed at the same rate as the coaching staff for travel, expenses, and per diem.

| Date of Revision | Policy Section(s) | Changes Made                                          |
|------------------|-------------------|-------------------------------------------------------|
| June 3, 2015     | All               | Housekeeping: Format Rule consistent with other Rules |
| June 12, 2015    | 25.6.2 A.         | Changed 25.7.1 to 25.6.1                              |



## Policy & Procedures Manual

### Wisconsin Swimming, Inc.

#### Policy 26: LSC Recognition

Effective Date: August 26, 2025

Last Revision Date: August 26, 2025

**Scope:** The purpose of this policy is to recognize outstanding performance by Wisconsin Swimming athletes, coaches, officials and volunteers. In the absence of a qualified candidate, an award may not be given annually.

#### 26.1 Athlete and Coach Award Recognitions

##### 26.1.1 Athlete of the Year

- A. Long Course Age Group Female and Male Swimmer of the Year
  - i. Long Course 10&U Female and Male Swimmer of the Year
  - ii. Long Course 11-12 Female and Male Swimmer of the Year
  - iii. Long Course 13-14 Female and Male Swimmer of the Year
- B. Long Course Senior Female and Male Swimmer of the Year
  - i. Long Course Senior Female and Male Swimmer of the Year (15 & Over)
- C. Short Course Age Group Female and Male Swimmer of the Year
  - i. Short Course 10&U Female and Male Swimmer of the Year
  - ii. Short Course 11-12 Female and Male Swimmer of the Year
  - iii. Short Course 13-14 Female and Male Swimmer of the Year
- D. Short Course Senior Female and Male Swimmer of the Year
  - i. Short Course Senior Female and Male Swimmer of the Year (15 & Over)
- E. Short Course Female and Male Breakout Swimmer of the Year
- F. Open Water Female and Male Swimmer of the Year\*
- G. Female and Male Sportsmanship Award

##### 26.1.2 Short Course IMX Individual High Point Champion

- A. An award will be presented to each overall individual IMX high point winner from the previous short course season.
- B. Age categories shall be: 9-Under, 10, 11, 12, 13, 14, 15, 16, 17, and 18.
- C. Recipients shall be notified by the Coach Representative(s).

##### 26.1.3 Coach of the Year

- A. Long Course Age Group Coach of the Year
- B. Long Course Senior Coach of the Year
- C. Short Course Age Group Coach of the Year
- D. Short Course Senior Coach of the Year

##### 26.1.4 Nomination Process

- A. Eligibility Requirements for Athlete Recognition
  - i. To be eligible to receive any athlete recognition awards from Wisconsin Swimming, a nominee must meet the following criteria:
    - 1. Must be a current member of Wisconsin Swimming, in good standing, at the time of the qualifying competition Wisconsin LSC Record Holder

2. Must be competing for a Wisconsin Swimming registered team. However, exceptions will be made if a swimmer represented a country other than the USA in international competition., with the athlete having been a registered member of Wisconsin Swimming for at least 1 year
  3. Times/results must be in the USA Swimming SWIMS Database
- B. Athlete Automatic Nominations
- i. Athlete automatic nominations for times based recognition may be earned by achieving one of the following:
    1. New State Records for any standardized/recognized age group
    2. Top -10 NAG rankings provided by USA Swimming in recognized 18 & Under events/age groups
  - ii. Athlete automatic nominations for Wisconsin Swimming Championship meet performances will be earned as follows:
    1. All Individual High Point winners in each recognized age group and gender in any meet designated as a State Championship, including Open Water State
  - iii. Athlete automatic nominations for performance at national meets, or meets outside of Wisconsin Swimming will be earned as follows:
    1. In the month of May of each year, the Tech Planning Committee will meet to select meets and place criteria for auto-nomination in that specific year.
  - iv. All coach members of WI swimming will receive notice of which meets are eligible for athlete recognition award nominations. Automatic Nomination Submissions
    1. Coaches will be responsible for submitting the names of any athletes eligible for automatic nomination to the Coaches Representative within 7 days of the conclusion of the eligible meet.
    2. In early April of each year, there will be a notification made to coaches as a “final call” for nomination submissions that may have missed during the year for eligible performance results or swimmers.
  - v. Additional Nomination Submissions
    1. Only currently active members of Wisconsin Swimming may submit additional nominations outside of those that are based upon the automatic nomination process.
    2. Nominations may be submitted by coaches, officials, athletes and other non-athlete members.
- C. Coach Automatic Nominations:
- i. Coach of the Year automatic nominations will be earned by any direct coach of any athlete nominated for an athlete recognition award.
- D. Disability Achievement
- i. The Disability Chair will nominate eligible individuals.
  - ii. Disability Achievement Award may be conveyed, with a maximum of one award conveyed annually.
- E. Write-In Candidates
- i. Write-In nominations of candidates will be accepted through 11:59:59 pm on March 31st



F. Finalists

- i. The Technical Planning Committee will limit each pool of nominees in the Swimmer of the Year and Coach of the Year categories to five finalists before April 15th.
- ii. All nominees will be invited to the LSC Awards Banquet. A ballot of finalists will be sent to the LSC House of Delegates voting members and posted on the LSC website.

26.1.5 Voting Process

- A. The list of nominees will be posted after March 31st, based on swim meets from April 1st to March 31st, of that given year (Example: For 2022, Awards will be taken from swims completed April 1st, 2021 – March 31, 2022). Female and Male Sportsmanship Award shall be voted on by the eligible Athlete Representatives only.
- B. All Athlete, and Coach awards in Section 26.1, and the ConocoPhillips 66 Outstanding Service Award in Section 26.4 shall be voted on by Board of Director voting members, the registered Club Voting Delegates and Athlete Voting Delegates present, except for “Open Water Swimmer of the Year”, which shall be selected by the LSC Open Water Coordinator\*

**26.2 Virtual Club Championship Team Award**

- 26.2.1 A banner will be presented to the club with the highest Virtual Club Championship score from the previous short course season.

- A. Recipients shall be notified by the Coach Representative(s).

**26.3 Officials’ Recognition Awards**

26.3.1 Officials of the Year

- A. Starter/Referee of the Year
- B. Stroke and Turn of the Year
- C. Lifetime Achievement Award
- D. See the “Officials of the Year Awards” policy located on the Wisconsin Swimming Officials web page for details of the nomination and selection processes.

26.3.2 New Officials Recognition Program

- A. Newly certified Stroke/Turn Officials:
  - i. Official’s polo and name badge
- B. Newly certified Starter/Referee Officials
  - i. Whistle/lanyard and brass bell

**26.4 ConocoPhillips 66 Outstanding Service Award**

- A. Information will be sent to LSC members by the Administrative Manager after January 1<sup>st</sup>, with nominations accepted through March 15<sup>th</sup>. Voting shall occur at the Annual Meeting in the spring.

**26.5 USA Swimming Life Member Award**

- A. Nominations may be made by any LSC member and submitted to the Board of Directors for consideration.

**26.6 Wisconsin Swimming Hall of Fame**

The purpose of this award is to recognize the outstanding achievements of past Wisconsin Swimming athletes, coaches, and contributors, to inspire the current athletes, coaches, and members of Wisconsin Swimming by recognizing the achievements of past contributors, and to add historical perspective and preservation to the annual Wisconsin Swimming Awards Banquet.

#### 26.6.1 Nomination Criteria

- A. Consideration for nomination to the Wisconsin Swimming Hall of Fame is open to all individuals who have made significant contributions to the Sport of Swimming as a member of Wisconsin Swimming, Inc. (or its predecessor of the AAU) as an athlete, coach, or contributor.
- B. Consideration for nomination to the Wisconsin Swimming Hall of Fame is open to all individuals who have made significant contributions to the Sport of Swimming as a member of Wisconsin Swimming, Inc. (or its predecessor of the AAU) as an athlete, coach, or contributor.
- C. Individuals who have received a lifetime ban, permanently resigned their membership, or been declared permanently ineligible for membership in USA Swimming do not qualify for nomination to Wisconsin Swimming Hall of Fame.
- D. Nominees to the Wisconsin Swimming Hall of Fame individuals must have been a member of Wisconsin Swimming, Inc (or its predecessor) for at least five (5) years.
- E. For consideration to the Wisconsin Swimming Hall of Fame individuals must be at least 25 years of age.
- F. Any individual can submit a nomination. Nominations shall be received by December 31st of any given year.
- G. There is no limit to the number of times an individual can be nominated to the Wisconsin Swimming Hall of Fame.

#### 26.6.2 Wisconsin Swimming Hall of Fame Committee

The Wisconsin Swimming Hall of Fame Committee will be composed of:

- A. Wisconsin Swimming Senior Vice-Chair Admin Vice Chair.
- B. Wisconsin Swimming Coach Representative
- C. Wisconsin Swimming Technical Planning Vice-Chair
- D. Wisconsin Swimming Records Chair
- E. Wisconsin Swimming Senior Athlete Representative (2)
- F. Up to three (3) additional members appointed by the Wisconsin Swimming General Chair.

#### 26.6.3 Selection Criteria

- A. Selection to the Wisconsin Swimming Hall of Fame is at the sole discretion of the Wisconsin Swimming Hall of Fame Committee.
- B. Selection to the Wisconsin Swimming Hall of Fame will be taken annually from the nomination list.
- C. Selection to the Wisconsin Swimming Hall of Fame will be determined by February 1st annually.
- D. Any Wisconsin Swimming athlete who has been named to a USA Swimming Olympic Team, US World Championship Team, US National Team or who is a World Record Holder, American Record Holder, World Junior Record Holder, National Age Group Record Holder, or World Paralympic Record Holder will automatically be selected to the Hall of Fame, upon receipt of nomination given annual inductee limits.
- E. Any Wisconsin Swimming coach who has placed an athlete on a USA Swimming Olympic Team, US World Championship Team, US National Team or who is a World Record Holder, American Record Holder, World Junior Record Holder, National Age Group Record Holder or World Paralympic Record Holder will

automatically be selected to the Hall of Fame, upon receipt of nomination given annual inductee limits.

F. The Wisconsin Swimming Hall of Committee may select up to three (3) members annually from the list of nominations in addition to the automatic selections listed above, not exceeding two (2) per year.

G. Criteria for selection shall include outstanding achievement in the Sport of Swimming, significant contribution to the Sport of Swimming, and demonstration of superior character and sportsmanship.

#### 26.6.4 Inductee Recognition

A. The induction ceremony shall occur annually during the Wisconsin Swimming Awards Banquet.

B. A Hall of Fame page will be created on the Wisconsin Swimming website and will include photos, and biographies of all inductees.

| Date of Revision  | Policy Section(s)                                      | Changes Made                                                                                                                                                                                                                                                                                                                 |
|-------------------|--------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| October 24, 2017  | 26.1,<br>26.1.3, 26.1.4<br>26.4<br>26.5                | Additional awards<br>New articles to cover nominations and voting<br>Renumbered article<br>Added Awards in Development                                                                                                                                                                                                       |
| February 27, 2018 | 26.1.4<br>26.1.2 (new)<br>26.2 (new)<br>26.4<br>Others | Correction of date deadlines in Nominations;<br>Added IMX Individual Champion award,<br>Added Virtual Club Team Championship Award;<br>Revised to provide nomination info and deadline<br>Many other minor corrections                                                                                                       |
| April 26, 2019    | 26.1<br>26.1.4<br><br>26.1.5                           | Added Open Water Swimmer of the Year<br>Modified criteria for Automatic Nominations and nominee finalists<br><br>Correction to Athlete of the Year award voting<br>Added Board of Directors to voting for all Athlete, and Coach awards in Section 26.1, and the ConocoPhillips 66 Outstanding Service Award in Section 26.4 |
| October 25, 2022  | 26.1.1<br>26.1.4<br><br>26.1.5 A.                      | Clarify Athlete of the Year awards for LC/SC seasons<br>Add "8 and Under" and "15 and Over" categories, revise write-in nomination deadline to 3/31, and add deadline for Swimmer and Coach of the Year finalists to 4/15<br>Revise voting process to reflect nominees selected annually based on meets between 4/1 and 3/31 |
| March 28, 2023    | 26.1.4 B.                                              | Amended the title from "Disability Swimmers/Coaches" to "Disability Achievement", so as to expand eligibility to other volunteers.                                                                                                                                                                                           |
| March 25, 2025    | 26.1.1 F.                                              | Add the term "Female and Male"                                                                                                                                                                                                                                                                                               |
| April 25, 2025    | 26.1.5<br><br>26.6                                     | Amend to clarify that "Open Water Swimmer of the Year" awards are selected by the LSC Open Water Coordinator<br>Establish policies for selection of Wisconsin Swimming Hall of Fame awards.                                                                                                                                  |
| June 24, 2025     | 26.1.4                                                 | Amended to simplify and clarify nomination process and criteria for Athlete and Coach Recognition awards.                                                                                                                                                                                                                    |

|                                                          |              |                                                                           |
|----------------------------------------------------------|--------------|---------------------------------------------------------------------------|
| Adopted August 26,<br>2025 and ratified on<br>10-28-2025 | 26.6.3 D & E | Add National Age Group Record Holder to automatic<br>nominations criteria |
|----------------------------------------------------------|--------------|---------------------------------------------------------------------------|



## Policy & Procedures Manual

### Wisconsin Swimming, Inc.

#### Policy 27: LSC Photography Policy

Effective Date: April 25, 2015

Last Revision Date: N/A

**Scope:** The scope of this policy is to establish guidelines for the posting of photographs of athletes on the Wisconsin Swimming website or other social media platforms or that may go to the press.

##### 27.1 General Guidelines

- 27.1.1 Publication on the Wisconsin Swimming website of a video or photograph of a single or small group of swimmers under 18 shall only be done with the consent of the parent/guardian.
- 27.1.2 A parent or guardian has a right to refuse to have children photographed. The exercise of this right of refusal cannot be used as grounds for refusing entry into a swimming competition. Therefore, any photo that may go to press, on a notice board or other social media platform, be it through a member of the club or official photographer, should receive parental consent before publishing/displaying the photo, preferably in writing. A suggested form allowing parents to indicate refusal of consent is attached.
- 27.1.3 In the case of open meets and other competitions where the host club has an official photographer present, all parents attending should be made aware of this in meet information. If photos are to be published anywhere, the individual parent should be given the opportunity to withhold their consent.

##### 27.2 Standards for Photographs

- 27.2.1 All photographs must observe generally accepted standards of decency in particular:
  - A. Action shots should be a celebration of the sporting activity and not a sexualized image in sporting context.
  - B. Action shots should not be taken or retained where the photograph reveals a torn or displaced swimsuit.
  - C. Photographs should not be taken from behind swimming blocks at the start of a race or exhibit a child climbing out of the swimming pool.
  - D. Photographs should not be taken in locker rooms or bathrooms.

##### **Attachment:**

- A. Photography Consent Form

| Date of Revision | Policy Section(s) | Changes Made |
|------------------|-------------------|--------------|
|                  |                   |              |

### ***Photography Consent Form***

[\_\_\_\_\_] may wish to take photographs (individual and in groups) of swimmers under the age of 18 that may include your child during their membership in Wisconsin Swimming. All photos will be taken and published in line with the Wisconsin Swimming policy.

Parents have a right to refuse agreement to their child being photographed.

As the parent/caregiver of \_\_\_\_\_ allow the following:

Take photographs to use on Wisconsin Swimming's website

☐

Consent given

☐

Consent refused

Take photographs to include with newspaper articles

☐

Consent given

☐

Consent refused

Take photographs to use on club notice boards

☐

Consent given

☐

Consent refused

Video for training purposes only

☐

Consent given

☐

Consent refused

Signed: \_\_\_\_\_

Dated: \_\_\_\_\_

Please return this form to: \_\_\_\_\_

*Attachment A, Policy 27*



## **Policy & Procedures Manual**

### **Wisconsin Swimming, Inc.**

#### **Policy 28: Swimmers with a Disability**

Effective Date: *April 21, 2017*

**Scope:** *This policy provides direction to LSC Members for all elements relating to meet entry inclusion and accommodation of swimmers with a disability. Where conflicts between USA Swimming and LSC policy appear, USA Swimming shall prevail.*

##### **28.1 General Statement**

- 28.1.1 Swimmers with a disability are highly encouraged to participate in any WI sanctioned or approved meets. "Disability" is defined as a permanent physical or mental impairment that substantially limits one or more major life activities. It is not necessary to have an International Paralympic Committee or any other classification. For more information, see Article 105 of the USA Swimming Rulebook and the disability swimming section of the USA Swimming website.
- 28.1.2 Wisconsin Swimming recognizes the ability of swimmers to determine which of the following three general Para-groups are applicable based on their disabilities, as established by USA Swimming:
- 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 high functioning upper body.
  - C. P3 - single limb deficiencies, visual impairments, and intellectual impairments, ambulatory without significant assistance.

##### **28.2 Entry Procedures**

- 28.2.1 The coach or UNAT swimmer should contact the meet host at the time of the entry if any disability accommodations are needed. Between the time of entry and the start of the meet, the coach, meet host and meet referee should discuss and decide any special accommodations and seeding arrangement. An example of an accommodation would be extra time or assistance getting up on the block, personal assistant, in water start etc.
- 28.2.2 For other than LSC Championship Meets, entry and seeding arrangements must not have an unreasonable impact on any session timeline and must not adversely affect the opportunity for all swimmers to fairly compete. Appropriate seeding arrangements include but are not limited to:
- A. swimming out of event by completing an intermediate distance of a longer race in the swimmer's actual age group, or
  - B. swimming out of age group with swimmers of a different age who are achieving comparable times, or
  - C. special lane assignments for a deaf swimmer near a strobe light, or
  - D. a swimmer needing to enter and exit the pool from the side.

### **28.3 Entry into Regular Season Meets with No Time Standards**

- 28.3.1 Swimmers with a disability may enter any LSC sanctioned meet for which there are no time standards. The swimmer's coach is responsible for determining readiness for a particular event and the swimmer is seeded appropriately in a way that does not adversely affect the meet timeline.

### **28.4 Entry into State Championship Meets**

- 28.4.1 Swimmers with a disability shall compete in the appropriate meet for their actual age group.
- 28.4.2 Wisconsin Swimming shall accept the "USA Swimming Para Swim APPROVED Motivational Time Standards" for qualification of para-athletes seeking to compete in Wisconsin Swimming LSC championship meets.
- 28.4.3 Separate divisions shall be established for certain designated events at these meets for para-athletes giving them the opportunity to compete in finals, score team points and receive awards.

### **28.5 Personal Assistants**

- 28.5.1 Swimmers with a disability may need help from personal assistant who can assist with meet routines, tapping, starts, safety provisions, personal care etc.
- 28.5.2 Personal assistants should be regarded as disability accommodations.
- 28.5.3 Personal Assistants shall be provided by the athlete and allowed on deck with the approval of the Meet Referee. Service dogs should be allowed on deck if requested.
- 28.5.4 Personal Assistants may not coach unless they are registered as Coach Members. Personal Assistants must not interfere with meet operations.
- 28.5.5 USA Swimming membership requirements and insurance issues:
- A. USA Swimming membership is not required.
  - B. Personal Assistants are protected by USA Swimming general liability insurance
  - C. Personal Assistants do not have the benefit of excess accident insurance.
  - D. Recommend that long term Personal Assistants become Non-Athlete Members of USA Swimming in order to have general liability insurance and excess accident insurance.

### **28.6 Places and awards**

- 28.6.1 For other than LSC Championship Meets, places and awards for swimmers with a disability can only be earned in the swimmer's actual event and/or age group. At the discretion of the meet host, an award mechanism specifically designed for swimmers with a disability may be implemented.

### **28.7 Proof of Time**

- 28.7.1 Swimmers with a disability are subject to the same proof of time requirement as any other swimmer as stated in the meet announcement, or as these policy rules are applied.



## **28.8 Entry into Central Zone Meets**

28.8.1 Please consult the meet announcement and appropriate websites/manuals for current rules concerning entry into the Zone Meets. Swimmers with a disability who have question about competing on the WI Zone Team should contact the WI LSC Swimming Disability Chairperson. at least two months prior to the zone meet entry deadline for information.

| Date of Revision | Policy Section(s)              | Changes Made                                                                               |
|------------------|--------------------------------|--------------------------------------------------------------------------------------------|
| 1/30/2019        | 28.1; 28.2; 28.4; 28.6<br>28.8 | Revise to implement USA Swimming recommendations for Para-Groups at LSC Championship Meets |



## Policy & Procedures Manual

### Wisconsin Swimming, Inc.

#### Policy 29: Document Retention and Destruction

**Effective Date:** *October 24, 2017*

**Scope:** *This policy establishes procedures for the retention, maintenance and destruction of LSC records, consistent with applicable legal requirements.*

**Background:** *The Sarbanes-Oxley Act of 2002 forbids purging of documents when any organization, nonprofit or for-profit, is under federal investigation. It makes it a crime to alter, cover up, falsify or destroy any document to prevent its use in an official proceeding. It provides guidelines for the retention of financial, legal and historical documents and guidelines for the proper disposal of records.*

*Failure on the part of employees to follow this policy can result in possible civil and criminal sanctions against Wisconsin Swimming, Inc., its leadership and its employees and possible disciplinary action against responsible individuals (up to and including termination of employment).*

#### 29.1 Key Elements

- A. This policy covers: employee records, accounting and tax records (e.g., bank statements, audits, IRS forms), legal documents (e.g., articles of incorporation, tax-exempt application, the determination letter, contracts, intellectual property documents, real estate records), board-related records (minutes, policies, resolutions), and e-mails and voicemails.
- B. The applicable retention period is dictated by statute and in other cases, it is a matter of judgment.
- C. The information listed in the retention schedule below is intended as a guideline and may not contain all the records Wisconsin Swimming, Inc., may be required to keep in the future.
- D. Questions regarding retention of documents not listed in this chart should be directed to the General Chair.
- E. When under federal investigation or where litigation is either ongoing or imminent, or even if that becomes a possibility, all document destruction must stop, and documents must be preserved.

#### ***Practical Tips***

- ✓ *Indicate the legal and/or desired retention periods for all records (and double check with legal counsel regarding retention periods for your unique organization).*
- ✓ *Retention of various business documents is mandated by law. Become familiar with these requirements, as the retention period varies depending on the document.*

- ✓ *Equal care should be given to electronic documents and voicemail. Network and individual computer backup systems need systematic attention and should be part of regular risk-management.*
- ✓ *Maintain a good filing system: Categorize various records appropriately so they are easy to find. Purging old, outdated documents is also a good practice.*

## 29.2 Document Retention Schedule

29.2.1 WSI business records and documents must be maintained by the responsible individual and for a minimum amount of time as specified in the following table.

| File Category                                                    | Item                                                                                                                                                                     | Responsible Individual | Retention Period               |
|------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------|--------------------------------|
| <b>Corporate Records</b>                                         | Articles of Incorporation                                                                                                                                                | General Chair          | Permanent                      |
|                                                                  | Bylaws, Policies/Procedures                                                                                                                                              | Rules Chair            | Permanent                      |
|                                                                  | Board/Committee meeting agendas and minutes                                                                                                                              | Secretary              | Permanent                      |
|                                                                  | Conflict-of-Interest disclosure forms                                                                                                                                    | Secretary              | 4 Yrs                          |
|                                                                  | Corporate resolutions                                                                                                                                                    | Secretary              | Permanent                      |
| <b>Finance and Administration<br/>Finance and Administration</b> | Financial statements (external audit)                                                                                                                                    | Finance Chair          | Permanent                      |
|                                                                  | Financial statements (internal audit)                                                                                                                                    | Finance Chair          | 3 yrs                          |
|                                                                  | Payroll records and summaries                                                                                                                                            | Treasurer              | Permanent/7 Yrs or PR          |
|                                                                  | Journal Entries                                                                                                                                                          |                        | Permanent                      |
|                                                                  | Bank deposits and statements                                                                                                                                             | Treasurer              | 3 Yrs /7 Yrs                   |
|                                                                  | Bank resolutions                                                                                                                                                         | Treasurer              | 2 Yrs                          |
|                                                                  | Charitable organizations registration statements (filed with [State] Attorney General)                                                                                   |                        |                                |
|                                                                  | Chart of accounts                                                                                                                                                        |                        | 7 Yrs                          |
|                                                                  | Expense reports                                                                                                                                                          |                        | 7 Yrs                          |
|                                                                  | Expense analysis/Expense distribution schedule                                                                                                                           | Treasurer              | 7 Yrs                          |
|                                                                  | General ledgers and journals (includes bank reconciliations, fund accounting by month, payouts allocation, securities lending, single fund allocation, trust statements) | Treasurer              | 7 Yrs                          |
|                                                                  | Accounts payable ledger and schedules                                                                                                                                    | Treasurer              | 7 Yrs                          |
|                                                                  | Investment performance reports                                                                                                                                           |                        | 7 Yrs                          |
|                                                                  | Investment consultant reports                                                                                                                                            |                        | 7 Yrs                          |
|                                                                  | Investment manager correspondence                                                                                                                                        | 7 Years                |                                |
|                                                                  | Investment records                                                                                                                                                       | Treasurer              | 7 Yrs after sale of investment |
|                                                                  | Equipment files and maintenance                                                                                                                                          |                        | 7 Yrs after disposition        |

| <b>File Category</b>                                                             | <b>Item</b>                                                          | <b>Responsible Individual</b>   | <b>Retention Period</b>                |
|----------------------------------------------------------------------------------|----------------------------------------------------------------------|---------------------------------|----------------------------------------|
| <b>Finance and Administration<br/>Finance and Administration<br/>(continued)</b> | Contracts and agreements                                             |                                 | 7 Yrs after all obligations end        |
|                                                                                  | Contract (expired)                                                   | General Chair                   | 7 Yrs                                  |
|                                                                                  | Contract (still in effect)                                           | General Chair                   | Permanently                            |
|                                                                                  | Investment manager contracts                                         |                                 | 7 Yrs after all obligations end        |
|                                                                                  | Correspondence - general                                             | General Chair                   | 2 Yrs/3 Yrs                            |
|                                                                                  | Correspondence - legal and important matters                         | General Chair                   | Permanent                              |
|                                                                                  | Correspondence - with customers and vendors                          | General Chair                   | 2 Yrs                                  |
|                                                                                  | Credit card records (documents showing customer credit card numbers) | Treasurer                       | 2 Yrs                                  |
|                                                                                  | Depreciation schedule                                                | Treasurer                       | Permanent                              |
|                                                                                  | Duplicate deposit slips                                              | Treasurer                       | 2 Yrs                                  |
|                                                                                  | Grant records                                                        | General Chair and Finance Chair | 7 Yrs after completion of grant period |
|                                                                                  | Invoices (to customers, from vendors)                                | General Chair                   | 7 Yrs                                  |
| <b>Insurance Records</b>                                                         | Policies - occurrence type                                           |                                 | Permanent                              |
|                                                                                  | Policies - claims-made type                                          |                                 | Permanent                              |
|                                                                                  | Insurance records, current accident reports, claims, policies, etc.  | General Chair                   | Permanent                              |
|                                                                                  | Insurance records (expired)                                          | General Chair                   | 3 Yrs                                  |
|                                                                                  | Accident reports                                                     |                                 | 7 Yrs                                  |
|                                                                                  | Fire inspection reports                                              |                                 | 7 Yrs                                  |
|                                                                                  | Safety (OHSA) reports                                                |                                 | 7 Yrs                                  |
|                                                                                  | Claims (after settlement)                                            |                                 | 7 Yrs                                  |
|                                                                                  | Group disability records                                             |                                 | 7 Yrs after end of benefits            |
| <b>Real Estate</b>                                                               | Deeds                                                                |                                 | Permanent                              |
|                                                                                  | Leases (expired)                                                     |                                 | 7 Yrs after all obligations end        |
|                                                                                  | Mortgages, security agreements                                       |                                 | 7 Yrs after all obligations end        |
|                                                                                  | Purchase agreements                                                  |                                 | 7 Yrs after disposition requirement    |
| <b>Tax</b>                                                                       | IRS exemption determination and related correspondence               |                                 | Permanent                              |
|                                                                                  | IRS Form 990s                                                        |                                 | Permanent                              |

| <b>File Category</b>                          | <b>Item</b>                                                                                                                                                                                                          | <b>Responsible Individual</b> | <b>Retention Period</b>                                                                 |
|-----------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------|-----------------------------------------------------------------------------------------|
| <b>Tax<br/>(Continued)</b>                    | Withholding tax statements                                                                                                                                                                                           | Treasurer                     | 7 Yrs                                                                                   |
|                                               | Correspondence with legal counsel or accountants, not otherwise listed                                                                                                                                               |                               | 7 Yrs after return is filed                                                             |
|                                               | Timecards                                                                                                                                                                                                            |                               | 3 Yrs                                                                                   |
|                                               | Tax returns and worksheets                                                                                                                                                                                           | Treasurer                     | Permanent                                                                               |
| <b>Communications</b>                         | One set of all communication documents kept on-site and one set kept off-site                                                                                                                                        |                               |                                                                                         |
|                                               | Press releases                                                                                                                                                                                                       |                               | Permanent                                                                               |
|                                               | Annual reports                                                                                                                                                                                                       |                               | Permanent (5 copies)                                                                    |
|                                               | Other publications                                                                                                                                                                                                   |                               | 7 Yrs                                                                                   |
|                                               | Photos                                                                                                                                                                                                               |                               | 7 Yrs                                                                                   |
|                                               | Press clippings                                                                                                                                                                                                      |                               | 7 Yrs                                                                                   |
| <b>Donor services</b>                         | Fund agreements (paper and digital copies)                                                                                                                                                                           |                               | Permanent                                                                               |
|                                               | Correspondence - acknowledgment of gifts and grant requests                                                                                                                                                          |                               | Permanent                                                                               |
|                                               | Donor fund statements                                                                                                                                                                                                |                               | Permanent                                                                               |
| <b>Community Philanthropy</b>                 | Records from advisory committee or family fund meetings, including minutes, if any, and lists of grants recommended for approval.                                                                                    |                               | 7 Years                                                                                 |
|                                               | Scholarship grant records, including applications if foundation staff participates in selection decisions                                                                                                            |                               | 7 Years                                                                                 |
|                                               | Approved grants - all documentation supporting grant payment, including application/recommendation, due diligence, grant agreement letters, grant transmittal letters, and post-grant reporting information, if any. |                               | 7 Yrs after completion of funded program, or date of grant if general operating support |
| <b>Community Philanthropy<br/>(Continued)</b> | Foundation funding requests, correspondence, and reports (funding received).                                                                                                                                         |                               | 7 Yrs after completion of program                                                       |
|                                               | Declined/withdrawn grant applications                                                                                                                                                                                |                               | 3 yrs                                                                                   |
|                                               | Foundation funding requests (denied)                                                                                                                                                                                 |                               | 3 Yrs                                                                                   |
| <b>Consulting Services</b>                    | Consulting contracts/filed                                                                                                                                                                                           | General Chair                 | 7 years after all obligations end                                                       |
| <b>Human Resources</b>                        | Employee personnel files/records                                                                                                                                                                                     | General Chair                 | 6 Yrs after separation/Permanent                                                        |
|                                               | Personnel files (terminated employees)                                                                                                                                                                               | General Chair                 | 7 Yrs                                                                                   |
|                                               | Retirement plan benefits (plan descriptions, plan documents)                                                                                                                                                         |                               | Permanent                                                                               |

| <b>File Category</b>                   | <b>Item</b>                                                                                                                                                                                                       | <b>Responsible Individual</b>        | <b>Retention Period</b>                                                                                                                                    |
|----------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Human Resources<br/>(Continued)</b> | Employee medical records                                                                                                                                                                                          |                                      | Permanent                                                                                                                                                  |
|                                        | Employee handbooks                                                                                                                                                                                                |                                      | Permanent                                                                                                                                                  |
|                                        | Workers comp claims (after settlement)                                                                                                                                                                            |                                      | 7 Yrs                                                                                                                                                      |
|                                        | Employee orientation and training materials                                                                                                                                                                       |                                      | 7 Yrs after use ends                                                                                                                                       |
|                                        | Employment offer letter                                                                                                                                                                                           |                                      | 7 Yrs after all obligations end                                                                                                                            |
|                                        | Employment applications                                                                                                                                                                                           |                                      | 3 Yrs                                                                                                                                                      |
|                                        | IRS Form I-9 (store separate from personnel file)                                                                                                                                                                 |                                      | Greater of 1 yr after end of service, or 3 yrs                                                                                                             |
|                                        | Resumes                                                                                                                                                                                                           |                                      | 1 yr                                                                                                                                                       |
| <b>Technology</b>                      | Software licenses and support agreements                                                                                                                                                                          |                                      | 7 Yrs after all obligations end                                                                                                                            |
| <b>Library</b>                         | Other foundations' annual reports                                                                                                                                                                                 |                                      | 2 Yrs                                                                                                                                                      |
|                                        | Directories and periodicals                                                                                                                                                                                       |                                      | 2 Yrs                                                                                                                                                      |
| <b>General Administration</b>          | Correspondence - chief executive and general                                                                                                                                                                      |                                      | 7 Yrs                                                                                                                                                      |
|                                        | Appointment calendars - chief executive                                                                                                                                                                           |                                      | 7 Yrs                                                                                                                                                      |
| <b>Board of Review</b>                 | Administrative Review Board                                                                                                                                                                                       | Administrative Board of Review chair | Permanent                                                                                                                                                  |
|                                        | WSI Board of Review and Findings (archival: replaced by Zone Board of Review in 2015)                                                                                                                             | General Chair                        | Permanent                                                                                                                                                  |
| <b>Registration</b>                    | Registration records (Individual and team USA Swimming membership)                                                                                                                                                | Registrar                            | 3 Yrs                                                                                                                                                      |
| <b>Meet Records</b>                    | Meet sanctions and approvals                                                                                                                                                                                      | Sanctioning Coordinator              | 3 Yrs                                                                                                                                                      |
|                                        | Meet Financial Statements                                                                                                                                                                                         | Treasurer                            | 3 Yrs                                                                                                                                                      |
|                                        | Meet Results                                                                                                                                                                                                      | Meet Director or Designee            | 1 or 2 Yrs                                                                                                                                                 |
|                                        | *Meet Supporting Documents - Referee and Starter Master Heat Sheet, Timing system printed output, Lane timer sheets, Relay cards, Positive Check-In and Scratch Sheets, Electronic Meet Management system backup. | Meet Director or Designee            | 1 or 2 Yrs, * This information must be readily available (48 Hour Notice) for review by the Meet Referee or LSC Times and Recognition Committee personnel. |

## 29.2.2 Retention of Meet Supporting Documentation

A. Meet hosts are required to retain the following meet related documentation for a period of two years from the conclusion of the meet:

1. Referee and Starter Master heat sheets.
2. Timing System printed output.
3. Lane Timer sheets.
4. Relay Cards
5. Positive Check-in/Scratch sheets.
6. Electronic meet management system backup

B. This information must be readily available (48 hours' notice) for review by the Meet Referee or LSC Times and Recognition Committee personnel.

C. After years, this information shall be destroyed by shredding.

## 29.3 Electronic Documents and Records

29.3.1 Documents will be retained as if they were paper documents.

29.3.2 Any electronic files, including records of donations made online, that fall into one of the document types on the above schedule shall be maintained for the appropriate amount of time.

29.3.3 If a user has sufficient reason to keep an e-mail message, the message should be printed in hard copy and kept in the appropriate file or moved to an "archive" computer file folder.

29.3.4 Backup and recovery methods shall be tested on a regular basis.

## 29.4 Emergency Planning

29.4.1 Wisconsin Swimming, Inc., records shall be stored in a safe, secure and accessible manner.

29.4.2 Documents and financial files that are essential to keeping Wisconsin Swimming, Inc. operating in an emergency will be duplicated or backed up at least every week and maintained off-site.

## 29.5 Document Destruction

29.5.1 Wisconsin Swimming, Inc.'s chief financial officer (*Finance Chair*) is responsible for the ongoing process of identifying its records, which have met the required retention period, and overseeing their destruction.

29.5.2 Destruction of financial and personnel-related documents will be accomplished by shredding.

29.5.3 Document destruction will be suspended immediately, upon any indication of an official investigation or when a lawsuit is filed or appears imminent.

29.5.4 Destruction will be reinstated upon conclusion of the investigation.

## 29.6 Compliance

29.6.1 Failure on the part of employees or leadership to follow this policy can result in possible civil and criminal sanctions against Wisconsin Swimming, Inc., its employees or leadership and possible disciplinary action against responsible individuals.

29.6.2 The chief financial officer *{Finance Chair}* and Finance Committee will periodically review these procedures with legal counsel or the organization's certified public accountant to ensure that they are in compliance with new or revised regulations.





## **Policy & Procedures Manual**

### **Wisconsin Swimming, Inc.**

#### **Policy 30: Crisis Management Plan**

**Effective Date:** October 28, 2014

**Revision:** *October 24, 2017*

**Scope:** This policy provides directions for responding to unanticipated incidents.

##### **30.1 What is a Crisis Management Plan?**

- 30.1.1 A Crisis Management Plan is an organized procedure to respond to an unforeseen incident.
- 30.1.2 Wisconsin Swimming, Inc. is a Local Swimming Committee of USA Swimming, Inc. which is a not for profit organization that provides education, training and competitive opportunities for swimmers at all levels and ages.
- 30.1.3 This crisis management plan for Wisconsin Swimming prepares for two different types of incidents: a pool incident and a non-pool incident.

##### **30.2 General Information:**

- 30.2.1 Crisis Communication Team is composed of:
  - 1. Information Officer (appointed by the General Chair)
  - 2. General Chair
  - 3. Legal counsel, if indicated
  - 4. USA Swimming Representative, if indicated
  - 5. LSC Spokesperson (appointed by the General Chair)
- 30.2.2 Back-up Team Members:
  - 1. Administrative Chair
  - 2. Senior Chair
  - 3. Age Group Chair
- 30.2.3 Key Stakeholders
  - 1. Board of Directors – Information Officer possesses email addresses and phone numbers.
  - 2. Clubs – contact emails and phone numbers through LSC Registrar/website.
  - 3. Coaches – emails through the LSC Registrar and website.
  - 4. Facility personnel, if applicable
  - 5. Media/Public – contact local newspaper and television networks as appropriate.
- 30.2.4 Process
  - 1. Information Officer gathers and confirms all the information from relevant sources (involving other team members in this process as indicated).
    - a. Determine what happened, when, and where.
    - b. Identify the cause/issue.
    - c. Determine the reaction to the incident and possible repercussions.

- d. Information Officer convenes Crisis Communication Team via conference call. Team will be alerted by all contact phone numbers and email addresses in possession of the Information Officer.
  2. Crisis 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 and when.
    - c. Determine whether to be proactive or reactive.
  3. Information Officer informs appropriate stakeholders of the 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 the Information Officer as well as other contact information that may apply in the situation.
    - c. LSC Spokesperson makes any necessary public statements to the news media, direct meetings of membership, or others as appropriate.
    - d. Crisis Team monitors situation and reacts accordingly.
- 30.2.5 Best Practices:
1. Do not say “No Comment” – Ever.
  2. Return phone calls and emails promptly.
  3. Be obsessive about details.
  4. Have one person designated to talk to the media.
  5. Be honest, relate only facts.
  6. Share information with appropriate stakeholders and share information with the Wisconsin Swimming House of Delegates at its next meeting.
  7. Do not “wait it out” or “go silent”.
  8. Contact information for the Information Officer is readily available.

### **30.3 Pool Incident**

- 30.3.1 A pool incident may be a serious accident that occurs in the pool venue that shall include the pool itself, spectator seating, locker rooms, rest rooms, swimmer relaxation area, any cool down or warm up area, pool facility entrance or other area associated with the pool.
- 30.3.2 The Meet Director or designee shall:
1. Know the location of the response procedure manual for the pool facility and follow it when an incident occurs.
  2. If no pool facility crisis plan is known or is incomplete, proceed as follows:
    - a. Know the location of the Lifeguard on duty to contact the Lifeguard quickly when needed.

- b. Know the telephone number for emergency help, especially if it is a number other than "911;" if more assistance is needed than a Lifeguard, call the emergency number
- c. Know the facility entrance door closest to the pool, i.e., address or door number/name or other means of describing the entrance closest to the pool to provide to emergency response personnel.
- d. Assign a person to meet emergency response personnel and lead them to the incident site.
- e. Assign a person to clear a path for the emergency response personnel to proceed without hindrance from entrance to the incident site.
- f. Insure that the parent(s) or guardian, when the person is a minor, is knowledgeable about the incident.
- g. Establish a crisis control center, likely in an office or large hallway
- h. Assign a person(s) to promptly: (These records may be made in the crisis control center)
  - i. Identify witnesses and obtain names, addresses, and telephone numbers of witnesses to the incident; and
  - ii. Record witnesses' relations to the person(s) involved in the incident;
  - iii. Record witnesses' observations of the incident -- be obsessive about getting details; and
  - iv. Record date, time, and location of the incident as well as any reason for the incident to have occurred.
- i. Complete Wisconsin Swimming "Report of Incident" immediately after the incident and submit to the Wisconsin Swimming Safety Coordinator, whose name and address is provided on the form.
- j. Notify the Wisconsin Swimming General Chair (Name and contact information is on the Wisconsin Swimming website), provide information on the incident and forward a copy of the "Report of Incident."
- k. Refer any inquiry to the General Chair for Wisconsin Swimming and who:
  - i. Follows up with individuals involved with the incident; and
  - ii. Reports on the incident to Wisconsin Swimming, Inc. Board of Directors and to the House of Delegates at their next meetings.
  - iii. Confers with the LSC Spokesperson as needed.

### **30.4 Illegal Incident**

30.4.1 An illegal incident may be the arrest of a Wisconsin Swimming, Inc. Officer, initial investigation of embezzlement, a lawsuit filed against Wisconsin Swimming, Inc. or similar matter.

- 30.4.2 The General Chair, unless he/she is personally involved with the incident, then the Administrative Chair, will confer with the LSC Spokesperson for Wisconsin Swimming, Inc.
- 30.4.3 The General Chair
1. Recruits legal counsel with knowledge in the subject of the incident;
  2. Seeks concurrence of the Executive Committee in his/her recommendation for legal counsel;
    - a. Executive Committee members include the General Chair, who chairs the Executive Committee, the Administrative Vice Chair, Senior Chair, Age Group Chair, Finance Chair, Senior Athlete Representative (by age), Coach Representative, and one other at-large Athlete Representative;
    - b. Executive Committee quorum is at least four members in attendance, including the General Chair with at least 3 days' notice required. (Bylaw 605.8)
  3. Asks advice of legal counsel regarding any type of investigation, internal or by whomever and follows through
  4. Completes written report for Board of Directors and House of Delegates with a copy to USA Swimming.
  5. Informs the Board of Directors and the House of Delegates of the incident at their next meetings.

### **30.5 Rented or Donated Facility Incident**

- 30.5.1 An incident in a rented or donated facility may be a fire or a collapsed roof or similar matter.
- 30.5.2 The person who identifies the incident or other volunteer:
1. Calls for emergency help by dialing 911 and giving the location/address of the incident and the nearest facility entrance to the incident;
  2. Assigns a person or team of persons to help or ensure all individuals vacate the facility;
  3. Assigns a person to meet the emergency personnel and to escort them to the site of the incident;
  4. Assigns a person(s) to identify individuals who observed the incident, obtaining name(s), address(es), telephone number(s), e-mail(s) and description(s) of his/her observations;
  5. Contacts the General Chair who contacts the facility owner to alert him/her of the incident.
  6. Completes the USA Swimming Incident Report and gives a copy to the General Chair who function as the spokesperson for the incident, to the Safety Coordinator whose name and address appear on the Report with a copy to USA Swimming
- 30.5.3 The General Chair informs the Board of Directors and the House of Delegates of the incident at their next meeting.

| Date of Revision | Policy Section(s) | Changes Made                           |
|------------------|-------------------|----------------------------------------|
| October 24, 2017 | All               | Renumbered from Policy 27 to Policy 30 |



## **Policy & Procedures Manual**

### **Wisconsin Swimming, Inc.**

#### **Policy 31: Policy and Statement of Principles on Ethical Behavior and Conflict of Interest**

**Effective Date:** *January 24, 2023*

**Scope:** Provide guidance to LSC Board of Directors, LSC committees, and staff as to their responsibility for administering the affairs of WISI honestly and prudently, and of exercising their best care, skill, and judgment for the sole benefit of WISI. These individuals shall exercise the utmost good faith in all transactions involved in their duties, and they shall not use their positions with WISI, or knowledge gained there from, for their personal benefit. The interests of the organization must have priority in all decisions and actions.

**Background:** Wisconsin Swimming, Inc. (WISI), is a nonprofit, tax-exempt organization. Maintenance of its tax-exempt status is important both for its continued financial stability and for the receipt of contributions and public support. Therefore, the operations of WISI must first fulfill all legal requirements. To maintain public trust, WISI and its board, officers, and management employees are subject to scrutiny by and accountability to both governmental authorities and members of the public. Consequently, there exists between WISI and its board, officers, and management employees a fiduciary duty that carries with it a broad and unbending duty of loyalty and fidelity.

##### **31.1 Goals and Intent:**

- A. While no set of guidelines can guarantee acceptable behavior, the principles that guide behavior in this area are disclosure, non-participation in the decision-making process where personal or family gain is a possibility, and a commitment to honor the confidentiality of organizational information.
- B. All conduct is founded on the individual's own sense of integrity.
- C. Any individual accepting the honor of serving WISI must accept the burdens of public disclosure and public scrutiny.

##### **31.2 Expectations and Content:**

- A. The interests of the organization must have priority in all decisions and actions. Those who choose to serve WISI, whether as volunteers or paid professionals, are held to a high standard of conduct.
- B. Those who serve WISI must do so without personal gain to avoid any institutional loss or embarrassment and to behave in such a way that the organization's trust and public confidence are enhanced.
- C. The board, officers, and management employees have the responsibility of administering the affairs of WISI honestly and

prudently, and exercising their best care, skill, and judgment for the sole benefit of WISI.

- D. Those who serve WISI shall exercise the utmost good faith in all transactions involved in their duties, and they shall not use their positions with WISI or knowledge gained there from for their personal benefit.

### **31.3 General Guidelines**

- A. The business of WISI is to be conducted in observance of both the spirit and letter of applicable federal and state laws.
- B. WISI properties, services, opportunities, authority, and influence are not to be used for private benefit.
- C. In the event of an actual or potential conflict, those individuals involved must disclose the nature and extent of such actual or potential conflict for purposes of evaluation of the issue and will avoid evaluating or voting on the matter involved. This includes the award of contracts, the purchase of goods and services, the award of contracts for professional services, and the allocation of WISI resources for individual use.
- D. Gifts, cash, travel, hotel accommodations, entertainment, or favors are not to be given nor received, except those of nominal value exchanged in the normal course of business. Gifts and favors of more than one hundred dollars (\$100.00) value should not ordinarily be accepted. If circumstances render it awkward to refuse such a gift, the donor should be thanked and told the gift is being accepted on behalf of and will be delivered to WISI.
- E. Expenses incurred in the furtherance of WISI business are to be reasonable, necessary, and substantiated if twenty-five dollars (\$25.00) or more.
- F. All are expected to exhibit honesty, loyalty, candor, and professional competence in their relationships with WISI and each other.
- G. Each individual has the responsibility to maintain the confidentiality of the organization. This includes both proprietary and sensitive information.
- H. Board members, officers and management employees shall not participate in any final discussion and vote regarding disciplinary actions, penalties or fines involving themselves or their team/club. **They shall have an opportunity to present their case to the Board or the Executive Committee of the Board in a closed session, but then shall be excused from the closed session and shall not participate in the final deliberations and vote.**

### **31.4 Procedures for Addressing a Voluntary Disclosure of Conflict of Interest**

- A. Upon receiving a disclosure or otherwise becoming aware that a board member, officer, or management employee has or may have a conflict of interest, the Board of Directors shall determine whether a conflict of interest exists. The board member, officer, or management employee with the actual or potential conflict may make a presentation to and respond to questions by the Board but may not be present at, participate in, or attempt to improperly influence Board deliberations or voting regarding whether a conflict exists.
- B. If the Board determines that a conflict does exist, the Board shall decide how to handle the conflict, taking care to ensure that any resolution is consistent with the best interests of WISI. The person with the conflict may not be present for or participate in deliberations or voting with respect to the conflict.

### **31.5 Violation of the Principles on Ethical Behavior and Conflict of Interest**

- A. Board members, officers and management employees have a duty to disclose in good faith any potential conflict of interest, including any interest which they have (or, to the best of their knowledge, any of their relatives or businesses have) in any proposed transaction, agreement, or other arrangement, as soon as they become aware of the interest and always before the consideration of the transaction, agreement, or other arrangement by the Board of Directors.
- B. If the Board has reasonable cause to believe that a board member, officer or management employee has failed to disclose an actual or potential conflict of interest or otherwise violated this Policy, it shall inform the board member, officer or management employee of the basis for such belief and afford the board member, officer or management employee an opportunity to explain the alleged failure or violation in a closed session of the Board or the Executive Committee of the Board. They shall then be excused from the closed session and shall not participate in the final deliberation and vote.
- C. If, after hearing the response of such individual and after making further investigation as warranted by the circumstances, the Board determines that the board member, officer, or management employee has failed to disclose an actual or potential conflict of interest or otherwise violated this Policy, it shall take appropriate disciplinary and/or corrective action, which may include initiating dismissal proceedings from their position.



### **31.6 Recordings of Proceedings**

The minutes of the Board of Directors meeting shall contain:

- A. The names of the persons who disclosed or otherwise were found to have a financial interest in connection with an actual or potential conflict of interest, the nature of the interest, any action taken to determine whether a conflict of interest was present, and the Board of Directors' decision as to whether a conflict of interest in fact existed.
- B. The names of the persons who were present for discussions and votes relating to the transaction or arrangement, the content of the discussion, including any alternatives to the proposed transaction or arrangement, and a record of any votes taken in connection with the proceedings.
- C. That the interested person was not present during discussion or decision on the matter and did not vote.

### **31.7 Acknowledgement and Annual Disclosure**

- A. Board members, officers and management employees will receive this Policy and Statement of Principles on Ethical Behavior and Conflict of Interest and shall be required to sign and date this form at the beginning of their term of service.
- B. Board members, officers and management employees also shall be required to sign and date the Policy and Statement of Principles on Ethical Behavior and Conflict of Interest form at the beginning of each calendar year. Failure to sign and date this form, however, does not nullify a director's obligations under this Policy.

**ACKNOWLEDGEMENT OF RECEIPT AND UNDERSTANDING**

I acknowledge receipt and understanding of Wisconsin Swimming's Policy and Statement of Principles on Ethical Behavior and Conflict of Interest, and I pledge my full support of the spirit and the letter of the requirements contained therein.

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Position in Wisconsin Swimming, Inc.

| Date of Revision | Policy Section(s) | Changes Made                                 |
|------------------|-------------------|----------------------------------------------|
| October 24, 2017 | All               | Renumbered from Policy 28 to Policy 31       |
| May 24, 2022     | All               | Delete this policy as redundant to Policy 27 |
| January 24, 2023 | All               | New policy 31 established                    |



## **Policy & Procedures Manual**

### **Wisconsin Swimming, Inc.**

## **Policy 32: Children's Online Privacy Protection Act (COPPA) Compliance**

**Effective Date:** October 28, 2014

**Revision:** October 24, 2017

**Scope:** This policy is to ensure Wisconsin Swimming complies with the Children's Online Privacy Protection Act

### **32.1 COPPA General Information**

- 32.1.1 The Children's Online Privacy Protection Act applies to the online collection of personal information from children under 13.
- A. Originally effective April 21, 2000
  - B. Amendments published January 17, 2013
  - C. Amended COPPA became effective July 1, 2023
  - D. COPPA Link: <https://www.ftc.gov/legal-library/browse/rules/childrens-online-privacy-protection-rule-coppa>
  - E. The Federal Trade Commission (FTC) is the enforcing authority.
- 32.1.2 COPPA applies to individually identifiable information about a child that is collected online such as full name, address, email address, telephone number or any other information that would allow someone to identify or contact the child.

### **32.2 COPPA Policy Compliance**

- 32.2.1 To comply with COPPA, Wisconsin Swimming adheres to the following policies regarding its website. All swim clubs that are members of Wisconsin Swimming should follow the same guidelines.
- A. Wisconsin Swimming does not gather or store personal information about athletes on its website.
  - B. Information acquired during registration, including for swim meets, is the property of USA Swimming and its use is within the control of USA Swimming. USA Swimming limits the use of members' personal information to that information necessary for the conduct of the business of USA Swimming and its LSCs (Local Swimming Committees). Please see USA Swimming's Privacy and Cookie policies (<https://www.usaswimming.org>)
  - C. There is no collection/publication on the website of personal information that includes the athlete's full name, home address, email address or telephone number or any other type of information that would allow someone to identify or contact a child, other than for

those athletes serving on the Board of Directors, where parental consent has been granted.

- D. Access to private information on the website is controlled by limiting staff and Board member access with administrative access to Wisconsin Swimming's website.
- E. Wisconsin Swimming does not permit advertising on its website for events or causes that charge a fee or require a purchase of membership signup, other than those programs sponsored by USA Swimming, Wisconsin Swimming or external organization events as approved by the Wisconsin Swimming Board of Directors.
- F. Wisconsin Swimming tracks usage statistics on its website through Google Analytics but does not track information linked to individuals who visit the website.
- G. Wisconsin Swimming does not disclose to any third parties, other than USA Swimming, information regarding athletes, unless specifically authorized by a media release disclosure form. This includes the news media and marketing.
- H. No personal information from a child will be collected, used, or disclosed without verifiable parental consent.
- I. Limited pictures of children are allowed on the website and Wisconsin Swimming's social media sites (Facebook, Instagram and Twitter).
  - i. There is no posting of images with more than three identifying bits of information per federal guidelines (example, a cap may show a partial or full first name and team – no other identifiable information is given).
  - ii. Parents may request that any posted photograph or any other information that they feel is too identifiable be removed from the Wisconsin Swimming website by contacting the Operations Manager or the webmaster.
  - iii. Wisconsin Swimming obtains a signed release from a parent/guardian if children are singled out in any way or a picture is obtained from a non-public event or setting. Upon receipt of the request for removal, Wisconsin Swimming will remove the requested information within a reasonable time.
- J. Children's information is never shared with third parties, other than USA Swimming.

#### 32.2.2 Third-Party Sites and Sponsors

- A. The Wisconsin Swimming website contains limited links to other sites whose information practices may be different.
- B. Visitors should consult the other sites' privacy policies, which may differ from those of Wisconsin Swimming.

### 32.2.3 Cookies

- A. Wisconsin Swimming does not intentionally use cookies on its website.
- B. The Wisconsin Swimming website is powered by TeamUnify, which does collect some information as identified in their privacy policy. The TeamUnify Privacy Statement link is located at the bottom of the Wisconsin Swimming homepage ([www.wisconsinswimming.org](http://www.wisconsinswimming.org)).

| Date of Revision | Policy Section(s) | Changes Made                                                                                  |
|------------------|-------------------|-----------------------------------------------------------------------------------------------|
| October 24, 2017 | All               | Renumbered from Policy 26 to Policy 32                                                        |
| March 28, 2023   | 32.1<br>32.2      | Updated and corrected dates and references<br>Renamed and added COPPA compliance requirements |

## **Policy & Procedures Manual**

### **Wisconsin Swimming, Inc.**



### **Policy 33: Wisconsin Swimming Scholarship**

**Effective Date:** 1-30-19

**Scope:** To award Wisconsin Swimming Scholarships to active members of the WI Swimming LSC who embody Wisconsin Swimming's mission statement: "Athletes, coaches, officials, and volunteers working together to promote excellence in swimming through competition, education, support, and leadership."

#### **33.1 General Information**

- 33.1.1 Two individual scholarships may be awarded annually in behalf of two graduating seniors who are active members in the WI LSC.
- 33.1.2 Each scholarship is a one-time \$1,000 award which will be sent directly to the institution each recipient plans to attend in the fall.
- 33.1.3 Recipients must be well-rounded student athletes who have demonstrated dedication to academics, school, service and other extracurricular activities.
- 33.1.4 Recipients must have demonstrated excellence in leadership, character and sportsmanship.

#### **33.2 Eligibility**

- 33.2.1 To be considered for a Wisconsin Swimming Scholarship award, all of the following requirements must be met. All applicants must:
  - A. be registered members with USA Swimming and WI Swimming who actively participate on their club team; and
  - B. be student-athletes in good academic standing to become a high school graduate in the current calendar year; and
  - C. have plans to further their education by attending a four or two year university, college or technical school, no later than the fall of the current academic year.

#### **33.3 Applications**

- 33.3.1 Timeline:
  - A. Applications will be available beginning January 1 of the current year.
  - B. Applications will be due by March 1 of the current year.
  - C. Scholarships shall be awarded at the LSC Annual Banquet.
- 33.3.2 Applicant Information to be included:
  - A. Name
  - B. Age
  - C. High School
  - D. GPA

- E. Future Plans
  - a. College/University Name
  - b. Intended Academic Major/Degree
  - c. Swim Team/Club
  - d. Years as a WI Swimming Mentor

### **33.4 Supplemental Application Requirements**

- 33.4.1 Written Essay: Applicants will be required to submit an essay of 1,500 words or less, that includes the following components:
  - A. How the applicant has demonstrated leadership, character and sportsmanship in and/or out of the pool;
  - B. A description of one lesson learned from swimming, with examples of how it has helped when applied both in and/or out of the pool
  - C. A description of the applicant's plans and goals for the future
- 33.4.2 Letter of Recommendation: A minimum of 1 letter of recommendation is required, and a maximum of 3 will be accepted, with the following requirements:
  - A. The author of the recommendation shall specify the nature of their relationship to the applicant.
  - B. Recommendations to be considered shall not be authored by family members or teammates.
- 33.4.3 Résumé: Submittal of a résumé is not required, but may be submitted optionally.

### **33.5 Selection of Award Recipients**

- 33.5.1 The General Chair shall establish a fair and impartial Selection Panel as a LSC special committee. The panel shall be comprised as follows:
  - A. 2 LSC Board of Director members,
  - B. 1 community member/parent of a swimming alumnus,
  - C. an LSC state athlete rep (who is not applying for the scholarship), and
  - D. the Senior Coach of the Year from the prior year.
- 33.5.2 Selection Process:
  - A. Applicant names and team/club names will be kept anonymous from the Selection Panel until the recipients have been selected.
  - B. The Panel shall review all valid applications to select two Scholarship award nominees.
  - C. Award nominations by the Panel shall be submitted to the LSC Board of Directors for approval.



## **Policy 34: Electronic Communications and Social Media**

**Effective Date:** March 28, 2023

**Scope:** Provide guidance to LSC committees, staff, and membership on the use of electronic communications, as well as social media sites and applications such as Facebook, Twitter, Instagram, and others.

**Background:** Wisconsin Swimming's electronic communication and social media practices are based on Safe Sport directives from the US Center for SafeSport Minor Athlete Abuse Prevention Policy (MAAPP). Electronic communications include, but are not limited to: phone calls, videoconferencing, video coaching, texting, and social media. Wisconsin Swimming believes social media is an effective method of communicating in today's market to reach members with event coverage, accomplishment acknowledgment, swimming motivation, swim resources and other LSC information. WI Swimming also acknowledges its expectation to uphold USA Swimming's Safe Sport guidelines.

### **34.1 Mandatory Electronic Communications Components**

#### **34.1.1 Open and Transparent**

- A. All one-on-one electronic communications between an Adult Participant and a Minor Athlete must be Open and Transparent
- B. Exceptions:
  - i. When a Dual Relationship exists; or
  - ii. When the Close-in-Age Exception applies; or
  - iii. If a Minor Athlete needs a Personal Care Assistant and:
    - 1. the Minor Athlete's parent/guardian has provided written consent to the Organization for the Adult Participant Personal Care Assistant to work with the Minor Athlete; and
    - 2. the Adult Participant Personal Care Assistant has complied with the Education & Training Policy; and
    - 3. the Adult Participant Personal Care Assistant has complied with the Organization's screening policy.
- C. Open and Transparent means:
  - i. That the Adult Participant copies or includes the Minor Athlete's parent/guardian, another adult family member of the Minor Athlete, or another Adult Participant.
  - ii. If a Minor Athlete communicates with the Adult Participant first, the Adult Participant must follow this policy if the Adult Participant responds.



- iii. Only platforms that allow for Open and Transparent communication may be used to communicate with Minor Athletes.
- 34.1.2 Team Communication
  - A. When an Adult Participant communicates electronically to the entire team or any number of Minor Athletes on the team, the Adult Participant must copy or include another Adult Participant or the Minor Athletes' parents/guardians.
  - B. If an Adult Participant receives a call or text from a minor athlete, the minor athlete's parent/legal guardian should be included in any response, unless an exception applies.
- 34.1.3 Content
  - A. All electronic communication originating from an Adult Participant(s) to a Minor Athlete(s) must be professional in nature unless an exception exists as specified in 34.1.1 B.
- 34.1.4 Requests to discontinue electronic communications
  - A. Parents/guardians may request in writing that the Organization or an Adult Participant subject to this policy not contact their Minor Athlete through any form of electronic communication.
  - B. The Organization and the Adult Participant must abide by any request to discontinue, absent emergency circumstances.
- 34.1.5 Hours
  - A. Electronic communications should generally be sent between the hours of 8:00 a.m. and 8:00 p.m. local time for the location of the Minor Athlete.
  - B. Electronic communications shall not be sent between the hours of 9:00 p.m. and 5:00 a.m.
  - C. LSC communications to a committee including an athlete representative cannot be sent between the hours of 9:00 p.m. and 5:00 a.m.
  - D. Telephone and video conferences are considered electronic communications and are not permitted to be conducted with a minor athlete between the hours of 9:00 p.m. – 5:00 a.m.
  - E. The applicable time zone is that where the athlete is located.
- 34.1.6 Social Media Connections
  - A. Adult Participants, except those with a Dual Relationship or who meet the Close-in-Age Exception, are not permitted to maintain private social media connections with Minor Athletes.
  - B. Adult participants, except those with a Dual Relationship or who meet the Close-in Age Exception, shall discontinue existing social media connections with Minor Athletes.
  - C. If an athlete member turns 18 and becomes an Adult Participant, the adult athlete may continue to communicate with minor athlete

friends and teammates through social media and electronic communications if:

- i. the adult athlete does not have authority over the minor athlete, and
- ii. the adult athlete is no more than four years older than the minor athlete.
- iii. Otherwise, the adult athlete shall follow the MAAPP requirements.

**34.2 Social Media Goals and Intent:**

- A. To promote members' knowledge of Wisconsin Swimming events, resources, and elected representatives.
- B. To motivate members towards swimming achievements.
- C. To elicit a positive attitude towards the LSC and its involvements.
- D. To create a community feel amongst LSC members.
- E. To broaden the membership's awareness of WI Swimming and USA Swimming nationally and internationally.
- F. To provide athletes and non-athletes with helpful apps, information and understanding.

**34.3 Social Media Expectations and Content:**

- A. Use social media in an appropriate manner for all athlete age levels/abilities.
- B. All social media posts will be positive in nature and empower athletes and their families.
- C. All social media posts will adhere to USA Swimming's Safe Sport guidelines.
- D. All photographic posts will capture the general nature of the event not a specific swimmer unless specific permission is granted from the photographed athlete.
- E. WI Social Media platforms will be kept current and active.
- F. Parental permission must be obtained for Athlete Representatives under the age of eighteen (18) to have admin privileges on any WI LSC athlete-administered social media page.

**34.4 Involvement and Oversight:**

- A. The WI Athlete Junior and Senior Reps and designated board member/athlete liaison will have access to all social media passwords and account information.
- B. Only currently elected Junior and Senior Reps with adult oversight, such as a designated board member, LSC Staff member, or Athlete Liaison, will have administrative privileges on WI LSC social media pages.
- C. All designated "posters" or admins for WI LSC social media will follow common sense guidelines and when in question check with another rep, designated adult, or board member.

- D. Athlete Junior and Senior Reps will be the primary designated posters on WI LSC social media. Athlete reps may appoint a specific athlete social media designee as needed.
- E. A designated board member, LSC Staff member, or Athlete Liaison will be designated to provide social media oversight. This person will be responsible for maintaining his/her own social media presence to observe WI LSC social media post in action.
- F. Designated posters will be kept to a minimum committee to ensure WI LSC branding and vision are consistent.
- G. LSC committees should provide information and material suitable for posting to the designated social media posters as needed.
- H. To post a picture in which a minor athlete's face is prominent, it is necessary to obtain permission from that individual's parent/guardian to post the picture on a social media site.

| <b>Date of Revision</b> | <b>Policy Section(s)</b>      | <b>Changes Made</b>                                                                                                                |
|-------------------------|-------------------------------|------------------------------------------------------------------------------------------------------------------------------------|
| October 22, 2019        |                               | New policy established                                                                                                             |
| March 28, 2023          | Title<br>34.1<br>34.2 to 34.4 | Renamed title of Policy 34<br>Added all new content for electronic communications<br>Moved from old Section 34.1, with minor edits |

# Policy & Procedures Manual

## Wisconsin Swimming, Inc.



### Policy 35: LSC Board Member Expectations and Responsibilities

**Effective Date:** January 24, 2023

**Scope:** Provide guidance to LSC Board of Directors on expectations and responsibilities in their roles.

**Background:** Board member engagement and participation is crucial to the Board's success in fulfilling the mission and vision of Wisconsin Swimming on behalf of its Athlete and Non-Athlete membership.

**35.1 Goals and Intent:** Each Board member is expected to fulfill the Expectations and Responsibilities detailed here.

#### 35.2 Roles and Responsibilities of the Board of Directors

35.2.1 Specific responsibilities of the Board to its membership include:

- A. Serving as an outward-looking, future-oriented strategic governing body.
- B. Ensuring the fiscal sustainability of the organization.
- C. Providing oversight of the organization, including:
  - i. Ensuring that Committees established by the Board are functioning in keeping with the stated objectives and the mission.
  - ii. Ensuring compliance with legal requirements, Bylaws, and governance policies.
  - iii. Establishing, reviewing, and updating policies and procedures.
  - iv. Establishing a strategic plan for Wisconsin Swimming and monitoring its implementation.
- D. Performing needs assessment to identify needs and trends related to the organization's activities and performance.
- E. Acting as representatives of Wisconsin Swimming and USA Swimming to the swimming community and the public.

#### 35.3 Expectation of Individual Board Members

35.3.1 Wisconsin Swimming members and the Board of Directors expect ethical professional, and lawful conduct by the individual Board members when acting as Board member. These expectations include, but are not limited to:

- A. **Service:** Actively serve a two-year term and successfully complete responsibilities outlined in the job description, in partnership with staff liaison.
- B. **Commitment:** Abide by the Articles of Incorporation, Bylaws, Policies and Procedures, the Rules and Regulations (including the Safe Sport, Code of Conduct, and Governing Policies), of Wisconsin Swimming and USA Swimming.

- C. Mission: Understand and promote the mission of Wisconsin Swimming.
- D. Attendance: Attend and participate in required Board meetings, HOD meetings and the Annual meeting on a regular and punctual basis.
- E. Review agenda materials in advance of Board and committee meetings and to participate productively in discussions.
- F. Responsiveness: Be attentive to Board communications and respond promptly to staff and Board member requests for feedback.
- G. Members in Good Standing: Maintain USA Swimming and Wisconsin Swimming membership in good standing, as well as within their respective communities.
- H. Engagement: Learn, teach, and share in successes and failures, to provide honest and constructive feedback to benefit the success of the organization.

### **35.4 Responsibilities and Requirements of Individual Board Members:**

#### **35.4.1 Individual Board Member are expected to:**

- A. Actively participate in the Board Orientation meeting.
- B. Actively participate in Board, House of Delegates and the Annual HOD meetings on a regular and punctual basis. Annual Meeting attendance shall be in person, unless approved by the General Chair for virtual attendance. Addressing unapproved absence from meetings:
  - i. Any elected officer or Board member who is absent from two consecutive meetings without excuse during a single administrative year shall automatically vacate the seat and the vacancy shall be filled as provided by the bylaws.
  - ii. Absence from 3 non-consecutive meetings without excuse during a single administrative year is equivalent to resignation from the Board.
  - iii. Confirmation of absences and subsequent removal from the Board shall be given to the Board member in writing by the Secretary of the Board.
  - iv. In case of extenuating circumstances for an unexcused absence, the Board member may request a waiver of these provisions. Waivers may be granted by vote of the Board or at the discretion of the Board Chair (in which case the General Chair shall inform the Board).
  - v. Board members shall notify the General Chair if they are unable to attend a meeting, and the reason for the absence.

- C. Board member, Committee Chair and Coordinator shall provide reports:
  - i. Each Board member, Committee Chair and Coordinator shall provide a written or verbal report at each BOD and HOD meeting and for the Annual Meeting. Written reports shall be sent to the Operations Manager and General Chair two weeks prior to the meeting, for distribution to the Board.
  - ii. A written report is required for any actionable business.
  - iii. Written reports shall be considered consent agenda items and will not be discussed at the BOD meeting unless desired by the report author or pulled by a BOD member.
- D. Confidentiality: Maintain confidentiality on issues of a sensitive nature or for closed meetings.
- E. Abide by Board decisions: Support and accurately represent positions and decisions duly agreed upon by the Board.
- F. Conflict of Interest: Avoid any conflict of interest with respect to their fiduciary duty (the responsibility of Board members and the BOD as a whole to serve as trustee of the organization's assets on behalf of the greater community), and abide to and sign, the Wisconsin Swimming Conflict of Interest policy.
- G. Support "One-Voice" leadership: The BOD has authority as a body, and not with individual members.
  - i. The voice of the BOD is expressed through written decisions and policies.
  - ii. Individual BOD members, committee members and coordinators have no authority over the organization or staff unless the BOD or bylaws has specifically delegated that authority.

| Date of Revision | Policy Section(s) | Changes Made           |
|------------------|-------------------|------------------------|
| January 24, 2023 | All               | New policy established |

# **Policy & Procedures Manual**

## **Wisconsin Swimming, Inc.**



### **Policy 36: LSC Technical Planning Committee**

**Effective Date:** October 24, 2023

**Revision Date:** N/A

**Scope:** As per the WSI Bylaws, the LSC Technical Planning Committee is responsible for long-range planning regarding the swimming programs conducted by WISI, the continuing review and development of the WISI philosophy and for advising other committees and divisions regarding the implementation of that philosophy in the context of WISI's swimming programs.

#### **36.1 General Information**

- 36.1.1 The Technical Planning Committee Chair shall be elected by the House of Delegates, and shall be elected in a staggered manner in even-numbered years.
- 36.1.2 The members of the Technical Planning Committee shall be the Technical Planning Committee Chair, a sufficient number of athletes so as to constitute at least twenty percent (20%) of the voting membership of the Committee and at least four (4) additional members of whom at least fifty percent (50%) shall be Coach Members.
- 36.1.3 The Athlete Member and additional members of the Technical Planning Committee shall be appointed by the General Chair with advice and consent of the Board of Directors.
  - A. Preferred composition of additional members should include:
    - 1 Senior Vice-Chair
    - 2 Age Group Vice-Chair
    - 3 Senior Coach Representative
    - 4 Junior Coach Representative
    - 5 "Large Team" Representative
    - 6 "Small Team" Representative
- 36.1.4 A quorum for any meeting of the Technical Planning Committee shall consist of a majority of its voting members.

#### **36.2 Duties:**

- 36.2.1 The Technical Planning Committee shall:
  - A. Advise the Board of Directors regarding technical aspects of conducting swimming competitions within the LSC
  - B. Assist the Senior and Age Group Vice Chairs to establish time standards.
  - C. Assist in review of LSC Championship meet announcements for accuracy and compliance with USA Swimming Rules and WISI Policies.
  - D. Review and assess bids for LSC Championship Meets

### **36.3 Meetings**

36.3.1 The Committee will meet approximately 4 times per year, generally following LSC Coaches Advisory Council meetings.

A. Additional meetings may be called as needed by the Committee Chair, Vice Chair or by any three (3) members of the Committee with a minimum of five (5) business days' notice.

36.3.2 The Meeting notice shall designate time, location and at least a general agenda.

36.3.3 Meeting notice may be given by telephone, mail, e-mail, or in person.

| <b>Date of Revision</b> | <b>Policy Section(s)</b> | <b>Changes Made</b>                                        |
|-------------------------|--------------------------|------------------------------------------------------------|
| 10-24-2023              | All                      | New policy established as called for in LSC Bylaws 7.4.8 D |



