



Niagara Board of Director's Meeting Agenda

June 26, 2019 9:15PM

1. Call to Order
2. Roll Call
3. Approval of minutes for 5/29/2019 BOD meeting
4. Athletes

Consent Agenda, Items 5 through 9

5. Motion to approve Niagara LSC Policies and Procedures, Rules-and-Regulations document (E. Stimson) Full draft attached
6. Motion to approve Modifications to 202.2 in P&P re the term 'Closed Meets' (E. Stimson) attached
7. Motion to Approve SYCH Para Travel Request (E Stimson) attached
8. Motion to Approve FAST Travel Reimbursement Request (J. Stromski) attached
9. Motion to Approve Modify to the Disability and Inclusion portion of the P&P (C Christ)
10. Convention Attendees and Travel Discussion
11. Consent Resolution - Authorize Tech Planing to Attend USAS Convention (via email during the month of July)
12. Reports Questions

Niagara LSC Board of Directors Meeting Minutes for
June 26, 2019

| Position | Incumbent | Present | Absent |
|--|------------------|----------------|---------------|
| General Chair* | Jim Stromski | X | |
| Admin Vice-Chair* | Colin Adams | X | |
| Senior Vice Chair* | Kim Corby | X | |
| Age Group Vice Chair* | | | |
| Finance Vice Chair* | Peter Koenig | | |
| Secretary | Colin Adams | | |
| Treasurer | Adam Zaczkowski | | X |
| Senior Coach Representative* | Seth Williams | | |
| Junior Coach Representative* | Phil Baretella | | X |
| Junior Athlete Representative* | Molly Brennan | X | |
| Senior Athlete Representative* | Molly Hewett | X | |
| Safety Committee Chair | Leo Gibbons | X | |
| Technical Planning Chair | Will Chidsey | X | |
| Member/Registration Coordinator | Eric Stimson | X | |
| General Chairman Appointment | Brooks Howard | X | |
| General Chairman Appointment | Shawn Parkhurst | | X |
| Immediate Past General Chair | Eric Lind | | X |
| Diversity & Inclusion Chair | Mike Switalski | | X |
| Disability Chair | Courtney Christ | X | |
| At Large Athlete | Alex LaPointe | X | |
| At Large Athlete | Maddie Panus | X | |

1. Call to Order – 9:15
2. Roll Call – see attendance list
3. Approval of minutes for May BOD meeting as presented
 - Motion to accept the meeting minutes as presented. No discussion or questions.
 - Seconded. All in favor. Motion carries
4. Athletes – Molly Brennan
 - We Lead Summit in GA is this weekend and will be attended by Elizabeth Kidder from HAST and Cameron Carr from Syracuse. They will be posting on the NI Instagram and they will provide a report at the next meeting.
 - Athlete Wellness Initiative Update – good outline and plan to get things done. Jim will work with Samantha to consider attend the Sept HOD meeting. Jim will reach out to a couple of professors who might be able to provide assistance, similar to what Alex is doing at Nazareth.

Consent Agenda, Items 5 through 9

- Items 5 & 6 to remain on the consent agenda.
 - Motion to approve items and all in favor.
 - Motion carries
5. Motion to approve Niagara LSC Policies and Procedures, Rules-and-Regulations document (E. Stimson) Full draft attached
 - Approved by consent agenda above
 6. Motion to approve Modifications to 202.2 in P&P re the term 'Closed Meets' (E. Stimson) attached
 - Approved by consent agenda above
 7. Motion to Approve SYCH Para Travel Request (E Stimson) attached **PULLED**
 8. Typical reimbursements have been \$100 until last year when Adam added it as a line item in budget. This is only budget request that has been consistent for the last couple of years.
 9. Current amount in the P&L is \$250 and none of it has been touch so far this year
 10. Motion to approve a \$200 adaptive-travel request by Chargers
 - Seconded
 - Will and Courtney abstain, and all others in favor
 11. Motion carries
-
8. Motion to Approve FAST Travel Reimbursement Request (J. Stromski) attached **PULLED**
 - Kim feels that we would need to make a change in the policy if we approved this given the age of swimmers attending this.
 - Swimmer wants to use the money to reimbursement for a meet other than Futures

- Motion to table this item.
 - All in favor. Motion carries.
 - Motion to reintroduce
 - All in favor. Motion carries and there was discussion regarding the specific intent of the swimmer in order to reframe or define the motion.
 - Motion to modify the P&P reimbursement for a swimmer attains a Futures cut and is 15 years old or younger as of the date of the Future meet, he/she may request travel reimbursement equal to the Futures meet for a more age appropriate during the same summer season.
 - All in favor. Motion carries and there was discussion.
9. Motion to Approve Modify to the Disability and Inclusion portion of the P&P **PULLED**
- Brooks made a Motion to amend the Motion suggests to reword the item #1 to say that the Disability Chair in conjunction with meet referee with guidance from the Disability Chair shall the authority to accommodate the swimmer.
 - All in favor. Motion carries and there was discussion.
 - Motion to approve the original motion amended
 - All in favor. Motion carries and there was discussion.
10. Convention Attendees and Travel Discussion
- Jim said that the original plan to consolidate and coordinate travel plans isn't happening
 - Attendees are free to book travel arrangements. Send the details to Eric who start making a list.
11. Consent Resolution - Authorize Tech Planning to Attend USAS Convention (via email during the month of July)
- The following positions are required to attend according to the P&P (formerly in the By Laws):
 - General Chair
 - Administrative Vice Chair
 - Age Group Vice Chair
 - Senior Vice Chair
 - Senior Athlete Representative
 - Senior Coach Representative
 - Additionally, we have been sending the Officials Chair, Safe Sport Chair, and the Junior Athlete Rep, as well as customarily covering members of any National Committees (Mike S., Marci C., and now Eric).
 - I believe that, since the competitive direction of the LSC should originate from Tech Planning and fresh ideas are hard to come by when you're not interacting with other LSCs, that the Chair of the Tech Planning

Committee should, also, attend convention.

- Board members eligible to vote need to formally reply to this email by Noon of Wednesday, July 24th, 2019, stating either “I consent to the resolution” or “I object to the resolution”. If any objection to the resolution is received, the resolution cannot be adopted. All replies will be incorporated for the record as an addendum to our last meeting minutes.
- Therefore, as Niagara General Chair, I ask that the following resolution be approved:
 - Resolve to authorize the Chair of the Tech Planning Committee (Will Chidsey) to attend the USA Swimming Convention in September.
 - All in favor via email affirmation. Motion carries.

12. Reports Questions

- No questions about report
- Eric had the first Age Group Development Committee and there was a lot of excitement and diverse participation. He will send out the minutes shortly
- Reminder to send in the MAAPP acknowledgement forms to COLin
- Brooks participated in the Officials Workshop from around the country. Couple of take aways; building camaraderie and the strengthening relationships with coaches.

Reports of officers, committees and coordinators:

- General Chair – Jim Stromski – No Report
- Admin Vice Chair Interim – Colin Adams – No Report
- Senior Vice Chair – Kim Corby – No Report
- Age Group Vice Chair — No Report
- Finance Vice Chair – Peter Koenig – No report
- Treasurer – Adam Zaczkowski – Report Attached
- Sr. Coach Rep – Seth Williams – No Report
- Jr. Coach Rep – Phil Baretel – No Report
- Sr. Athlete Rep – Molly Hewitt – No Report
- Jr. Athlete Rep – Molly Brennan – No Report
- Safety Committee Chair – Leo Gibbons – Report Attached
- Tech Planning Chair – Will Chidsey – No Report
- Member/Registration – Eric Stimson – No Report
- Officials Chair – Brooks Howard – No Report
- Diversity Chair – Mike Switalski – No Report
- Disability Chair – Courtney Christ – No Report

-

Adjournment

- Motion to adjourn; seconded; all in favor. Meeting adjourned at 10:05.

DRAFT

LOOK AT THE REFERENCES TO THE BYLAWS UNDER THE NEW TEMPLATE

**POLICIES and PROCEDURES & RULES and REGULATIONS MANUAL
of NIAGARA SWIMMING, INC.**

Updated by the House of Delegates on October 12, 2008

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**POLICIES AND PROCEDURES MANUAL
OF NIAGARA SWIMMING, INC.**

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General Policies

General Statement

This Policies and Procedures Manual is adopted pursuant to the Bylaws of Niagara Swimming, Inc. (“Niagara LSC”) and contains policies, procedures, guidelines, requirements or other provisions of general application throughout Niagara LSC (that is, applying to all clubs, meets, swimmers, etc.) adopted or approved by the Board of Directors or the House of Delegates and intended to remain in effect until amended or appealed.

Conflicts with other Provisions

In the event of any conflicts between this Policies and Procedures Manual and either the Rules and Regulations of United States Swimming, Inc. (“USA Swimming”) or the Bylaws of Niagara LSC from time to time in effect, the Rules and Regulations of USA Swimming or the Bylaws, as the case may be, shall control.

Changes

In accordance with the Bylaws, policies, procedures and programs are established by the Board of Directors. The various provisions of this Policies and Procedures Manual may be modified or rescinded or additional policies adopted by the House of Delegates by a majority vote of the members present and voting at a duly called meeting of the House of Delegates at which a quorum is present.

Cross-References

Where applicable, the policies of Niagara LSC are cross-referenced to the corresponding section of the Rules and Regulations of USA Swimming or the Bylaws of Niagara LSC.

Statement of Principles on Ethical Behavior and Conflict of Interest

Each Niagara Swimming, Inc. Board Director, Committee Chairperson and Committee Member is required to read Niagara’s Statement of Principles on Ethical Behavior and Conflict of Interest and sign the ‘Acknowledgement of Receipt and Understanding’ on an annual basis [see [Exhibit B](#)].

Meeting Notices

Whenever practicable, the date, time and place of all meetings of the Executive Committee, the Board of Directors, and all committees (other than the Board of Review) shall be announced in advance in the Athlete Representative’s newsletter (By-Laws Section 607.2.2E) and shall be published on, Niagara LSC’s website.

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Niagara Web Site Posting Policies

The Niagara LSC has Facebook and Twitter pages that exist to promote USA Swimming and the LSC. By request, Niagara will support registered clubs in good standing, members, sponsors, and other LSCs by listing them in the “likes and interests” section of the Facebook page. Those parties may also post status updates on the Wall of the page, with the following stipulations:

- Information must be factual and unique (no repeat posts)
- Information must be related to USA Swimming related activities or Niagara sponsors
- All updates are subject to removal (without prior notice) by the page administrators (who are BOD members) or the BOD.

Users posting false or inappropriate information are subject to being banned

Complaints about posts should be sent to the webmaster for board review.

All advertising be connected to USA/Niagara Swimming activities and therefore all employment opportunities are limited non-athlete/coach membership and postings shall be removed from the website that are not USA/Niagara Swimming connected.

Niagara Logo Usage Policy

Usage of the Niagara LSC logo graphic is permitted with the written consent of the Niagara LSC Board of Directors. To obtain written permission, email a written or graphical description of how the logo is to be used to the Niagara LSC General Chair generalchair@niagaraswim.org. The request will be considered at the next regularly scheduled meeting of the Niagara Board of Directors.

Niagara LSC Whistle Blower Policy

No person shall in any manner discriminate against anyone because that person has: (a) Filed any complaint under or related to Safe Sport; (b) Instituted or caused to be instituted any proceeding or investigation related to Safe Sport; (c) Testified or is about to testify in any proceeding regarding any Safe Sport concern; or (d) Exercised on his own behalf or on behalf of others any right afforded by this policy.

USA Swimming Rules

102.3 The following scratch procedure shall apply for bonus, consolation and championship final races of any Niagara LSC sanctioned meet: Any swimmer qualifying for a bonus, consolation or championship final race in an individual event who fails to compete in that race shall be barred from further competition for the remainder of the meet, or, if the race falls on the last day of the meet on which the swimmer was entered in an event, be fined \$25 by Niagara LSC. However, no penalty shall apply for failure to compete if:

- A. The Referee is notified in the event of illness or injury and accepts the proof thereof.
- B. A swimmer qualifying for such a race based upon the results of preliminaries notifies the Referee within thirty (30) minutes after announcement of the qualifiers for that race that he or she does not intend to compete.
- C. It is determined by the Referee that failure to compete is caused by circumstances beyond the control of the swimmer.

104.2.6 Niagara LSC shall establish and maintain age group and open records for both short course (yards) and long course (meters).

- A. To be recognized as a Niagara LSC record, a time must be achieved within the Territory by USA Swimming registered swimmers in a properly sanctioned, observed, or approved

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competition, except that registered Niagara LSC swimmers may have their records recognized if swum elsewhere in the United States and proper certification of time is submitted.

- B. Separate records will be maintained for residents (i.e., Niagara LSC registered swimmers) and open or non-residents (i.e., swimmers registered with other LSCs) and age groups.
- C. Records must be achieved in accordance Article 104 of the Technical Rules of USA Swimming and the policies and procedure of Niagara LSC, as in effect at the time.
- D. Age group non-resident records must be achieved in competition of that age group. Age group resident records may be achieved in competition of that age group or in senior or open-competition.
- E. Niagara will recognize records which are part of 104.2.2 B (1) and (3) of the USA Swimming Rules as well as the 100 yard Individual Medley, 50 yard butterfly, 50 yard backstroke, and 50 yard breaststroke.
- F. Niagara Records will be matched using times from the SWIMS database using the Record Tools available in the LSC Portal

202.1 Sanctions shall be required for all competitions conducted within the Niagara LSC. See fee schedule for applicable sanction fees.

Sanctions shall also be required for time trials, which may be offered for open (senior) events only. The time trial sanction application and payment must be submitted at the same time as those of the main meet, of which the time trials will be a part. A single sanction shall cover time trials on all days of the meet. The meet information requirements for time trials is the same as that for the main meet, and must be included in the main meet's information package [reference: 'Applying for a Sanction' located on the Niagara web site].

202.2 The following procedures shall apply with respect to the application for a sanction in Niagara LSC:

- A. Applications for a sanction to conduct an invitational, closed or Niagara designated meet during any short or long course season shall be completed in a manner prescribed by and submitted to the Administrative Vice Chairman or Meet Sanction Coordinator with payment, not less than fourteen (14) days prior to the Spring or Fall meeting of the House of Delegates, as applicable.
- B. The Administrative Vice Chairman or Meet Sanction Coordinator shall then prepare a tentative calendar for such season based on applications received for review and action by the Executive Committee.

Each geographic region [Buffalo, Rochester, Southern Tier and Syracuse] will be permitted one 'open meet' sanction OR unlimited 'closed meet' sanctions on the 'fall-winter' calendar for any given date.

Each geographic region [Buffalo, Rochester, Southern Tier and Syracuse] will be permitted two 'open meet' sanctions OR unlimited 'closed meet' sanctions on the 'spring-summer' calendar for any given date.

- C. No application shall be considered and no sanctions shall be issued for invitational, closed or swim league meets proposed to be held on 'closed' dates on which a Niagara LSC meet, as designated by the Executive Committee, is being held in the Niagara LSC.
- D. Following action by the Executive Committee the tentative calendar shall be posted on Niagara LSC's website no fewer than seven (7) days prior to the Spring or Fall meeting of the House of Delegates.
- E. At each spring and fall meeting, the house of delegates shall, by majority vote, of those present, approve and adopt a final calendar, for the short or long course calendar in question.
- F. Leagues shall submit to the Administrative Vice Chairman or Meet Sanction Coordinator a calendar of 'closed league meets' by the spring or fall meeting of the House of Delegates, as applicable.

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Closed league meets included on the submitted calendar will not incur a sanction fee except for the league championship meet which will follow the standard sanction procedure and fee.

Not less than 10 days prior to the meet a completed meet packet and sanction application must be submitted to the Administrative Vice Chairman or Meet Sanction Coordinator. Meets being applied for less than 10 days prior to the start of the meet will incur the \$50/meet/day fee.

Applications for meets received that are not included on the calendar submitted to the Administrative Vice Chairman or Meet Sanction Coordinator will incur the standard sanction fee.

- G. Following adoption of the final calendar, the Administrative Vice Chairman or Meet Sanction Coordinator shall issue the sanctions for all meets included thereon.
- H. Once the calendar for any season has been established by the House of Delegates, sanctions for 'open meets' may be issued only for open dates during that season, and only by action of the Executive Committee, Administrative Vice Chair or Meet Sanction Coordinator. Sanctions for 'closed meets' may be issued for closed dates during that season, but only with the permission of the meet host(s) of the open meet(s) on those dates, and only by action of the Executive Committee, Administrative Vice Chair or Meet Sanction Coordinator.
- I. Sanction applications received less than ten (10) days prior to the start date of a meet will incur an additional fee in accordance with the fee schedule.
- J. For purposes of the above sections, a 'closed meet' is defined as any USA Swimming sanctioned meet that does not permit all Niagara Swimming members to enter and participate.

202.2.8 The Niagara Technical Planning Committee is responsible for specifying all medals, ribbons and other awards to be given at Niagara LSC meets. Hosts for these meets are responsible for the procurement, payment and distribution of all specified awards.

202.2.9 The standard warm-up procedure set forth in Exhibit A applies to all Niagara sanctioned meets and is deemed incorporated by reference in all applications for sanction; accordingly, it is not necessary to attach warm-up procedures to the application for sanction as otherwise required by this rule.

- 202.2.10
- A. Within thirty (30) days after the event the host organization shall file:
 - (1) The **Meet Report** using the form prescribed by the Administrative Vice Chairman, accompanied by payment of the surcharges on entry fees for the event.
 - (2) The **Meet Financial Summary** using the form prescribed by the Administrative Vice Chairman. Estimates in lieu of actuals are permissible in order to comply with the filing deadline.
 - (3) The **Officials Report** using the form prescribed by the Officials Chair.
 - B. Failure by the host organization to file reports within thirty (30) days after the event will result in a fine of \$50 for each late report and suspension of any sanctions issued to the host organization for future meets until such time as the reports are submitted and the fine paid.
 - C. As soon as practicable after the event, the host organization shall submit the complete meet results as a Hy-Tek Meet Manager back-up file or equivalent to the Top Ten Coordinator for posting on Niagara LSC's website.
 - D. After the conclusion of a meet, a host shall retain copies of all meet reports, financial reports, results, backups, backup timer sheets, DQ slips, relay cards and any other information pertinent to the operation of the meet for a period of no less than 1 year

202.2.11 Splash fees established by the Niagara LSC are referred to as "entry fee surcharges" and shall be as set forth in the fee schedule from time to time.

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- 202.3 In addition to the conditions set forth in 202.3, all sanctions issued by Niagara LSC shall also be subject to the following conditions:
- A. No admission fee for spectators shall be charged at Niagara LSC championship meets.
 - B. The host organization shall send information and entry forms for all sanctioned meets to the Webmaster for posting on Niagara LSC's website and the Administrative Vice Chairman (preferably via e-mail).
 - C. Not less than one week's notice shall be given to the Administrative Vice Chairman and all clubs which have submitted entries of the fact that a meet has been cancelled, unless the cancellation is occasioned by inclement weather, casualty to the facility, or other unforeseeable circumstances. In the event of a cancellation, the host organization shall refund all entry fees paid as soon as practicable, but in any event, within ten (10) days.
 - D. The issuance of a sanction does not confer broadcast authority.
 - E. In the case of Niagara LSC meets, as designated by the Executive Committee, the host organization agrees to use its best efforts to post complete meet results on the Niagara Swimming website within 24 hours after conclusion of the meet.

202.4.

202.5. In addition to the requirements of 202.4 and 202.5 of the Rules and Regulations, the following procedures shall apply with respect to approved meets and meets approved for observation:

- Applications for approval shall be submitted not less than ten (10) days prior to the event to the Administrative Vice Chairman in the manner prescribed by the Administrative Vice Chairman.
- The application must include a copy of the meet invitation (with dates, start times and event list).
- The Board of Directors shall fix the fee payable to Niagara LSC for processing applications for approvals.
- The Administrative Vice Chairman will immediately notify the NTV and Officials chairmen once approval has been issued.
- Within ten (10) days following conclusion of the meet, official meet results must be sent to the NTV chairman as a Hy-Tek Meet Manager back-up file or equivalent.

Failure to adhere to the above guidelines will invalidate the meet approval and no NTV's will be issued.

204.7

205.8

- A. Additional entries for first time qualifiers achieved on the weekend prior to a Niagara LSC Championship will be accepted by the meet host, with the meet announcement identifying the deadline for late entries. The entry deadline for all other 'Niagara LSC' designated meets is the deadline stated in the meet announcement.
- B. The Officials Chair is responsible for selecting the Meet Referee for Niagara LSC Championship level meets (SC, LC, and Open Water).
- C. Late Entry Provision:
 - Any team or athlete missing the initial entry deadline of "Specify entry deadline", with entries achieved during the entry qualifying period, will be permitted to enter late, subject to the following requirements;
 - A Hy-Tek Team Manager entry file (or other method clearly specified) must be submitted to the Meet Entry Chair at [specified address] no later than [Specified Date and Time.]

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- Team or entrant must pay a one-time processing fee of \$150 plus \$15 per individual event and \$30 per relay event. (A meet host may elect to charge less but shall not exceed the specified amount of a \$150 fee, \$15 per individual event, and \$30 per relay event).

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205.3.1

- G. Age group meets in Niagara LSC shall be designated by ability classifications as gold/silver/bronze and use the corresponding time standards established by Niagara LSC.
- H. Qualifying time standards for the Niagara (short course) Championship Qualifier and Championship Meets must be updated with any changes and posted to the Niagara website no later than September 30th preceding the championship meets.

Qualifying times standards for the Niagara (long course) Championship meet must be updated with any changes and posted to the Niagara website no later than April 30th preceding the meet.

205.4

The maximum entry fees that may be charged in any Niagara sanctioned meet shall be as set forth in the fee schedule from time to time.

205.6

The Age Group Committee MAY select a team to represent Niagara LSC at the Eastern Zone “All-Star” short course meet each spring when the format allows it. The Eastern Zone will determine and publish the format by which the meet will be filled. Athletes wishing to be considered for selection to the Eastern Zone “All-Star” Team must:

- A. have competed in the designated Niagara LSC championship meet for the short course season in question and achieved an Eastern Zone SCY cut time within the qualifying period for each event for which they wish to be considered.
- B. complete, sign and deliver by the deadlines specified such form(s) (including appropriate waivers, medical treatment and other parental consents) as may be required by the Age Group Vice Chairman.
- C. pay the applicable fee for participating in the zone meet, unless waived for demonstrated financial hardship upon determination of the General Chairman and the Administrative Vice Chairman.

The selection committee shall choose from among the applicants based on the results of the designated Niagara LSC championship meet and the Niagara LSC Top 10 times list for that season. In no event shall athletes be selected to participate on relays only; relays shall be comprised of athletes who have been selected for the team in individual events.

302.4

- A. Any club which enters an athlete in a meet, who is not duly registered with that club at the time of entry, will be fined the sum of \$100 per athlete, per such meet. The fine applies either when the athlete is unregistered or has not properly transferred registration. No further entries for any meet sanctioned by Niagara LSC will be accepted from that club until the fine is paid and the affected athlete may not compete in any sanctioned meet until duly and properly registered. The fine is not in lieu of other penalties that may be imposed by USA Swimming or the Board of Review in a given case.
- B. A meet host who allows an unregistered or invalid coach to supervise any athlete during warm-up, competition, or warm-down will be fined the sum of \$100 per meet. The fine is not in lieu of other penalties that may be imposed by USA Swimming or the Board of Review in a given case.
- C. All meet hosts must submit a meet entry registration file within one day after the published meet entry deadline. The file shall be emailed to the Niagara Registrar for verification with the SWIMS database. A meet host that fails to comply with these requirements may be fined \$100 per meet.

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By Laws

- 604.1 In order to exercise voting privileges at a meeting of the House of Delegates, each Group Member is required to be a member in good standing. How each Group Member selects its delegates is outside of the authority of the LSC. LSC Bylaws may specify categories of club voting delegates such as athlete, coach, and/or club president, etc., but other than athletes or coaches who, by definition, must be individual members, club voting delegates do not have to be individual members of USA Swimming or the LSC. All members of the House of Delegates who are not club delegates must be individual members of the LSC.
- 608.7.3 In the interest of safety, the warm-up procedure set forth in Exhibit A shall apply in all sanctioned meets in Niagara LSC.

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Other Policies of Niagara LSC

Registrations

Effective Date of Registrations

All registrations shall be effective as of the date received by the Registration Coordinator, properly completed and with all applicable fees paid.

Payment of Registration Fees

All registration fees are payable by check only (no cash). All registration fees for clubs and athletes and non-athletes registered through clubs shall be paid by club check.

Renewals of Club Registrations

A club must itself be registered for any period for which it registers athletes. Accordingly, clubs which register athletes after September 1 of any year must have their own renewal registrations in effect no later than the time athlete registrations are submitted, because the athlete registrations are valid for the ensuing calendar year.

Meet Entries:

Proof of Times

Entry times for all Niagara LSC meets will be verified through the USA Swimming SWIMS database.

Payment of Entry Fees

When entries are submitted electronically (e.g. via the internet), payment of the entry fees and original signed waiver for such entries must be in the hands of the host club on or before date specified in the meet information packet as though the entries were submitted manually, or the swimmers whose entry fees are unpaid shall be barred from competition.

Inclusion of Swimmers with a Disability in Niagara Swimming Meets

This policy shall apply only to swimmers with disabilities as defined in Section 105 of the USA Swimming Rules & Regulations, i.e., "a permanent physical or mental impairment that substantially limits one or more major life activities."

1. In gold/silver/bronze other than Niagara LSC championship meets, swimmers with a disability need not have achieved the qualifying time standards. The Meet Referee shall have the authority to accommodate the swimmer without substantial negative impact on the meet timeline. Examples of such accommodations are:
 - Allow the disabled swimmer to compete at a shorter distance than others in the event, e.g., a 50 meter distance within a 100 meter event.
 - Seed the disabled swimmer by time rather than age, e.g., an 18-year old disabled swimmer could be seeded in the 11-12 age group of the same event.
2. In the Niagara LSC Short Course Championship meets, swimmers with a disability shall compete in the meet (gold/silver/bronze, as applicable) for which they have the qualifying time standard. In the Niagara LSC Long

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Course Championship meets, disabled swimmers who have not achieved the qualifying time standards may enter, provided that:

- a. they have achieved the USA Swimming Disability Championships qualifying time for their classification in that event, and
 - b. hold a nationally or internationally recognized classification at the time of entry (the Niagara LSC Adapted Chairperson shall verify that athletes hold a currently recognized national or international classification). Accommodations may be made as described in 1 above.
3. Places and awards for disabled swimmers can only be earned in the swimmer's actual event and/or age group. At the discretion of the meet host, special awards may be given to disabled swimmers.

Athlete Travel Reimbursement

Except as specified below, Niagara LSC shall not reimburse athletes for, or otherwise defray, the cost of travel to participate in competitions, training camps or other activities, all of which are the responsibility of the athlete or his or her family or club.

Eastern Zone Age Group Long Course Meet

Niagara LSC shall be responsible for, and shall arrange travel as a team to the Eastern Zone long course meet when it takes place outside of the Niagara LSC.

Northeast IMX Xtreme Zone Meet

Travel support of up to \$75.00 per swimmer is available. If the total amount of swimmers applying exceeds the approved budget, the reimbursement per athlete will be calculated on a prorated basis.

Eastern Zone Open Water Championships and Eastern Zone Short Course Age Group Championships

Travel support of up to \$100.00 per swimmer is available. If the total amount of swimmers applying exceeds the approved budget, the reimbursement per athlete will be calculated on a prorated basis.

| | |
|--|-----------|
| Eastern Zone Open Water Championships | \$100.00* |
| Eastern Zone Short Course Age Group Championships | \$100.00* |
| Eastern Zone Senior Long Course Championships | \$100.00* |
| Sectional Championships (limit one per season) | \$150.00 |
| International Swim Coaches Association (ISCA) Jr. Nationals, National Club Swimming Association (NCSA) Jr. Nationals, and Futures Championships (limit one per season) | \$300.00 |
| TYR Pro Series & Winter Speedo Jr. Nationals (limit one per season) | \$375.00 |
| Summer Speedo Jr. Nationals | \$450.00 |
| US Open | \$500.00 |
| Summer National Championships (Phillips 66) | \$550.00 |
| Olympic Trials (first event swum) | \$750.00* |
| Each subsequent day an event is swum | \$250.00* |

Eastern Zone Championships, Sectional Championships, Jr. National, National Championships, and other Trials Class Meets

Niagara LSC shall, upon proper application (see “Important” below), pay a travel allowance in the amount specified below, to a member team in good standing for each athlete who qualifies for, enters and competes in the Eastern Zone

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Championships, Sectional Championships, the Jr. National Championships, National Championships, Olympic Trials or other Trials Class meets.

*If the total amount exceeds the approved budgeted amount, the reimbursement per athlete shall be calculated on a prorated basis.

Fiscal Year = Sept. 1-August 31: Fall=9/1-12/31, Winter=1/1-4/30, Spring/Summer=5/1-8/31

To be eligible for reimbursement the athlete must have competed in at least one individual event at the meet for which reimbursement is being requested.

Time trial events, relays or relay only athletes or are not eligible for reimbursement.

If a meet that you are applying for reimbursement takes place within our LSC, the pool address listed on the meet packet must be at least 50 miles from the swimmer's home address which is recorded in the SWIMS database. The 50 mile distance will be calculated using MapQuest's fastest route.

NIAGARA LSC CLUB MEMBERSHIP REQUIREMENTS:

- The athlete must be attached to a Niagara club for a minimum 12 months prior to the meet for which reimbursement is being requesting. Reimbursement will be governed as follows:
 - After the first twelve (12) months of club membership, 1/3 of the full reimbursement.
 - After twenty-four (24) months of club membership, 2/3 of the full reimbursement.
 - After thirty-six (36) months of club membership, full reimbursement.
- Unattached athletes are not eligible for reimbursement unless they are in the process of transferring from one Niagara LSC club to another Niagara LSC club.

NIAGARA LSC MEET PARTICIPATION REQUIREMENTS:

- There is no limit on the number of reimbursements an athlete may receive during the fiscal year, September 1 through August 31.
- The first reimbursement request during the fiscal year requires that an athlete compete in six (6) individual events from any NIAGARA sponsored LSC meet where the athlete has achieved an official time recorded in the SWIMS national database. The six events must be within twelve (12) months immediately preceding the first day of the meet they are requesting reimbursement for. Those meets include:
 - Niagara Regional (Bronze) or Championship Qualifiers (Silver)
 - Niagara Jr./Sr. Power Point Meet
 - Niagara Winter Classic
 - Niagara LSC Short Course Championships (Gold)
 - Niagara LSC Long Course Championships
 - Niagara Super Circuit Meets
- The second and each subsequent reimbursement request during the fiscal year requires that an athlete compete in three (3) events from any NIAGARA sponsored LSC meet. The three events must be within twelve (12) months immediately preceding the first day of the meet they are requesting.
- Events can only be used once. New events are required for each subsequent reimbursement request.
- Relay swims, time trials, disqualifications, scratches or no shows will not be accepted.
- A prelim/final event is considered as one (1) event, with an official time in both sessions, unless the athlete does not qualify for finals.

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Travel Reimbursement Application Form Instructions:

- Reimbursements will be made to the club by a check made payable to them.
- One (1) single team application needs to be submitted for each meet that is being applied for and it must include the names of every athlete seeking reimbursement.
- The travel reimbursement application must be emailed to the Sr. Chair within (30) days of the conclusion of the meet being applied for.
- Incomplete travel reimbursement applications will not be accepted.
- Proof of times from the SWIMS database for each swimmer's Niagara participation events and meet qualifying events will be confirmed by the Senior Vice Chair. You do not need to send proof of participation events or meet qualifying events with the travel reimbursement application form.
- If travel occurs within our LSC, applicants must provide the athlete's home address, as it is registered in the SWIMS database, for the meet they are applying for. A distance of fifty (50) miles or further, from the athlete's home to the meet venue, qualifies as travel reimbursement. The 50 mile distance will be calculated using MapQuest's fastest route.
- The Niagara LSC Senior Chair will check the SWIMS database for proof of competition in the meet they are applying for, proof of Niagara meet participation, and proof of travel distance (when competition is within our LSC) for each swimmer applying for reimbursement before approval is made.

USA Swimming Disability Championships/Paralympics

Athlete reimbursement for the annual USA Swimming Disability Championships and Paralympics will be equivalent to that year's National Championships reimbursement. Athletes applying for reimbursement must meet the following Niagara LSC residency/competition requirements and otherwise comply with the procedures applicable to reimbursement for National Championships participation:

1. Athlete must have competed in a least three (3) Niagara LSC sanctioned meets, one of which must be a Niagara LSC championship meet (JOs, LSC Championships), within the year preceding the Disability Championship for which the athlete is requesting funding.
2. For a college swimmer to be eligible for funding, he or she must have competed in at least two (2) Niagara LSC sanctioned meets in the summer preceding the Disability Championship for which the athlete is requesting funding.

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Financial Matters

Substantiation of Expenses

No Director, Officer, committee member or coordinator shall incur any expenses on behalf of Niagara LSC except which are reasonable or necessary and appropriate, and which are adequately substantiated.

Disclosure of Certain Transactions

Any such person having a financial interest in, or who will derive an inappropriate private benefit from, a proposed expenditure or transaction involving Niagara LSC shall disclose that fact in advance.

Purchase Orders

Niagara LSC employs a system of purchase orders to substantiate expenditures. Purchase orders shall be in a form specified by the Treasurer from time to time, and the submission of accurate and complete forms (with receipts attached) shall be a pre-condition to the making of such expenditures. Purchases in excess of \$250.00 require prior approval of the Finance Committee and/or the Executive Committee.

Expense Vouchers

Niagara LSC employs a system of expense vouchers to substantiate requests for reimbursement. Vouchers shall be in a form specified by the Treasurer, and the submission of accurate and complete vouchers (with receipts attached) shall be a pre-condition to obtaining reimbursement. Expenditures in excess of \$250.00 require prior approval of the Finance Committee and/or the Executive Committee.

Per Diem Travel Allowance

Those individuals traveling on behalf of Niagara LSC shall receive a per diem allowance of \$40.00 (or such other amount as may be fixed by the Board of Directors from time to time) to cover meals, ground transportation and incidental expenses (except when such expenses are covered by USA Swimming).

Travel Arrangements

Travel and lodging arrangements shall be arranged by the Finance Committee so as to minimize the out-of-pocket cost to Niagara LSC; costs of upgrades or schedule changes for the convenience of an individual shall be the responsibility of such individual.

Mileage

Mileage reimbursement for individuals driving on behalf of Niagara LSC shall be made at the rate of \$0.40 per mile [effective 10-1-2005] plus toll receipts upon submission of a properly completed expense voucher.

Rental Vehicles

Reimbursement of rental vehicles for personal use during travel on Niagara business shall be the responsibility of the individual, unless prior approved from the Board of Directors has been made.

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Purchasing Policy

Purchases in excess of \$250.00 for any single item or series of related items shall in all cases require prior approval of the Finance Committee and/or the Executive Committee. Whenever possible, Niagara LSC will obtain at least three competitive bids for the services or products in question. Selection from among the bids shall be made with the best interests of Niagara LSC and factors other than price can be considered. The need for any variance of this policy due to unusual circumstances shall be discussed with the Finance Committee prior to committing to any purchases.

USA Swimming Foundation

Any Niagara club who is in good standing and receives a “Make a Splash” grant from the USA Swimming Foundation is eligible for 10% matching funds up to \$1,500.00 from the Niagara LSC upon written request to the General Chair.

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FEE SCHEDULE

USA Swimming Membership Fees for 2020 (starting 9/1/2019)

| | | |
|---|--------------|-------------|
| Club Memberships | \$100.00 | |
| Renewals received on or before December 15 from clubs represented at the immediately preceding meeting of the House of Delegates | \$100.00 | |
| Renewals received on or before December 15 from clubs NOT represented at the immediately preceding meeting of the House of Delegates | \$200.00 | |
| Renewals received after December 15 from clubs represented at the immediately preceding meeting of the House of Delegates | \$200.00 | |
| Renewals received after December 15 from clubs NOT represented at the immediately preceding meeting of the House of Delegates | \$300.00 | |
| Organizational (League) Memberships | \$100.00 | |
| Athlete – Premium | \$ 82.00 | |
| Athlete – seasonal [April 4, 2020 to August 31, 2020] | \$ 50.00 | |
| Athlete - Flex Membership | \$ 20.00 | |
| Athlete – single meet – open water | \$ 10.00 | |
| Athlete – Outreach | \$ 7.00 | |
| Non-Athlete – Coach | \$ 75.00 | |
| Non-Athlete – Officials and Other | \$ 62.00 | |
| The Premium and Seasonal Athlete fee is the USA Swimming Fee plus a \$20 Niagara LSC Fee. | | |
| The Flex Membership fee is the USA Swimming Fee plus a \$10 Niagara LSC Fee. | | |
| The Outreach Athlete fee is the USA Swimming Fee plus a \$2 Niagara LSC Fee. | | |
| The Single Meet Athlete fee is the USA Swimming Fee. There is no Niagara Fee. | | |
| The Non-Athlete Coach fee is the USA Swimming Fee plus a \$13 Niagara LSC Fee. | | |
| The Non-Athlete Officials and Non-Athlete Other is the USA Swimming Fee. There is no Niagara Fee. | | |
| Sanctioned Meet | \$ 25.00 | per day |
| When application is submitted less than ten (10) days prior to the meet start | \$ 50.00 | per day |
| Approved Meet | | |
| Excludes YMCA and Empire State Games | \$ 100.00 | per day |
| Observed Meet | | |
| Excludes High School Invitational, League Championships, Sectional Championships, NYSPHSAA Championship and Collegiate Conference Championships | \$ 100.00 | per day |
| Time Trials Sanction | \$ 25.00 | per day |

**POLICIES and PROCEDURES MANUAL
OF NIAGARA SWIMMING, INC.**

Entry Fees and Surcharges

| Club Meets | Maximum Entry Fees | | | Niagara Surcharges |
|--------------|--------------------|------------------|-------------|----------------------------|
| | Deck Fee | Individual Entry | Relay Entry | |
| Timed Final | No Max | \$5.00 | \$15.00 | \$2.00 per athlete entered |
| Prelim/Final | No Max | \$6.00 | \$15.00 | \$2.00 per athlete entered |
| Closed | No Max | \$6.00 | \$15.00 | \$2.00 per athlete entered |

| Niagara LSC Meets | Entry Fees | | | Niagara Surcharges |
|----------------------------------|------------|------------------|-------------|----------------------------|
| | Deck Fee | Individual Entry | Relay Entry | |
| 12&U IMX | \$5.00 | \$5.00 | \$12.00 | None |
| Junior/Senior Power Point | \$5.00 | \$5.00 | \$12.00 | None |
| Niagara Bronze Championship | \$5.00 | \$5.00 | \$12.00 | None |
| Championship Qualifier (Silver) | \$5.00 | \$5.00 | \$12.00 | None |
| Sizzler | \$5.00 | \$5.00 | \$12.00 | None |
| Super Circuit | \$5.00 | \$5.00 | \$12.00 | \$2.00 per athlete entered |
| Winter Classic | \$5.00 | \$5.00 | \$12.00 | \$2.00 per athlete entered |
| Championship Qualifier (Silver) | \$10.00 | \$6.00 | \$15.00 | None |
| Short Course Championship (Gold) | \$10.00 | \$6.00 | \$15.00 | None |
| Long Course Championship (Gold) | \$10.00 | \$6.00 | \$15.00 | None |

| Time Trials | Maximum Entry Fees | | | Niagara Surcharges |
|-------------|--------------------|------------------|-------------|----------------------------|
| | Deck Fee | Individual Entry | Relay Entry | |
| | N/A | N/A | N/A | \$2.00 per athlete entered |

For all sanctioned meets within the Niagara LSC, an LSC surcharge will be assessed as described in the tables above.

- a. Time Trials that are held in conjunction with a Niagara LSC sanctioned meet are exempt from the LSC surcharge
- b. Approved YMCA meets are exempt from the LSC surcharge
- c. Observed High School Invitational, High School League Championships, High School Sectional Championships, NYSPHSAA Championships and Collegiate Conference Championships are exempt from the LSC surcharge

| | | |
|--|------------------------|----------------------------|
| Late Meet Report, Results or Financial Report | \$ 50.00 | |
| Fine for violation of "4 hour rule" | Up to \$ 500.00 | |
| Zone Team Member | \$ 400.00 \$ 200.00 | Sponsored Non-sponsored |
| "Bounced" Checks | \$ 75.00 | |

**POLICIES and PROCEDURES MANUAL
OF NIAGARA SWIMMING, INC.**

EXHIBIT A - Warm-Up Procedures

In the interest of safety, the following warm-up procedures shall apply in all sanctioned meets in the Niagara LSC.

Pre-Meet Warm Up

- Control/Supervise: Key words for safe warm-ups
- Marshals should be actively supervising the warm-ups to ensure that proper procedures are followed

General Warm-Up Period

- The first 30-45 minutes for general warm-ups in all lanes
- There shall be NO DIVING off the blocks or the edge of the pool at this time
- Outside Lanes - Kicking only
- Inside Lane - Swimming and pulling only; no paddles
- No sprinting or pace work

Specific Warm-Up Period

Last 30-45 minutes of pre-meet warm-up period

- In an eight lane pool, each lane shall be scheduled as follows:
 - Lanes 1 & 8 push off one or two lengths & back, beginning at the starting end of the pool. Circle swimming only.
 - Lanes 2 & 7 racing start only. Swim one length only. ALL swimmers begin at the starting end of the pool.
 - Lanes 3, 4, 5 & 6 general warm-up only (as above) NO DIVING
- In a six lane pool each lane shall be scheduled as follows:
 - Lanes 1 & 6 push off one or two lengths & back, beginning at the starting end of the pool. Circle swimming only.
 - Lanes 2 & 5 racing start only. Swim one length only. All swimmers begin at the starting end of the pool.
 - Lanes 3 & 4 general warm-up only (as above) NO DIVING

Important Points For Specific Warm-Up Period

- No diving in lanes other than those designated for racing dives. The blocks should be marked to remind swimmers that they should not dive.
- Start all swimmers in all lanes at the starting end of the pool.
- Coaches should stand at the starting end of the pool when verbally starting swimmers on sprint or pace work.
- Swimmers should be reminded by Coaches that breaststrokers need more lead time than freestylers or butterfly swimmers.
- Backstrokers should be reminded of the danger of leaving simultaneously with someone on the block. No one should be allowed on the starting block until the backstroker has executed his/her start.
- The announcer should announce lane changes and/or warm-up changes as per general and specific. The announcer can serve as the reminder of procedures.

- Coaches should maintain as much contact with their swimmers as possible - verbal and visual - throughout the warm-up period.
- The Coaches should understand that responsibility for supervision of their swimmers is the same at meets as when on deck at practice.
- Marshals have the authority through the meet director over the warm-up. A swimmer and/or Coach may be removed from the deck for interfering with the marshal.
- When the number of participants for a meet session cannot be safely accommodated during the same warm-up period, warm-up sessions should be split to provide a safe and adequate warm-up time for all.
- The meet Referee shall have responsibility to establish and enforce rules for safe conduct within the competitive pool area during the duration of the swimming competition.
- The meet Safety Committee shall have responsibility for safety rules in all other areas during competition and shall assist the meet Referee in the competition pool if necessary.
- The meet Safety Committee shall have any person deliberately violating safety rules removed from the meet facility.
- There shall be at least one Marshal at each end of the pool to ensure the warm-up procedures will be followed.
- Warm-up procedures shall be enforced for any breaks scheduled during the competition.
- Discretion and common sense must be used when establishing procedures. The above procedures may be modified by the meet Referee according to the needs of the meet.

EXHIBIT B – Conflict of Interest

NIAGARA SWIMMING, INC.
STATEMENT OF PRINCIPLES
ON ETHICAL BEHAVIOR AND CONFLICT OF INTEREST
ADOPTED MARCH 2008

Those who choose to serve Niagara Swimming as volunteers are held to a high standard of conduct. As the local arm of USA Swimming, Niagara Swimming is similarly a guardian of Olympic ideals, so in representing Niagara Swimming, volunteers assume an obligation to subordinate their individual interests to the interests and ideals of the Olympic Movement. What may be considered acceptable conduct in some business or personal dealings may be inappropriate in Olympic service.

Niagara Swimming expects that its officers, directors, committee chairs, committee members, coordinators, and other volunteers acting on its behalf, will follow high ethical standards in the performance of their duties. They must do so without personal gain or the perception of bias, favoritism or conflict of interest, in order to avoid any loss or embarrassment to the sport, and they must behave in such a way that trust and public confidence in USA Swimming, Niagara Swimming and the sport are enhanced. Among other considerations, it is important that volunteers avoid any real, potential or perceived conflicts of interest.

While no set of guidelines can guarantee appropriate behavior, the principles that guide behavior in this area are:

1. Not receiving any compensation for, or having any interest, financial or otherwise, direct or indirect, in, any transaction to which Niagara Swimming is a party. This principle is to be construed broadly. It includes not only personal or family interest, but also the interest of a group member (leagues or clubs) with which an individual is affiliated or associated. Moreover, for purposes of this statement, “transaction” is used in the broad sense of that term, and is intended to include any action (or decision not to act) that is taken by Niagara Swimming that is specific to a particular athlete or group member (league or club).
2. Making full, accurate and prompt disclosure to the Board of Directors whenever a conflict of interest is a possibility, and not participating in the discussion or evaluation of, or vote on, such transaction.
3. Honoring the confidentiality of information of Niagara Swimming, its athlete, non-athlete and group members (leagues and clubs), and the discussions of the Board of Directors in executive session.

All conduct is founded on the individual’s own sense of integrity. Any individual accepting the honor of serving Niagara Swimming must accept the burdens of public disclosure and public scrutiny.

In our complex society, the mixture of volunteer work, business interests, governmental activity, and family relationships often creates potentially conflicting interests. What is required is disclosure of conflicting interests when they arise, and strict non-participation in any evaluation process relating to the matter in question.

The following guidelines are not a precise road map to acceptable conduct. They are signposts. Each individual must find his or her own way.

1. The business of Niagara Swimming is to be conducted in observance of both the spirit and letter of applicable federal and state laws and maintenance of its tax-exempt status.
2. Niagara Swimming properties, services, information, opportunities, authority and influence are not to be used for private benefit.
3. All individuals who participate with Niagara Swimming will disclose the nature and extent of an actual or potential conflict of interest when it arises in the evaluation of an issue or opportunity, and will not participate in the evaluation or discussion of, or vote on, the matter involved. This includes, without limitation, the award of meet sanctions and contracts, the purchase of goods and services, the award of contracts for professional services, and the allocation of Niagara Swimming resources for individual use.

4. Gifts, cash, travel, hotel accommodations, entertainment, or favors are neither to be given nor received, except those of nominal value exchanged in the normal course of business. Gifts and favors from athlete, non-athlete or group members (leagues and clubs) of Niagara Swimming 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 Niagara Swimming.
5. Expenses incurred in the furtherance of Niagara Swimming business are to be reasonable, necessary and substantiated in accordance with the Policies and Procedures adopted by the Board of Directors from time to time.
6. All are expected to exhibit honesty, loyalty, candor and professional competence in their relationships with Niagara Swimming and with each other.
7. Each individual has the responsibility to maintain the confidentiality of the organization. This includes all sensitive information relating to Niagara Swimming itself, its athlete, non-athlete and group members (leagues and clubs), and the discussions of the Board of Directors in executive session.

**NIAGARA SWIMMING, INC.
STATEMENT OF PRINCIPLES
ON ETHICAL BEHAVIOR AND CONFLICT OF INTEREST
ADOPTED MARCH 2008**

ACKNOWLEDGEMENT OF RECEIPT AND UNDERSTANDING

I acknowledge receipt and understanding of Niagara Swimming's Statement of Principles on Ethical Behavior and Conflicts of Interest, and I pledge my full support of, and my personal commitment to live up to, the spirit and the letter of the requirements contained therein.

Print Name

Signature

Date

Committee

Chair

Committee

Athlete

Committee

Committee Member

Committee

Fax, mail or PDF back to: Niagara Swimming, Inc., Secretary

EXHIBIT C – Travel Policy

NIAGARA SWIMMING, INC.

TRAVEL POLICY

Purpose

Athletes are most vulnerable to misconduct during travel, particularly overnight stays. This includes a high risk of athlete-to-athlete misconduct. During travel, athletes are often away from their families and support networks, and the setting – new changing areas, locker rooms, workout facilities, automobiles and hotel rooms – is less structured and less familiar.

Definition

Niagara LSC team travel is defined as overnight travel to a swim meet or other Niagara LSC team activity that is planned and supervised by the Niagara LSC.

Section 1 - USA Swimming Required Policies

- a. These items are Code of Conduct stipulations from the USA Swimming Rulebook.
- b. A copy of the Niagara LSC travel policy must be signed and agreed to by all athletes, parents, coaches and other adults traveling with the Niagara LSC. (305.5.D)
- c. Niagara team managers and chaperones must be members of USA Swimming and have successfully passed a USA Swimming-administered criminal background check. (305.5.B)
- d. 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). (305.5.A)
- e. When only one athlete and one coach travel to a competition, the athlete must have his/her parents' (or legal guardian's) written permission in advance to travel alone with the coach. (305.5C)

Section 2 - Niagara LSC Required Policies

- a. During Niagara LSC team travel, when doing room checks, attending team meetings and/or other activities, two-deep leadership and open and observable environments will be maintained.
- b. During overnight Niagara LSC team travel, if athletes are paired with other athletes they shall be of the same gender and should be a similar age. Where athletes are age 13 and older, chaperones and/or team managers would ideally stay in nearby rooms. When athletes are age 12 and under, chaperones and/or team managers may stay with athletes. Where chaperones/team managers are staying in a room with athletes, they should be the same gender as the athlete and written consent must be given by athlete's parents (or legal guardian).
- c. To ensure the propriety of the athletes and to protect the staff, there will be no male athletes in female athlete's rooms and no female athletes in male athlete's rooms unless the other athlete is a sibling or spouse of that particular athlete.
- d. A copy of the Niagara LSC Code of Conduct must be signed by the athlete and his/her parent or legal guardian.
- e. Niagara LSC staff will obtain a signed Liability Release and/or Indemnification Form for each athlete.
- f. Niagara LSC staff will carry a signed Medical Consent or Authorization to Treat Form for each athlete.
- g. Curfews will be established by the Niagara LSC staff each day of the trip.

- h. Niagara LSC team members and staff traveling with the team will attend all team functions including meetings, practices, meals, meet sessions, etc. unless otherwise excused or instructed by the head coach or his/her designee.
- i. The directions and decisions of Niagara LSC coaches/chaperones are final.
- j. Swimmers are expected to remain with the team at all times during the trip. 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 Niagara LSC coach or chaperone.
- k. When visiting public places such as shopping malls, movie theatres, etc. swimmers will stay in groups of no less than three persons. Athletes 12 or younger will be accompanied by a chaperone.
- l. The Niagara LSC Head Coach or his/her designee shall make a written report of Niagara LSC travel policy or Niagara LSC code of conduct violations to the appropriate club, Niagara LSC leadership and the parent or legal guardian of any affected minor athlete.

ACKNOWLEDGEMENT OF RECEIPT AND UNDERSTANDING

I acknowledge receipt and understanding of Niagara Swimming's Travel Policy, and I pledge my full support of, and my personal commitment to live up to, the spirit and the letter of the requirements contained therein.

| | |
|--------------------------|--|
| Athlete Name | Coach Name |
| Athlete Signature | Coach Signature |
| Date | Date |
| Parent Name | Other Non-Athlete (Chaperone) Name |
| Parent Signature | Other Non-Athlete (Chaperone) Signature |
| Date | Date |

EXHIBIT D - Record Retention Policy

NIAGARA SWIMMING, INC. RECORD RETENTION POLICY

Policy

The Organization will retain records in an orderly fashion for time periods that comply with legal and government requirements.

Scope

These procedures apply to all roles which generate business documentation.

Procedures:

1.0 Storage

- 1.1 Files currently needed for day-to-day operational activities may be stored at the office of the respective member responsible for handling them. Every attempt should be made to transfer items to electronic storage within 30 days or transferred to the Permanent Office to do so. All electronic files will be stored in Niagara Swimming's Google Drive in a format that is clearly labeled and easily searched. All items should contain a date in the file name or the folder in which they are saved. Employees should be sensitive to keep confidential files or materials in locked file drawers or locked offices when the employee is not present. Electronic storage of confidential or sensitive files should be done using encryption and additional password protection. Files that are no longer needed for daily functions should be archived as follows.
- 1.2 Storage of archived records falling within the records retention schedule below are maintained in a secured area of the chair's choosing.
- 1.3 Paper files should be stored in boxes with similar items, dates and retention periods.

2.0 Record Retention Guidelines

The following holding periods will be utilized for the maintenance of the documents listed below. Those shown on **bold** should be in a fireproof location.

| Type of Document | | Location of Current Files |
|----------------------------------|------------------|---------------------------|
| <u>Accounting Records</u> | | |
| Accounts payable | 7 years | Treasurer Office |
| Accounts receivable | 7 years | Treasurer Office |
| Audit reports | Permanent | Treasurer Office |
| Depreciation schedules | Permanent | Treasurer Office |
| Expense reports | 7 years | Treasurer Office |
| Financial statements | Permanent | Treasurer Office |

| | | |
|---|------------------|-------------------------|
| Fixed asset purchases | Permanent | Treasurer Office |
| General ledger and journals | Permanent | Treasurer Office |
| Fulfillment records | 7 years | Treasurer Office |
| Loan payment schedules | 7 years | Treasurer Office |
| Purchase orders | 7 years | Treasurer Office |
| Purchase requisitions | 2 years | Treasurer Office |
| Reimbursement Requests | 7 years | Treasurer Office |
| Tax returns & working papers | Permanent | Treasurer Office |
| Trial balances (Annual) | Permanent | Treasurer Office |
| Void Checks | Until Cleared | Treasurer Office |

Bank Records

| | | |
|--------------------------------|-----------|------------------|
| Bank reconciliations | 7 years | Treasurer Office |
| Bank statements | 7 years | Treasurer Office |
| Canceled checks | 7 years | Treasurer Office |
| Checks for capital purchases | Permanent | Treasurer Office |
| Checks for important contracts | Permanent | Treasurer Office |
| Electronic payment records | 7 years | Treasurer Office |
| Petty cash vouchers | 3 years | Treasurer Office |

Corporate Records

| | | |
|---|-----------------------|------------------------------|
| Board minutes | Permanent | Secretary/Perm Office |
| Bylaws, charter, articles of incorporation | Permanent | Secretary/Perm Office |
| Business licenses | Permanent | Secretary/Perm Office |
| Contracts – major | Permanent | Secretary/Perm Office |
| Contracts – minor | Life + 4 years | Secretary/Perm Office |
| Insurance policies, accidents, claims | Life + 4 years | Secretary/Perm Office |
| Business Operations Legal & tax | Permanent | Secretary/Perm Office |
| Basement Leases/mortgages | Permanent | Secretary/Perm Office |
| Patents/trademarks | Permanent | Secretary/Perm Office |

Employee Records

| | | |
|-------------------------------------|-----------|-----------------------|
| Benefit plans | Permanent | Secretary/Perm Office |
| Employee disability benefit records | 6 years | Secretary/Perm Office |
| Employee files (terminated) | 10 years | Secretary/Perm Office |
| Employment applications | 1 year | Secretary/Perm Office |
| HR Dept. Employment taxes | 7 years | Secretary/Perm Office |
| Payroll records | 7 years | Secretary/Perm Office |
| Pension/profit sharing plans | Permanent | Secretary/Perm Office |

Real Property

| | | |
|-------------------------------|-----------------------|------------------------------|
| Records Appraisals | Permanent | Secretary/Perm Office |
| Construction records | Permanent | Secretary/Perm Office |
| Leasehold improvements | Permanent | Secretary/Perm Office |
| Lease payment records | Life + 4 years | Secretary/Perm Office |
| Real estate purchases | Permanent | Secretary/Perm Office |

LSC Specific Documents or Files

| | | |
|--|-----------------|--------------------|
| Sanction Requests | 3 years | Registrar Office |
| Meet Financial Reports | 3 years | Admin VC Office |
| Zone Team Required Paperwork | 3 years | Age Group Office |
| Swim Meet Results Files | 3 years | Perm Office |
| Time Standards & Computational Summary | 8 years | Technical Planning |
| LSC E-mail System | Permanent | All accounts |
| Outreach Proof of Assistance | Until Validated | Registrar Office |

3.0 Record Destruction

After each year end, a review of the files in storage is performed by the office responsible for storage, and any records falling outside the above retention schedule are destroyed.

If Niagara Swimming is instructed by legal counsel to halt document destruction (planned or otherwise) the General Chair shall notify the staff and board members. Violation of such orders can result in immediate termination.

4.0 Transfer of Documents Upon Position Change/Termination/Resignation

At the point in which the chair of a position that requires documents retention leaves office, they should make all reasonable opportunities to transfer the files from him or her to the new chair. Document transfers should occur no longer than 7 days after a new term begins. If document transfer is not able to be completed, the General Chair should obtain and retain records as soon as possible.

EXHIBIT E - Board of Directors Attendance Policy

NIAGARA SWIMMING, INC.

BOARD of DIRECTORS ATTENDANCE POLICY

Purpose

This policy is intended to support full contribution of all board members. All board members receive a copy of this official policy. The policy is reviewed once a year and maintained in each member's Board Manual. The policy has been reviewed and authorized by the Board of Directors at its April 24, 2017 meeting.

Definition of a Board Attendance Problem

A board attendance problem exists when a member has three consecutive absences;

Response to a Board Attendance Problem

If a board attendance problem exists, the General Chair will promptly contact the member to discuss the problem. The member's response will promptly be shared with the entire board at the next board meeting. At that meeting, the board will decide what actions to take regarding the board member's continued participation on the board. If the board decides to terminate the membership, termination will be conducted per 605.6.9 of the Niagara LSC bylaws for elected officers and immediately for appointed positions

1. The General Chair will notify the terminated member in writing of the board's decision per the terms of the Board Attendance Policy;
2. This written notification will request a letter of resignation from the terminated member, to be received within two weeks;
3. This written notification will also request the terminated member return his or her board manual to the LSC within two weeks;
4. The board will vote to accept the member's resignation letter at the next board meeting;
5. The board will promptly initiate a process to begin appointing an interim board member until the next scheduled election.

EXHIBIT F – ATHLETE, COACH, and VOLUNTEER AWARD POLICIES

NIAGARA SWIMMING, INC. ATHLETE and COACHES AWARD POLICY

Policy

The Niagara LSC will award annually at its fall House of Delegates meeting the following awards:

- Male and Female Age Group [11-14] Athletes of the year.
- Male and Female Senior Group [15-18] Athletes of the year.
- Age Group [11-14] Coach of the year.
- Senior Group [15-18] Coach of the year.

Eligibility Requirements:

- The athlete or coach must be a currently registered club member of the Niagara LSC during the fiscal year for which the award will be given, September 1st through August 31st.
- Unattached athletes or coaches are not eligible for consideration unless they have transferred to a Niagara LSC club during the fiscal year for which the award will be given.
- The athlete or coach cannot be considered for the same award in consecutive years.

Quantitative Athlete Evaluation Criteria

- IMX Score/Ranking Yards
- IMX Score/Ranking Meters
- Zone Qualifications/Performance
- Speedo Sectional Qualifiers/Performance
- Junior National Qualifiers/Performance
- Senior National Qualifiers/Performance
- Olympic Trial Qualifiers/Performance

Athlete of the Year Selection Procedure

- The Age Group and Senior Group Chairs will each identify at least five male and five female athlete nominees based on their combined yards and meters IMX scores.
- Once identified, the Age Group and Senior Group Chairs will assemble data for the additional quantitative evaluation criteria as listed above.
- Once all the quantitative evaluation criteria data is available, the Age Group and Senior Group Chairs will meet with their respective committees to discuss each athlete and select their award recipients based on the quantitative evaluation criteria and any qualitative information that may be discussed during the selection process.

Quantitative Coach Evaluation Criteria

- VCC Yards and Meters Rankings (current and improvement from last year)
- Club Excellence
- Club Recognition
- Olympic Trial Qualifiers/Performance
- Senior National Qualifiers/Performance
- US Open Qualifiers/Performance
- Junior National Qualifiers/Performance
- Futures Qualifiers/Performance
- Speedo Qualifiers/Performance
- Zone Qualifications/Performance
- Senior Zone Qualifiers/Performance

Coach of the Year Selection Procedure

- The Coach Representatives will each identify at least five clubs as nominees for Age Group and Senior Group Coach Awards based on their combined yards and meters Virtual Club Championship scores.
- Once identified, the Coach Representatives will assemble data for the additional quantitative evaluation criteria as listed above.
- Once all the quantitative evaluation criteria data is available, the Coach Representatives will meet with the Age Group and Senior Group Chairs to discuss each club's coaches and select their award recipients based on the quantitative evaluation criteria and any qualitative information that may be discussed during the selection process.

USA SWIMMING LIFE MEMBERSHIP AWARD ELIGIBILITY CRITERIA

The Board of Directors of Niagara LSC may, from time to time, recognize individuals for outstanding service to the LSC by awarding them Life Membership to USA Swimming.

Eligibility Requirements:

- At least 10 years of service to Niagara LSC and/or USA Swimming
- At the discretion of the Board of Directors.

SELECTION CRITERIA FOR ATHLETE LEADERSHIP SUMMIT

The Niagara Swimming Board of Directors will select attendees to the annual Leadership Summit sponsored by USA Swimming. The Niagara Swimming attendee to the annual USA Swimming Leadership Summit must meet the following requirements:

- Demonstrated success in the classroom
 - An "A" average or above (90% or above)
- Be 15-18 years of age

- Be an actively competing member of USA Swimming
- Be in good standing with USA Swimming and the Niagara LSC
- Can complete 10 x 100 swim on a 1:20 interval
- Ability to attend the entire summit
- Demonstrated interest in the governance process
- Willing to learn and network
- Committed to giving back to their team, LSC, and sport
- Additionally, the selected athlete must also submit a required report detailing what they learned during the summit process

ITEMS REMOVED FROM THE BY-LAWS – DRAFT

- 1.14 MAIL VOTE - Any action which may be taken at any regular or special meeting of the House of Delegates, except elections, removals of elected officers and amendments of these Bylaws, may be taken without a meeting. If an action is taken without a meeting, the Secretary, by first class mail, postage prepaid, shall distribute a written ballot to every member of the House of Delegates entitled to vote on the matter. The ballot shall set forth the proposed action, provide an opportunity to specify approval or disapproval, and provide a reasonable time (but in no event less than the period specified in Section 604.14.1) within which to return the ballot to the Secretary. Action by written ballot shall be valid only when the number of votes cast in favor of the proposed action within the time period specified constitutes a majority of the votes entitled to be cast.
- 1.15 ORDER OF BUSINESS - At all meetings of the House of Delegates the following shall be included in the order of business to the extent applicable. The order in which the various subjects are taken up may be varied.

Roll Call

Reading, correction and adoption of minutes of previous meeting

Reports of officers

Reports of committees and coordinators

Presentation and approval of the annual budget

Presentation and approval of the annual audit pursuant to Section 608.5, when applicable

Unfinished (old) business

Elections

New business

Resolutions and orders

Adjournment

- 1.16 ORDER OF BUSINESS - At all meetings of the Board of Directors the following shall be included in the order of business to the extent applicable. The order in which subjects are taken up may be varied.

| |
|--|
| Roll Call |
| Reading, correction and adoption of minutes |
| Report of Executive Committee |
| Reports of officers |
| Reports of committees and coordinators |
| Presentation of the annual budget and adoption of recommendation to the House of Delegates |
| Presentation of the annual audit report pursuant to Section 608.5 and adoption of its recommendation to the House of Delegates |
| Advice and Consent to Appointments |
| Unfinished (old) business |
| New business |
| Approval of applications for Group Membership and Affiliated Individual Membership |
| Resolutions and orders |
| Adjournment |

- .1 GENERAL CHAIR - The General Chair shall oversee and have general charge of the management, business, operations, affairs and property of NI, and general supervision over its officers and agents; shall call meetings when and where deemed necessary; shall preside at all meetings; and, except as otherwise provided in these Bylaws and with the advice and consent of the Board of Directors, shall appoint committee chairs for standing and special committees as may be necessary to permit NI to effectively, efficiently and economically conduct its affairs. The General Chair shall report to the Board of Directors all matters within the General Chair's knowledge that in the interest of NI the Board of Directors should consider.
- .2 SECRETARY - The Secretary, or a delegate, shall be responsible for keeping a record of all meetings of the House of Delegates and Board of Directors, conducting official correspondence, issuing meeting and other notices and making such reports to USA Swimming as are required by Article 608 of these Bylaws and shall perform the other duties incidental to the office of Secretary. The Secretary, or a delegate, shall be custodian of the records and any seal of NI, and, as required by law, attest the execution of, and cause such seal to be affixed to, all duly authorized instruments. The Secretary shall cause to be kept at NI's permanent office copies of all minutes, official correspondence, meeting and other notices, any other records of NI and any NI corporate seal. The Secretary's custody of the minute books and other records shall be as a fiduciary for NI and shall end when the Secretary leaves office and shall pass them on to the successor Secretary.
- .3 TREASURER - The Treasurer shall be the principal receiving and disbursing officer of NI. Except as otherwise directed by the Finance Vice Chair, the Finance Committee or the Board of Directors, the Treasurer shall receive all moneys, incomes, fees and other receipts of NI and pay all bills, salaries, expenses and other disbursements approved by an authorized officer, committee chair, Coordinator, the Finance Vice Chair, the Finance Committee, the Board of Directors or the House of Delegates or required to be paid pursuant to Section 610.3.12. When authorized by the Board of Directors, income and expenses may be received and paid by a division, officer, or committee or coordinator, provided that such division, officer or committee promptly submits to the Treasurer an itemized report, duly attested by the division, officer, or committee chair or coordinator and either within the approved budget of such division, officer, or committee or coordinator or authorized by the Board of Directors or the House of Delegates. The Treasurer shall be a member of the Finance Committee but may not be its Chair. The Treasurer shall issue a monthly report listing the current budget variances by line item, all receipts, all expenditures and the current fund and account balances for the preceding month and for the fiscal year to date, together with such other items as the Finance Vice Chair, the Finance Committee, the General Chair or the Board of Directors may direct. The Treasurer shall also provide current monthly bank account statements to the General Chair. The Treasurer shall:
 - A have charge of and supervision over and be responsible for the funds, moneys, securities and other financial instruments of NI;
 - B cause the moneys, securities and other financial instruments of NI to be deposited in the name and to the credit of NI in such institutions as shall be designated in accordance with Section 606.10 or to be otherwise invested as the Finance Vice Chair, the Finance Committee or the Board of Directors may direct;
 - C cause to be appropriately segregated and accounted for any endowment funds, scholarship or award funds and any similar special purpose funds or accounts;
 - D cause the funds of NI to be disbursed by checks or drafts, automated debits or wire transfers upon the authorized depositories of NI, and obtain and preserve proper vouchers for all moneys disbursed;
 - E cause to be kept in the safe-keeping of the Treasurer correct books of account and other financial records of all its affairs and transactions and such duplicate books of account as the Board of Directors, the Finance Vice Chair, the Finance Committee or the Treasurer

shall determine. The Treasurer's custody of the books and records shall be as a fiduciary for NI and custody and the fiduciary state shall end when the Treasurer leaves office and passes them on to the successor Treasurer.

- F upon request and at reasonable hours cause such books or duplicates thereof to be exhibited to any member of the Board of Directors and upon application and at reasonable hours cause the monthly financial reports and the annual audited financial statement to be exhibited to any member of NI or USA Swimming;
 - G cause NI to be in compliance with the requirements of Section 608.4 (public availability of certain information);
 - H have the power to require from the officers, committee chairs, coordinators, staff or agents of NI reports, vouchers or statements giving such information as the Treasurer may determine to be appropriate or helpful with respect to any and all financial transactions of NI;
 - I make the books and records available and otherwise fully cooperate with those conducting the annual audit of accounts of NI and cause the preparation and timely filing of all required federal, state and local tax returns, and other financial and tax reports with the applicable government official, and forward a copy of the annual financial statement and audit report and any federal tax return to the Secretary for submission to the Board of Directors and USA Swimming national headquarters in accordance with Sections 608.2 and 608.3;
 - J have the power to appoint one or more assistant treasurers and delegate to them one or more of the Treasury functions, or parts thereof; and
 - K in general, perform all the other duties incident to the corporate treasury function.
- .4 ADMINISTRATIVE VICE CHAIR - The Administrative Vice Chair shall conduct meetings in the absence of the General Chair and, at the request of the General Chair or in the event of the disability of the General Chair, shall perform all of the duties of the General Chair, and when so acting shall have all of the powers of the General Chair. (See Section 606.8 (vacancies).) The Administrative Vice Chair shall chair, and have general charge of the business, affairs and property of the division that administers NI business and affairs. The Administrative Vice Chair shall aid in the development of policy and the coordination of the activities of the officers and committees within the division internally and with other divisions, committees, etc. The Administrative Vice Chair shall be responsible for the creation and maintenance of NI's Policies and Procedures Manual.
- .5 SENIOR VICE CHAIR - The Senior Vice Chair shall chair and have general charge of the affairs and property of the Division that develops and conducts the senior swimming program of NI. The Senior Vice Chair will serve as the liaison to the Athlete Representatives and the Athletes Committee, and shall be responsible to see that the Athlete Representatives elections are held in accordance with these Bylaws.
- .6 AGE GROUP VICE CHAIR - The Age Group Vice Chair shall chair and have general charge of the affairs and property of the Division that develops and conducts the age group swimming program of NI.
- .7 FINANCE VICE CHAIR - The Finance Vice Chair is the chief financial officer of NI. The Finance Vice Chair shall chair and have general charge of the affairs and property of the division that includes the Treasury function, the development and implementation of an investment program for NI's working capital, funded reserves and endowment funds and the development and implementation of a marketing and fund-raising plan for NI. The Finance Vice Chair shall prepare an annual budget for NI's operations and present the budget for approval by the Board of Directors

and the House of Delegates. In addition, the Finance Vice Chair shall cause to be conducted the audit required pursuant to Section 608.5 and shall review, or shall cause to be reviewed, the annual audit report and recommend acceptance and appropriate action, if any, with regard thereto by the Board of Directors and the House of Delegates. The Finance Vice Chair is responsible for the adequacy of NI's system of internal financial and accounting controls. The Finance Vice Chair is the Chair of the Finance and Budget Committees and a member of the Personnel Committee. Together with the Treasurer, the Finance Vice Chair is ultimately responsible for NI's compliance with Section 608.4 (public availability of certain information).

- .8 ATHLETE REPRESENTATIVES - The Athlete Representatives shall serve as the liaison between the athletes who are members of NI and the Board of Directors and House of Delegates. The Senior Athlete Representative shall chair the Athletes Committee.
- .9 COACH REPRESENTATIVES - The Coach Representatives shall serve as a liaison between the coaches who are members of NI and the Board of Directors and House of Delegates. The Senior Coach Representative shall chair the Coaches Committee.
- .10 DELEGATES TO USA SWIMMING HOUSE OF DELEGATES -
 - A OFFICER AND REPRESENTATIVE DELEGATES - It shall be the duty and privilege of the General Chair, the Administrative Vice Chair, the Age Group Vice Chair, the Senior Vice Chair, the Senior Athlete Representative and the Senior Coach Representative to attend the USA Swimming fall meeting as representatives of NI and voting delegates to the USA Swimming House of Delegates.
 - B OFFICER DELEGATE ALTERNATES - If any of the officer delegates is unable to attend, then the General Chair, with the advice and consent of the Board of Directors, shall appoint alternates who shall attend the USA Swimming fall meeting as delegates representing NI.
 - C ATHLETE REPRESENTATIVE ALTERNATES - If an athlete delegate is unable to attend, the Athlete Representative next most senior in term of office shall attend. If seniority cannot be established or there remain no additional Athlete Representatives or alternates able to attend, then the General Chair, with the advice and consent of the Board of Directors, shall designate one or more Athlete Members to attend as a representative of NI.
 - D COACH REPRESENTATIVE ALTERNATES - If the Senior Coach Representative is unable to attend the USA Swimming fall meeting, then the other Coach Representative shall attend, and if neither Coach Representative is able to attend, then the General Chair, with the advice and consent of the Board of Directors, shall designate a Coach Member to attend as a representative of NI.

.1 ADMINISTRATIVE DIVISION - Administrative Vice Chair

- House of Delegates Meetings
- Bylaws/Legislation/Rules
- Equipment (including computers)
- Insurance
- Legal (General Counsel, if applicable)
- Meet Sanctions
- Membership/Registration
- National Times Verification
- Personnel
- Public Relations
- Publications/Newsletter/Website
- Policies and Procedures Manual
- Records/Top 16
- Secretary
- Special Events
- Safe Sport

.2 AGE GROUP DIVISION - Age Group Vice Chair

- Adaptive Swimming
- Age Group
- Camps/Clinics
- Meet Evaluations
- Meet Management (NI designated meets)
- Meet Sponsorships (NI designated meets)
- Technical Planning
- Time Standards
- Zone Team

.3 SENIOR DIVISION - Senior Vice Chair

- Awards and Scholarships
- Camps/Clinics
- Meet Evaluations
- Meet Management (NI designated meets)
- Meet Sponsorship (NI designated meets)
- Safety

.4 FINANCE DIVISION - Finance Vice Chair

Audit
Budget
Finance
Marketing/Sponsorship
Merchandising
Swim-a-thon
Treasurer
Tax

.5 ATHLETES DIVISION - Senior Athlete Representative

Athlete Representatives
Athletes Committee

.6 COACHES DIVISION - Senior Coach Representative

Coach Representatives
Coaches Committee

.7 OFFICIALS' DIVISION - Officials' Chair

Officials' Committee
Section representatives identified as Eastern (Syracuse Area), Southern Tier, Rochester Area and the Buffalo Area

.11 DUTIES AND POWERS OF NON-OFFICER CHAIRS AND COORDINATORS -

- A MEMBERSHIP/REGISTRATION COORDINATOR - The Membership/Registration Coordinator shall be responsible for the registration of Group and Individual Members and the transmission of registration information to USA Swimming, as well as make the reports required by Section 608.6 (membership and registration reports), together with such additional reports as may be required by USA Swimming, the Board of Directors or the Administrative Vice Chair.
- B OFFICIALS CHAIR - The Officials Chair shall chair the Officials Committee which shall be responsible for recruiting, training, certifying and supervising officials for NI. The Officials Chair shall be a referee certified by NI and each member of the Officials Committee shall be a certified official of NI.
- C SAFETY COMMITTEE CHAIR - The Safety Committee Chair shall be responsible for coordinating safety enhancement and training opportunities as needed and for the dissemination of USA Swimming safety education information to all Group Members, athletes, coaches and officials of NI. The Safety Committee shall develop safety education programs and policies for NI and make recommendations regarding same, and the implementation thereof, to the Senior Vice Chair, the Administrative Vice Chair and the Board of Directors. The Safety Committee Chair shall make the reports required pursuant to Section 608.7 (safety reports).
- D TECHNICAL PLANNING CHAIR - The Technical Planning Chair shall chair, and have general charge of the business, affairs and property of the Technical Planning Committee, which is responsible for long-range planning regarding the swimming programs conducted by NI, program development, the continuing review and development of the NI philosophy and for advising other committees and divisions regarding the implementation of that philosophy in the context of NI's swimming programs.
- E ATHLETES COMMITTEE CHAIR - The Senior Athlete Representative shall chair and have general charge of the business, affairs and property of the Athletes Committee, which shall be responsible for the publication of an athletes' newsletter and shall undertake such other activities (a) delegated to it by the Board of Directors or the General Chair, or (b) undertaken by the Committee as being in the best interests of the Athlete Members, NI, USA Swimming and the sport of swimming.
- F COACHES COMMITTEE CHAIR - The Senior Coach Representative shall chair and have general charge of the business, affairs and property of the Coaches Committee, which shall undertake such activities (a) delegated to it by the Board of Directors or the General Chair, or (b) undertaken by the committee as being in the best interests of the Coach Members, NI and the sport of swimming.
- G DISABILITY/DIVERSITY COMMITTEE CHAIR – The Disability/Diversity Committee Chair shall chair and have general charge of the business, affairs and property of the Disability/Diversity Committee, which shall undertake such activities (a) delegated to it by the Board of Directors or General Chair, or (b) undertaken by the Committee as being in the best interests of the affected Athlete Members, NI, USA Swimming and the sport of swimming. In light of the scope of the Disability/Diversity Committee's charge, the General Chair may appoint Co-Chairs thereof.
- H MEET SANCTION COORDINATOR - The Meet Sanction Coordinator shall be responsible for meet sanctioning, approval and report processing in accordance with USA Swimming and NI policies and procedures.

- I. SAFE SPORT COMMITTEE CHAIR - The Safe Sport Committee Chair shall be responsible for the implementation and coordination of, and serve as the Niagara LSC liaison for, the Safe Sport Program established by USA Swimming. The Safe Sport Committee Chair shall be a non-athlete member in good standing, and shall work with the USA Swimming Safe Sport staff and the USA Swimming Safe Sport Committee to implement pertinent aspects of the national Safe Sport Program within the Niagara LSC. The Safe Sport Committee Chair will:
- 1) Serve as the primary contact for Niagara to coordinate and oversee the implementation of effective safe sport educational programs for all athlete members, their parents, coaches, volunteers and clubs, as provided by USA Swimming;
 - 2) Be trained regarding the complaint reporting structure and refer all reports of a violation of the Athlete Protection policies directly to the local club, the General Chair, the USA Swimming Safe Sport staff, and/or other appropriate authority;
 - 3) Participate in workshops as provided by USA Swimming, collect and share information about what USA Swimming and other LSCs are doing to promote safe sport policies, and disseminate information on LSC best practices;
 - 4) Serve as an information resource for Niagara clubs and membership, and will help to identify and connect them with local educational partners and resources;
 - 5) Receive feedback and suggestions on the Safe Sport policies and programs from the Niagara clubs and membership, and provide feedback to the USA Swimming Safe Sport Committee and Safe Sport staff; and
 - 6) Perform other functions as necessary in the fulfillment of USA Swimming's continuing efforts to foster safe, healthy and positive environments for all its members.
- J. NATIONAL TIMES VERIFICATION OFFICER - The National Times Verification Officer shall, in accordance with the USA Swimming Times Policy and Guidelines, be responsible for entering all official times that conform with the requirements stipulated in the Timing Rules section of the Technical Rules, into the SWIMS database for sanctioned meets, approved meets and meets approved for observation within the territory of NI.

- .1 AUDIT COMMITTEE - The Audit Committee is authorized to, and it shall be its duty to, (a) conduct an annual examination or review of NI's financial statements, or (b) annually recommend an independent auditor to the Board of Directors to review NI's financial statements, review and negotiate the services to be performed by the independent auditor, receive and review the audit and other reports submitted by the independent auditor, and (c) submit the audit or its report and make recommendations to the Board of Directors with regard thereto.
- .2 BUDGET COMMITTEE - The Budget Committee is authorized and obligated to consult with the officers, committee chairs and coordinators and prepare and present a proposed budget for consideration and approval by the Board of Directors and the House of Delegates. The officers, committee chairs and coordinators shall provide promptly such financial information (current and projected) and budget proposals as the Budget Committee may request. The proposed budget may contain alternatives.
- .3 FINANCE COMMITTEE - The Finance Committee is authorized and obligated to develop, establish where so authorized or recommend to the Board of Directors and supervise the execution of policy regarding the investment of NI's working capital and capital reserves, within the guidelines, if any, established by the Board of Directors or the House of Delegates. The Finance Committee shall also regularly review NI's equipment needs (both operational and office) and the various methods available to finance the acquisition of any needed equipment, make a determination of the best financing method for NI and make recommendations to the Budget Committee and the Board of Directors.
- .4 MEMBERSHIP/REGISTRATION COORDINATOR - The Membership/Registration Coordinator is authorized and obligated to conduct the registration of Group and Individual Members and supervise the transmission of registration information to USA Swimming and assist in the preparation of the reports required by Section 608.6 (membership and registration reports), together with such additional reports as may be requested by USA Swimming, the Board of Directors or the Administrative Vice Chair.
- .5 OFFICIALS COMMITTEE - The Officials Committee is authorized and obligated to recruit, train, test, certify, evaluate, retest, recertify and supervise officials for NI and such other activities as may be necessary or helpful in maintaining a roster of qualified, well-trained and experienced officials of the highest caliber.
- .6 SAFETY COMMITTEE - The Safety Committee shall be responsible for coordinating safety enhancement and training opportunities as needed and for the dissemination of USA Swimming safety education information to all Group Members, athletes, coaches and officials of NI. The Safety Committee shall develop safety education programs and policies for NI and make recommendations regarding them and their implementation to the applicable division Vice Chair and the Board of Directors. When approved by the Board of Directors, the Safety Committee shall be responsible for the coordination of their implementation by the Club Members. The Safety Committee Chair, with the assistance of the committee members, shall prepare and transmit the reports required pursuant to Section 608.7.
- .7 TECHNICAL PLANNING COMMITTEE - The Technical Planning Committee is responsible for developing and coordinating an overall swimming program for all levels of swimming in NI, including Age Group and Senior programs, and for long-range planning for the swimming programs conducted by NI.
- .8 BYLAWS/LEGISLATION/RULES COMMITTEE - The Bylaws/Legislation/Rules Committee shall be responsible for review and recommendation as to any changes proposed to these Bylaws, the NI Certificate of Incorporation or other corporate documents, and rules, policies and procedures of NI, particularly as to (a) form, (b) consistency with existing Bylaws, corporate documents and rules, policies and procedures of both NI and USA Swimming, and (c) integration of such proposals into

existing documents. This committee shall assist the Administrative Vice Chair in maintaining any Policies and Procedures Manual for NI.

- .9 DISABILITY/DIVERSITY COMMITTEE – The Disability/Diversity Committee shall be responsible for developing, coordinating, enhancing and implementing swimming programs for the disabled and economically disadvantaged populations in NI.
- .10 SAFE SPORT COMMITTEE - The purpose of the NI Safe Sport Committee is to ensure implementation of the USA Swimming’s Safe Sport policies, guidelines, educational programs, reporting and adjudication procedures which are intended to help provide as safe, healthy and positive environment as possible for all USA Swimming members. The Safe Sport Committee will:
 - A Coordinate and oversee the implementation of effective ongoing educational programs for all athlete members, their parents, coaches, volunteers and local clubs as provided by USA Swimming;
 - B Be the primary contact for the club members in Niagara to share information about what USA Swimming and other LSCs are doing regarding Safe Sport policies and programs; and to collect, develop and disseminate information on LSC best practices;
 - C Serve as an information resource for clubs by, among other things, helping to identify and connect them with local educational partners and resources;
 - D Perform other functions as necessary in the fulfillment of USA Swimming’s continuing efforts to foster safe, healthy and positive environments for all its members; and
 - E Be available to work on special projects, educational programs and assignments as needed.
- .11 MEET SANCTION COORDINATOR - The Meet Sanction Coordinator shall be responsible for the preparation and submission of the bid calendar to the Board of Directors prior to each House of Delegates meeting, the receipt and processing of sanction applications, including approved and observed meets, the review of meet announcements for compliance with USA Swimming and NI policies prior to distribution or posting on the NI web site, and the receipt and processing of meet financial reports and payments.
- .12 AGE GROUP COMMITTEE - The responsibilities of the Age Group Committee are:
 - A Selection of the NI Zone Team athletes for both the Short and Long Course Meets.
 - B Conduct ongoing evaluations of the local and national age group programs.
 - C Develop proposals and programs to provide for the long range planning and encouragement age group swimming.
 - D Encourage the development of programs that promotes participation of age group swimmers.
 - E Oversee recognition for age group swimmers.
 - F Communicate with and provide education and direction to all NI coaches for age group swimming.
 - G Provide input to technical planning for the structure of LSC competitions, LSC Championships, and Zone meets.
 - H Provide assistance in transitioning athletes from age group to senior level.
 - I Promote inclusion of open water at all levels including LSC competitions, LSC Championships, and Zone meets.
- .13 SENIOR COMMITTEE - The responsibilities of the Senior Committee are:
 - A Conduct ongoing evaluations of the local and national senior swimming programs.

- B Develop proposals and programs to provide for the long range planning and encouragement senior level swimming.
- C Encourage the development of programs that promotes participation of senior swimmers.
- D Oversee recognition for senior swimmers.
- E Communicate with and provide education and direction to all NI coaches for senior swimming.
- F Provide input to technical planning for the structure of LSC competitions, LSC Championships, and Zone meets.
- G Provide assistance in transitioning athletes from Age Group to National Team.
- H Promote inclusion of open water at all levels including LSC competitions, LSC Championships, and Zone meets.

.14 PERSONNEL COMMITTEE - The Personnel Committee is authorized and obligated to negotiate and set wages, compensation and other terms of employment of NI staff (whether employees or independent contractors) within established, budgetary guidelines and policies and to review and approve the scope of duties delegated to the staff.

1.17 ORDER OF BUSINESS - At all meetings conducted under the authority of this Article, the following shall be included in the order of business to the extent applicable; the order in which subjects are taken up may be varied:

Roll Call

Reading, correction and adoption of minutes

Reports of coordinators, committees and subcommittees

Unfinished (old) business

New business

Resolutions and orders

Adjournment

- 1.18 MINUTES - The Secretary shall, within thirty (30) days after each meeting of the Board of Directors and the House of Delegates, transmit a copy of the minutes of the meeting to each member thereof and to USA Swimming national headquarters.
- 1.19 FINANCIAL AND FEDERAL TAX REPORTS - The Secretary shall forward to USA Swimming national headquarters a copy of the annual closing Balance Sheet and Statement of Income and Expense for the preceding fiscal year following completion of the audit of the accounts and internal financial controls and procedures of NI and the report thereon prepared in accordance with Section 608.5, within fifteen (15) days of receipt of the audit report and shall advise USA Swimming national headquarters within thirty (30) days following acceptance by the House of Delegates, if the same is presented for acceptance in such fashion. Copies of any corresponding federal income tax return required to be filed by the IRS Code and any state or local tax returns filed on behalf of NI shall be included with the annual audit report sent to USA Swimming national headquarters.
- 1.20 STATE AND LOCAL REPORTS AND FILINGS - The Secretary shall cause to be made all reports and non-tax filings and shall requisition from the Treasurer checks with which to pay any applicable fees required by its state of incorporation and by any other state or municipality in which it operates.
- 1.21 PUBLIC AVAILABILITY OF CERTAIN INFORMATION - NI shall cause to be made available, at a reasonable location and time determined by NI, to any member requesting to see a copy of NI's federal income tax and information returns for each of the last three years, and a copy of the materials submitted by USA Swimming to include NI in USA Swimming's group exemption ruling as required pursuant to IRS Code section 6104 and any similar requirements of applicable state or local laws.
- 1.22 ANNUAL AUDIT - An annual audit of the accounts, books and records of NI shall be completed no later than the end of the third month following the end of its fiscal year. The audit, or review, shall be conducted by (i) an independent auditor who shall be a certified public accountant, or (ii) the audit committee. The audit shall cover any federal, state or local income tax return that NI is required to file under the IRS Code or applicable provisions of state or local law, rules or regulations, the Balance Sheet, the Statement of Income and Expenses, check register and bank statements, income receipts, expense vouchers, budgets and such other records as is deemed appropriate. At the conclusion of the audit or review a report shall be prepared, shall be signed by the independent auditor (CPA) or all of the members of the audit committee and the Treasurer, and shall state that the financial records and reports of NI have been examined and fairly represent the financial condition of NI as of the date of the Balance Sheet and for the fiscal period of the Statement of Income and Expense, subject to (i) any qualifications that are consistent with generally accepted auditing practices, if certified by an independent auditor, or (ii) the committee's knowledge, information and belief, if certified by an audit committee.
- 1.23 MEMBERSHIP AND REGISTRATION REPORTS - The Membership/Registration Coordinator shall forward in a timely manner all required reports to the Executive Director of USA Swimming. This report shall be accompanied by a remittance of the appropriate membership and registration fees due to USA Swimming. The Membership/Registration Coordinator shall make periodic summary reports to the Administrative Vice Chair, the Board of Directors and the House of Delegates.
- 1.24 SAFETY REPORTS -
- .1 INCIDENT/OCCURRENCE REPORTS - An occurrence report providing all of the information requested by applicable USA Swimming form report should be completed at the time of the occurrence by the meet director, officer, and coach or club officer with copies to USA Swimming national headquarters, the Safety Committee Chair and the Administrative Vice Chair and the Secretary.
 - .2 REPORTS OF INJURIES - The Safety Committee Chair shall present a report concerning swimming-related injuries within the Territory at each House of Delegates and Board of Directors meeting.

- A HOUSE OF DELEGATES REPORTS - The report to the House of Delegates shall be written and shall provide in summary form the pertinent information including whether the injured party is a member of NI and USA Swimming, the location of the occurrence and a brief description of the incident the resulting injury and the emergency-care steps taken, together with any recommendation for action by NI and its members to reduce the likelihood of a re-occurrence. The written report shall include a review of the pertinent statistical information provided by USA Swimming national headquarters. The Safety Committee Chair is responsible for distribution of this report to each Club Safety Coordinator. A copy of each House of Delegates report shall also be sent to the USA Swimming national headquarters.
 - B FORM OF REPORT - The report to the Board of Directors may be highly summary addressing primarily any recommendation for action by NI and its members.
- .3 SAFETY EDUCATION - The Safety Committee Chair is responsible for disseminating safety information flowing from USA Swimming Headquarters and exploring safety education opportunities and developing a safety education program tailored to NI and its members and Territory.
- 1.25 **MAILING ADDRESS** - NI shall notify in writing USA Swimming national headquarters of any change in its regular mailing address within 14 days of the change.
- 1.26 **REPORTS GENERALLY** - NI shall make all reports and remittances to USA Swimming as specified in the USA Swimming Rules and Regulations or by the National Board of Directors or National House of Delegates, in such a manner and on such written forms as shall be reasonably determined by USA Swimming national headquarters. The General Chair, the Registration/Membership Coordinator, the Secretary, the Finance Vice Chair and the Treasurer are collectively responsible for seeing that all required reports and remittances are made.

- .1 BUDGET COMMITTEE
 - A CHAIR - The chair shall be the Finance Vice-Chair.
 - B MEMBERS - The Committee shall be comprised of the General Chair, the Finance Vice-Chair, the Treasurer, the Administrative Vice-Chair, the Senior Athlete Representative, the Senior Coach Representative, the Age Group Vice-Chair, the Senior Vice-Chair and a sufficient number of athletes appointed so as to constitute at least twenty percent (20%) of the voting membership of the Committee.
- .2 COACHES COMMITTEE
 - A CHAIR - The Senior Coach Representative or his/her designee shall be the chair of the committee.
 - B MEMBERS - The Committee shall be comprised of the Coach Representatives, such additional Coach Members as may be determined by the Coach Representatives Chair and a sufficient number of athletes appointed so as to constitute at least twenty percent (20%) of the voting membership of the Committee.
- .3 OFFICIALS COMMITTEE – The Committee shall be comprised of the Officials Chair, at least two other members each of whom shall be a certified official of NI and a sufficient number of athletes appointed so as to constitute at least twenty percent (20%) of the voting membership of the Committee.
- .4 TECHNICAL PLANNING COMMITTEE
 - A MEMBERS - The Committee shall be comprised of the Technical Planning Committee Chair, the General Chair, the Administrative Vice-Chair, the Senior Vice-Chair, the Age Group Vice-Chair, the Coach Representatives, a sufficient number of athletes appointed so as to constitute at least twenty percent (20%) of the voting membership of the Committee and at least six additional members of whom at least fifty percent (50%) shall be Coach Members.
- .5 BYLAWS/LEGISLATION/RULES COMMITTEE
 - A CHAIR - The chair shall be appointed by the General Chair with the advice and consent of the Administrative Vice-Chair.
 - B MEMBERS - The Committee shall be the Bylaws/Legislation/Rules Committee Chair and not less than two other members who shall be appointed by the Board of Directors and a sufficient number of athletes appointed so as to constitute at least twenty percent (20%) of the voting membership of the Committee.
- .6 DIVERSITY COMMITTEE - The Committee shall be comprised of the Diversity Committee Chair, at least four additional members, of which at least three shall be Coach and a sufficient number of athletes appointed so as to constitute at least twenty percent (20%) of the voting membership of the Committee. To the extent reasonably practicable, the composition of the Diversity Committee shall include residents of each of NI's four regions (namely, Buffalo, Rochester, Syracuse and the Southern Tier).
- .7 SAFE SPORT COMMITTEE - The Committee shall be comprised of the Safe Sport Committee Chair and at least four additional members, of whom at least one shall be a Coach Member, at least two shall be at-large non-athlete members and a sufficient number of athletes appointed so as to constitute at least twenty percent (20%) of the voting membership of the Committee.
- .8 AGE GROUP COMMITTEE
 - A CHAIR - The chair shall be the Age Group Vice-Chair.
 - B MEMBERS - The Committee shall be comprised of the Age Group Vice-Chair, the Senior Vice-Chair and at least four additional members, of whom at least one shall be a Coach Member, at least two shall be at-large non-athlete members and a sufficient number of athletes appointed so as to constitute at least twenty percent (20%) of the voting

membership of the Committee.

.9 SENIOR COMMITTEE

A CHAIR - The chair shall be the Senior Vice-Chair.

B MEMBERS - The Committee shall be comprised of the Senior Vice-Chair, the Age Group Vice-Chair and at least four additional members, of whom at least one shall be a Coach Member, at least two shall be at-large non-athlete members and a sufficient number of athletes appointed so as to constitute at least twenty percent (20%) of the voting membership of the Committee.

.10 PERSONNEL COMMITTEE

A CHAIR - The chair shall be the General Chair.

B MEMBERS - The Committee shall be comprised of the General Chair, the Administrative Vice-Chair, the Finance Vice-Chair, and a sufficient number of athletes so as to constitute at least twenty percent (20%) of the voting membership of the Committee.

.11 MEET SANCTION COORDINATOR - The coordinator shall be appointed by the General Chair with the advice and consent of the Administrative Vice-Chair.

.12 DISABILITY COMMITTEE - The chair shall be appointed by the General Chair with the advice and consent of the Administrative Vice-Chair.

202.2

The following procedures shall apply with respect to the application for a sanction in Niagara LSC:

- A. Applications for a sanction to conduct an invitational, ~~closed-restricted~~ or Niagara designated meet ~~during any short or long course season~~ shall be completed in a manner prescribed by and submitted to the Administrative Vice Chairman or Meet Sanction Coordinator with payment, not less than fourteen (14) days prior to the Spring or Fall meeting of the House of Delegates, as applicable.

- B. The Administrative Vice Chairman or Meet Sanction Coordinator shall then prepare a tentative calendar for such season based on applications received for review and action by the ~~Executive Committee~~ Board of Directors.

Each geographic region [Buffalo, Rochester, Southern Tier and Syracuse] will be permitted ~~one~~two 'open meet' sanctions ~~on the calendar for any given date. The second sanction will be issued as long as one meet is an LCM format. OR~~Unlimited 'closed-restricted meet' sanctions will be permitted when there is no open meet on the ~~fall-winter~~ calendar for any given date (see H below for an exemption).

~~Each geographic region [Buffalo, Rochester, Southern Tier and Syracuse] will be permitted two 'open meet' sanctions OR unlimited 'closed meet' sanctions on the 'spring-summer' calendar for any given date.~~

- C. No application shall be considered, and no sanctions shall be issued for invitational, ~~closed or restricted swim league~~ meets proposed to be held on a 'closed Niagara date' dates on which a Niagara LSC meet, as designated by the ~~Executive Committee~~, is being held in the Niagara LSC.

- D. Following action by the ~~Executive Committee~~Board of Directors the tentative calendar shall be posted on Niagara LSC's website no fewer than seven (7) days prior to the Spring or Fall meeting of the House of Delegates.

- E. At each spring and fall meeting, the ~~H~~ouse of ~~D~~elegates shall, by majority vote, of those present, approve and adopt a final calendar, for the short or long course calendar in question.

- F. Leagues shall submit to the Administrative Vice Chairman or Meet Sanction Coordinator a calendar of ~~'closed league meets'~~ by the spring or fall meeting of the House of Delegates, as applicable.

~~Closed~~H league meets included on the submitted calendar will not incur a sanction fee except for the league championship meet which will follow the standard sanction procedure and fee.

Not less than 10 days prior to the meet a completed meet packet and sanction application must be submitted to the Administrative Vice Chairman or Meet Sanction Coordinator. Meets being applied for less than 10 days prior to the start of the meet will incur the \$50/meet/day fee.

Applications for meets received that are not included on the League calendar submitted to the Administrative Vice Chairman or Meet Sanction Coordinator will incur the standard sanction fee.

- G. Following adoption of the final calendar, the Administrative Vice Chairman or Meet Sanction Coordinator shall issue the sanctions for all meets included thereon.

- H. Once the calendar for any season has been established by the House of Delegates, sanctions ~~for 'open meets'~~ may be issued only for open dates during that season, and only by action of the ~~Executive Committee~~Board of Directors, Administrative Vice Chair or Meet Sanction Coordinator. Sanctions for 'closed-restricted meets' may be issued for ~~closed-conflicting~~ dates ~~during that season~~, but only with the permission of the meet host(s) of the open meet(s) on those dates, and only by action of the ~~Executive Committee~~Board of Directors, Administrative Vice Chair or Meet Sanction Coordinator.

- I. Sanction applications received less than ten (10) days prior to the start date of a meet will incur an additional fee in accordance with the fee schedule.

Commented [ES1]: This could be Tech Planning or the BOD?

J. For purposes of the above sections, a '~~closed~~-restricted meet' is defined as any USA Swimming sanctioned meet that does not permit all Niagara Swimming members to enter and participate.

Conflicting dates are dates where a sanction for a non-restricted meet is already issued in the same geographic region.

Hello Kim and Jim,

I am reaching out about a previous discussion I've had with you both. It concerns young swimmers who achieve high level cut time standards for higher level meets. I think you both were receptive to the fact that just because young swimmers, 12-16 yrs make the cuts, the meet may not be the appropriate competitive environment for their best development in the sport. I have 3 young swimmers as of today that have made "Futures" cuts. Our coaching staff does not feel it's appropriate for them to attend. We would like them to attend a different senior level meet, more appropriate, with a targeted age level, instead of being thrown in with college swimmers. That being said, I would like the eligibility reimbursement funding to be available at the qualifying level, to be applied to the meet selected as a coaches decision. I think as we progress as an LSC, developmental competition levels are just as important as making the cuts. Indiana has a similar program, and they are a level 3 LSC, what we are striving for. I hope I explained myself well enough.

Thanks for your consideration and I am willing to discuss and explain further if you would like.

Thanks,

Marci



**NIAGARA SWIMMING
TRAVEL REIMBURSEMENT APPLICATION FORM
FOR ADAPTED SWIMMING**

Date: 6/18/19

Name: Maria Francescotti

Address: 6315 Hardwood LN

City: Cicero Zip: 13039

Phone: 3154461409

USAS #: 091407MARGFRAN Club: Syracuse Chargers

Eligibility:

To be eligible for reimbursement, the athlete must have swam in at least three (3) Niagara LSC meets during the current season (September 1st through August 31st).

Meet results must be in SWIMS.

Meet Name: Cincinnati Para-Swimming Cpt 1 2013 Date(s) of competition: 5/11/19

Meet Name: _____ Date(s) of competition: _____

Meet Name: _____ Date(s) of competition: _____

I apply for travel funds under Niagara Swimming Policies and Procedures (check one):

C1. I am a resident member of Niagara LSC for one year preceding the meet for which funds are requested.

C2. I do not meet above requirements, but request the Executive Committee to consider extenuating circumstances.

If C2, please attach a petitioning statement.

**The amount of reimbursement shall be at the discretion of the Niagara Swimming Board of Directors
All checks will be issued to the CLUB**

Mail check to: **Syracuse Chargers
5858 E Molloy Rd Suite 104
Syracuse, NY 13211**

**Applications MUST be delivered via U.S. Mail to Eric Stimson
and postmarked within 30 days of relevant meet**

Mail to:
Eric Stimson
1185 Doebler Drive
North Tonawanda, NY 14120

Applications will be accepted by mail only.

OFFICE USE ONLY:

C1 Membership verified with Registration Coordinator: _____

C2 Approved by Executive Committee (if necessary): _____

Participation in Meet verified _____ Amount approved \$ _____

Treasurer: Check # _____ Date Sent: _____

Revised: August 2015

Date – 6/30/19

Subject – Monthly Safety Report / 2019.6

From – Leo Gibbons, Jr. / Operational Risk & Safe Sport Chairperson

To – Niagara BOD & Chairs



1. Reports of Occurrence – (3) (19 YTD)

- TTSC / F / 14 / Dry Land / Scraped Against / Hand-Wrist / Cut
- SYCH / F / 22 / Competition / Struck Against / Head-Back & Side / Concussion
- BSSC / M / 14 / Competition / Struck Against / Head-Face / Scrape

2. Club Policy Violations – (2)

- TTSC / Inappropriate Behavior / CPV / Resolved by TTSC Coaches *
- SHAQ / Bullying / CPV / Resolved by SHAQ Board *

3. Safe Sport Presentations –

- More interest from several Clubs but none have booked dates yet

4. Athlete Wellness Incentive –

- We had another call with Samantha Livingstone on 6/4/19
- We are working on Phase 1 now

5. MAAPP Acknowledgements –

- Clubs are actively working on compliance
- Unattached Members have been sending in signed forms to Eric & I