

GULF SWIMMING
Policies & Procedures



**PUBLISHED UNDER THE DIRECTION OF
THE BOARD OF DIRECTORS OF
GULF SWIMMING**

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REVISIONS

May 30, 2022

Complete Revision (removing information that changes annually and is posted on the Gulf Swimming website)

August 31, 2022

Included Annual Planning Schedule and Meet Directors Section

October 18, 2023

Clarified the Athletes and Officials reimbursement criteria and added the Awards and Recognition Committee

ANNUAL SCHEDULE

September	Board of Directors Meeting
	<i>This meeting should be scheduled after the USA Swimming Annual Business Meeting.</i>
	Approval of the February Championship Meet hosts and formats
October	House of Delegates Meeting
	Approval of the February Championship Meet hosts and formats
January	Board of Directors Meeting
	Approval of the July Championship Meet hosts and formats
January	House of Delegates Meeting
	Election of Nominating Committee in odd-numbered years
	Approval of the July Championship Meet hosts and formats
April	Board of Directors Meeting
	Report of Nominating Committee in odd-numbered years
	Approval of the December Championship Meet hosts and formats
May	Annual House of Delegates Meeting
	Election of Board of Directors in odd-numbered years
	Approval of the December Championship Meet hosts and formats

DUTIES OF BOARD MEMBERS, OFFICERS, COMMITTEE CHAIRS AND COORDINATORS

<i>Position</i>	<i>Voting Privilege</i>	<i>Elected by House of Delegates</i>	<i>Elected by Coach Members</i>	<i>Elected by Athletes Committee</i>	<i>Elected by Meet Referees</i>	<i>Appointed by General Chair</i>	<i>Staff</i>
General Chair	X	X					
Administrative Vice-Chair	X	X					
Finance Vice-Chair	X	X					
Secretary	X	X					
Treasurer							X
Senior Vice-Chair	X	X					
Age Group Vice-Chair	X	X					
Safe Sport Coordinator	X	X					
Diversity, Equity, and Inclusion Chair	X	X					
At-Large Members (2)	X	X					
Coach Representative	X		X				
Athlete Representatives (2)	X			X			
Athlete At-Large Member (1)	X			X			
Technical Planning Committee Chair		X					
Technical Planning Committee (≥6)						X	
Nominating Committee (≥5)		X					
Officials Committee Chair					X		
Officials Committee Members (≥3)						X	
Governance Committee (≥3)						X	
Finance Committee						X	
Operational Risk Coordinator						X	
Club Development Coordinator						X	
Disability Swimming Coordinator						X	
Sanctions Coordinator						X	
Equipment Coordinator						X	
National Times Verification Officer						X	
Open Water Coordinator						X	
Awards and Recognition Committee						X	
Executive Director							X
Comptroller							X
Membership Administrative Asst							X

Board of Directors

There are a total of fifteen positions on the Board of Directors. Fourteen of these positions are voting members.

The following positions are elected by the House of Delegates:

1. General Chair
2. Administrative Vice-Chair
3. Finance Vice-Chair
4. Secretary
5. Treasurer (This position is filled by staff, with voice and no vote)
6. Senior Vice-Chair
7. Age Group Vice-Chair
8. Safe Sport Coordinator
9. Diversity, Equity, and Inclusion Chair
10. At-Large Board Members (2)

The following position is elected by the coach members:

1. Coach Representative

The following positions are elected by the Athletes Committee:

1. Athlete Representatives (2)
2. Athlete At-Large Board Member (1)

Committee Chairs and Coordinators

The Committee Chairs and Coordinators are determined in various manners. None of these Committee Chairs or Coordinators have voting privileges. All committees shall include a sufficient number of athletes to constitute at least 20% of the voting membership of the committee.

The following positions are elected by the House of Delegates:

1. Technical Planning Committee Chair
2. Nominating Committee Members (at least 5)

The following position is elected by the Meet Referees:

1. Officials Committee Chair

The following Standing Committee positions are appointed by the General Chair, with the advice and consent of the Board of Directors:

1. Governance Committee Members (at least 3 members)
2. Finance Committee Member (at least 1 non-board member)
3. Technical Planning Committee Members (at least 6, with 50% or more registered as coach members)
4. Officials Committee Members (at least 3, with the Non-Athlete Members certified as meet referees)
5. Operational Risk Coordinator

The following Committee Members and Coordinator positions are appointed by the General Chair, with the advice and consent of the Board of Directors:

1. Club Development Coordinator
2. Disability Swimming Coordinator
3. Sanctions Coordinator
4. Equipment Coordinator
5. National Times Verification Officer
6. Open Water Coordinator

Staff Positions

The following positions are Staff Members of Gulf Swimming:

1. Executive Director
2. Comptroller
3. Membership Administrative Assistant

Divisional Organization:

The divisions of Gulf Swimming shall each be chaired as indicated below, with the respective duties, jurisdictions, and responsibilities as listed:

1. Administrative Division – Chaired by the Administrative Vice-Chair
 - a. Bylaws/Legislation/Rules
 - b. Elections
 - c. Insurance
 - d. Legal
 - e. Membership/Registration
 - f. Safe Sport
 - g. National Times Recognition
 - h. Personnel
 - i. Policies & Procedures Manual
 - j. Public Relations
 - k. Publications/Newsletters
 - l. Secretary
 - m. Special Events
 - n. Records Tabulation
2. Age Group Division – Chaired by the Age Group Vice-Chair
 - a. Age Group Swimming
 - b. Camps/Clinics
 - c. Club Development
 - d. Disability Swimming
 - e. Open Water
 - f. Program Development
 - g. Time Standards
 - h. Select Teams
3. Senior Division – Chaired by the Senior Vice-Chair
 - a. Awards Banquet
 - b. Diversity, Equity, and Inclusion
 - c. Meet Equipment
 - d. Meet Evaluation
 - e. Meet Management
 - f. Meet Sanctions
 - g. Meet Sponsorship
 - h. Officials
 - i. Operational Risk
 - j. Program Operations
 - k. Senior Swimming
 - l. Technical Planning
4. Finance Division – Chaired by the Finance Vice-Chair
 - a. Finance
 - b. Treasurer
5. Athletes Division – Chaired by the Senior Athlete Representative
 - a. Athlete Representatives
6. Coaches Division – Chaired by the Coach Representative
 - a. Coach Representative

Job Descriptions

The following job descriptions briefly outline the duties of the Board of Directors, Committee Chairs, Coordinators, and Staff Members.

Except for the Nominating Committee and Personnel Committee, all Board of Directors, Committee Chairs, and Coordinators shall communicate with the staff of Gulf Swimming, to keep the staff apprised of dates and times, agendas, and minutes of each meeting and to keep the staff fully informed. Other than the Nominating Committee and Personnel Committee meetings, all meetings shall be open to all members of Gulf Swimming. Matters relating to personnel, disciplinary action, legal, taxation, and similar affairs shall be deliberated and decided in a closed session which only the respective members are entitled to attend. By a majority vote, a committee or subcommittee may decide to go into closed session on any matter deserving of confidential treatment or personal concern to any member of the committee or subcommittee.

General Chair

Officer: The General Chair is elected by the House of Delegates for a two-year term, and may serve up to two consecutive terms.

Duties: The duties of the General Chair include:

1. Preside at all meetings of the Board of Directors and the House of Delegates;
2. Appoint committee chairs and coordinators with the advice and consent of the Board of Directors;
3. Ensure that all duties and responsibilities of the Vice-Chairs, Committee Chairs, and Coordinators are properly and promptly carried out;
4. Appoint such committees as well as fill vacancies on such committees, as may be necessary to fulfill the duties and responsibilities of Gulf Swimming;
5. Provide overall policy and program guidance to Gulf Swimming;
6. Oversee the governance of Gulf Swimming;
7. Member of the Personnel Committee;
8. Delegate management responsibilities to the Executive Director;
9. Refer to the Board of Directors any recommendation for action which would establish or change policies or programs for Gulf Swimming;
10. Attend USA Swimming Conventions, meetings, and workshops, as necessary; and,
11. Perform other specific duties as may be instructed by the Board of Directors or the House of Delegates.

Requirements: The General Chair shall attend each Board of Directors Meeting and House of Delegates Meeting.

Administrative Vice-Chair

Officer: The Administrative Vice-Chair is elected by the House of Delegates for a two-year term, and may serve up to two consecutive terms.

Duties: The duties of the Administrative Vice-Chair include:

1. Conduct meetings in the absence of the General Chair;
2. 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;
3. Responsible for the creation and maintenance of Gulf Swimming's Policies & Procedures Manual;
4. Member of the Personnel Committee;
5. Member of the Finance Committee;
6. Responsible for enforcement of fines and penalties associated with improper meet entries and meet results;
7. Assist coaches and the Technical Planning Committee in determining swimmers' eligibility for entering swim meets, including determining the appropriate championship meet a swimmer should enter, according to birthdate and meet date; and,
8. Attend USA Swimming Conventions, meetings, and workshops, as necessary.

Requirements: The Administrative Vice-Chair shall attend each Board of Directors Meeting and House of Delegates Meeting.

Finance Vice-Chair

Officer: The Finance Vice-Chair is elected by the House of Delegates for a two-year term, and may serve up to two consecutive terms.

Duties: The duties of the Finance Vice-Chair include:

1. Chair of the Finance Committee;
2. Chair of the Audit Committee;
3. Chair of the Investment Committee;
4. Member of the Personnel Committee;
5. Approve expense reports of the staff;
6. Co-sign checks with the Treasurer for amounts greater than \$10,000;
7. Present financial statements at Board of Directors and House of Delegates Meetings;
8. Present proposed annual budgets at Board of Directors and House of Delegates Meetings; and,
9. Work with the General Chair, Executive Director, and Treasurer on all financial matters related to Gulf Swimming.

Requirements: The Finance Vice-Chair shall attend each Board of Directors Meeting and House of Delegates Meeting.

Secretary

Officer: The Secretary is elected by the House of Delegates for a two-year term, and is not term-limited.

Duties: The duties of the Secretary include:

1. Responsible for keeping a record of all meetings of the Board of Directors and the House of Delegates;
2. Shall perform all other duties incidental to the office of Secretary;
3. Responsible for the safe-keeping of all minutes, official correspondence, meeting, and other notices;
4. Shall insure that the comptroller maintains all corporate records of Gulf Swimming;
5. Shall be a fiduciary for Gulf Swimming and that fiduciary responsibility shall end when the Secretary leaves office; and,
6. Shall pass all records to the successor Secretary.

Requirements: The Secretary shall attend each Board of Directors Meeting and House of Delegates Meeting.

Treasurer

Officer: The Treasurer's position is filled by staff, with voice and no vote.

Duties: The duties of the Treasurer include:

1. Principal officer for receiving and disbursing funds;
2. Monitor bank accounts, investment accounts, and Gulf Swimming's accounting system;
3. Verify, audit, and monitor Gulf Swimming's meet financial reports;
4. Review and suggest changes to Gulf Swimming investments;
5. Manage payroll disbursements and corresponding payroll reports;
6. Create monthly financial reports, and monitor and report on budget and actual income and expenses;
7. Upon request, present the books, financial reports, and audited statements to any member of Gulf Swimming;
8. Comply with all USA Swimming requirements as directed by all agreements between USA Swimming and Gulf Swimming;
9. Comply with all IRS requirements, including timely reporting of all required forms and statements;
10. Report on financial status to Finance Vice-Chair and Board of Directors;
11. Member of Finance Committee;
12. Assist the Finance Committee in the preparation of the annual budget;
13. Assist and fully cooperate with the Audit Committee by making the books and records available;
14. Advise the Board of Directors and club members of IRS rulings affecting 501(c)(3) organizations;
15. Attend USA Swimming Conventions, meetings, and workshops, as necessary;
16. Review and maintain all contracts with vendors; and,
17. Other duties as assigned by the Finance Vice-Chair and the Executive Director.

Requirements: The Treasurer shall attend each Board of Directors Meeting and House of Delegates Meeting.

Senior Vice-Chair

Officer: The Senior Vice-Chair is elected by the House of Delegates for a two-year term, and may serve up to two consecutive terms.

Duties: The duties of the Senior Vice-Chair include:

1. Develop, coordinate, and conduct the swimming program for senior swimming in Gulf Swimming;
2. Develop long-range plans for senior swimming;
3. Act as the liaison for the athlete board members, and shall be responsible to ensure that the athlete board members' elections are held following the Bylaws;
4. In cooperation with the Age Group Vice-Chair, recommend an appropriate competitive All-Star swim meet, recommend the selection process of the Gulf Swimming All-Star team, and work with the Executive Director to organize travel arrangements and logistics;
5. Coordinate athlete travel reimbursement requests; and,
6. Attend USA Swimming Conventions, meetings, and workshops, as necessary.

Requirements: The Senior Vice-Chair shall attend each Board of Directors Meeting and House of Delegates Meeting.

Age Group Vice-Chair

Officer: The Age Group Vice-Chair is elected by the House of Delegates for a two-year term, and may serve up to two consecutive terms.

Duties: The duties of the Age Group Vice-Chair include:

1. Develop, coordinate, and conduct the swimming program for age group swimming in Gulf Swimming;
2. Recommend an appropriate annual age group travel trip meet, and the selection process for athletes, coaches, and staff for the travel meet. Work with the Executive Director to organize travel arrangements and logistics;
3. In cooperation with the Senior Vice-Chair, recommend an appropriate competitive All-Star swim meet, recommend the selection process of the Gulf Swimming All-Star team, and work with the Executive Director to organize travel arrangements and logistics;
4. In cooperation with the Executive Director, coordinate an annual Olympic Training Center Gulf Select Camp;
5. Design and coordinate the distribution of the Ladder of Success recognition/award; and,
6. Attend USA Swimming Conventions, meetings, and workshops, as necessary.

Requirements: The Age Group Vice-Chair shall attend each Board of Directors Meeting and House of Delegates Meeting.

Safe Sport Coordinator

Director: The Safe Sport Coordinator is elected by the House of Delegates for a two-year term, and may serve up to two consecutive terms.

Duties: The duties of the Safe Sport Coordinator include:

1. Create and develop educational opportunities to highlight Safe Sport initiatives in Gulf Swimming;
2. Disseminate USA Swimming and USOPC safe sport information to all Gulf Swimming clubs, athletes, coaches, and officials;
3. Assist clubs to implement and follow all MAAPP initiatives;
4. Assist clubs to start and complete the Safe Sport recognition program;
5. Help clubs educate staff about abuse recognition and mandatory reporting guidelines;
6. Help clubs establish a safe sport staff member for every team;
7. Help clubs offer gender-specific discussions for swimmers once per month; and,
8. Attend USA Swimming Conventions, meetings, and workshops, as necessary.

Requirements: The Safe Sport Coordinator shall attend each Board of Directors Meeting and House of Delegates Meeting.

Diversity, Equity, and Inclusion Chair

Chair: The Chair is elected by the House of Delegates for a two-year term, at the same time that the Officers are elected, and may serve up to two consecutive terms.

Members: The Diversity, Equity, and Inclusion Committee Members are appointed by the General Chair, with the advice and consent of the Board of Directors.

Duties: The duties of the Diversity, Equity, and Inclusion Chair include:

1. The integration of projects, camps, and education for Gulf Swimming Club members;
2. Promote inclusion and increased diversity and equity at the team and Gulf level;
3. Educate, facilitate, and advocate for DEI within the Board, House of Delegates, and Clubs;
4. Create measurable goals for Gulf DEI and communicate this to the Board, such as budget line items, and education for Gulf Swimming;
5. Deliver regular reports to the Board of Directors and the House of Delegates;
6. Develop short-term and long-term projects that benefit Gulf Swimming and that align with the mission statement of Gulf Swimming;
7. Coordinate, with the help of the Executive Director, activities that promote Diversity, Equity, and Inclusion in Gulf Swimming (Camps, Summits, Educational opportunities, Forums, etc.);
8. Deliver information from USA Swimming or the Southern Zone DEI Coordinator to the clubs;
9. Communicate regularly with the Southern Zone DEI Coordinator;
10. Coordinate the annual Johnny Means Swim Camp:
 - a. Work with the Executive Director in January, to set the dates for the camp.
 - b. The camp should be scheduled for April, or consider moving to a time of the year that could have more attendees.
11. Southern Zone Summit and Select Camp:
 - a. This camp is conducted every odd-numbered year.
 - b. Swimmers apply online in mid-January. The application deadline is mid-February.
 - c. The DEI Coordinator selects the athletes attending the camp, from the list of applicants received by the deadline.
 - d. Four (4) athletes are selected, with a possibility to send 5 based on the availability of the spots.
 - e. The athletes shall be between 13 and 16 years old.
 - f. The athletes must have 3 A times in their age group. The selection process is based on giving swimmers that had never participated in a national or high-level training camp to attend.
 - g. Swimmers who have been to the Gulf Swimming Select camp are also encouraged to apply, but preference will be given to athletes who have never attended the Select Camp.
12. National Diversity, Equity, and Inclusion Select Camp:
 - a. This camp is conducted annually.
 - b. Application information for the athletes and the coaches is distributed in mid-January. The application deadline is mid-February.
 - c. USA Swimming announces the roster of athletes and staff by mid-March.
 - d. The qualifying times are based on time standards.

Requirements: The Diversity, Equity, and Inclusion Chair should attend each Board of Directors Meeting and House of Delegates Meeting to provide input to the Board and LSC.

At-Large Board Members

Directors: The At-Large Board Members are elected by the House of Delegates for two-year terms and can serve up to two consecutive terms.

Duties: The duties of the At-Large Board Members include:

1. No specific responsibilities;
2. Act as a voice of reason, a sounding board for ideas, the devil's advocate;
3. Have an overall view of all of the issues involving Gulf Swimming;
4. Ask probing questions and strive to make sure that Gulf Swimming activities and legislations are in the best interest of Gulf Swimming and its members;
5. Have the fiduciary responsibility to act in the best interests of Gulf Swimming; and,
6. While various duties may be temporarily assigned or delegated to an At-Large Board Member, no specific day-to-day function should be assigned to any At-Large Board Member.

Requirements: The At-Large Board Members shall attend each Board of Directors Meeting and House of Delegates Meeting.

Coach Representative

Director: The Coach Representative is elected at a meeting held in conjunction with the annual meeting of the House of Delegates, by a majority of coaches present and voting. The Coach Representative is elected for a two-year term and may serve up to two consecutive terms.

Duties: The duties of the Coach Representative include:

1. Serve as a liaison between the Gulf Swimming coaches and the Board of Directors and House of Delegates;
2. Assist in planning the annual coaches' clinic; and,
3. Attend USA Swimming Conventions, meetings, and workshops, as necessary.

Requirements: The Coach Representative shall attend each Board of Directors Meeting and House of Delegates Meeting.

Athlete Representatives

Directors: The Athlete Representatives are elected by the Athletes Committee for two-year terms. One Athlete Representative is elected each year.

Duties: The duties of the Athlete Representatives include:

1. Serve as a liaison between the Gulf Swimming athletes and the Board of Directors and House of Delegates;
2. The Senior Athlete Representative shall be a member of the Gulf Swimming Governance Committee; and,
4. Attend USA Swimming Conventions, meetings, and workshops, as necessary.

Requirements: The Athlete Representatives shall attend each Board of Directors Meeting and House of Delegates Meeting.

Athlete At-Large Board Member

Director: The Athlete At-Large Board Member is elected by the Athletes Committee for a one-year term. The Athlete At-Large Board Member is elected at the same time and place and manner as the Athlete Representatives.

Duties: The duties of the Athlete At-Large Board Member include:

1. Serve as a liaison between the Gulf Swimming coaches and the Board of Directors and House of Delegates. and,
2. Attend USA Swimming Conventions, meetings, and workshops, as necessary.

Requirements: The Athlete At-Large Board Member shall attend each Board of Directors Meeting and House of Delegates Meeting.

Technical Planning Committee Chair

Chair: The Chair is elected by the House of Delegates for a two-year term, at the same time that the Officers are elected.

Members: The Technical Planning Committee Members are appointed by the General Chair, with the advice and consent of the Board of Directors. The Technical Planning Committee shall include at least six members, with a sufficient number of athletes to constitute at least 20% of the voting membership of the Committee. At least 50% of the members shall be coach members.

Duties: The duties of the Technical Planning Committee Chair include:

1. Responsible for long-range planning regarding the swimming programs conducted by Gulf Swimming;
2. Recommend the meet schedule for Gulf-sponsored meets, including the number of meet hosts required to provide manageable-sized, competitive swim meets;
3. Recommend meet formats for all Gulf-sponsored meets;
4. Create time standards, as necessary, for championship meets;
5. Solicit bids for Gulf-sponsored meets and recommend meet hosts for all Gulf-sponsored meets;
6. Provide meet entry files and templates for meet announcements for Gulf-sponsored meets;
7. Provide design and required quantities of Gulf Championship meet awards;
8. Receive all entries for Gulf-sponsored meets with multiple venues, and allocate those entries among the multiple venues;
9. Train and certify all Gulf Swimming meet directors; and,
10. Sanction and approve swimming competitions in the absence of the Sanction Coordinator.

Requirements: The Technical Planning Committee Chair should attend each Board of Directors Meeting and House of Delegates Meeting to provide input to the Board and LSC.

Nominating Committee Members

Chair: The Chair shall be elected annually by the Nominating Committee from among its members.

Members: At least five Nominating Committee Members are elected by the House of Delegates every two years, for two-year terms, with a sufficient number of athletes to constitute at least 20% of the voting membership of the Committee. A member may not serve more than two consecutive terms.

Duties: The duties of the Nominating Committee Chair and Committee include:

1. Nominate Board members and other coordinator or chair positions to be elected by the House of Delegates consistent with the matrix of skills, demographics, and talents needed;
2. Publish the slate of candidates to the Gulf Swimming membership at least twenty (20) days before the election; and,
3. Additional nominations may be made from the floor of the House of Delegates by voting members of the House of Delegates.

Officials Committee Chair

Chair: The Chair is elected by the Meet Referees for a two-year term.

Members: The Officials Committee Members are appointed by the General Chair, with the advice and consent of the Board of Directors. The Committee shall be comprised of at least three (3) members with a sufficient number of athletes to constitute at least twenty percent (20%) of the voting membership of the Committee. All of the Non-Athlete Members must be certified as Meet Referees.

Duties: The duties of the Officials Committee Chair include:

1. Recruit new officials and retain certified officials;
2. Compile and update training resources for new and certified officials;
3. Coordinate training clinics for new and certified officials;
4. Coordinate scheduling of clinics and training and dissemination of information with General Chair and Executive Director;
5. Certify new officials and certify the advancement of current officials;
6. Maintain OTS database for tracking officials' history and certifications;
7. Select eligible officials to attend national training clinics and workshops;
8. Disseminate information concerning policies and procedures developed by USA Swimming and Gulf Swimming;
9. Investigate and resolve any issues of Gulf Swimming officials not acting following the USA Swimming Rules and Regulations;
10. Submit applications for any Gulf-hosted Officials Qualifying Meets to USA Swimming, and coordinate with the host team to provide a National Evaluator;
11. Coordinate with the Southern Zone Officials Coordinator on recommendations for Meet Referees for meets sponsored by the Southern Zone;
12. Provide input for funding for clinics, training, and equipment for officials; and,
13. Attend USA Swimming Conventions, meetings, and workshops, as necessary.

Requirements: The Officials Committee Chair should attend each Board of Directors Meeting and House of Delegates Meeting to provide input to the Board and LSC.

Election: The Officials Committee Chair shall be elected as follows:

1. In April of odd-numbered years, the Gulf staff will ask for nominations for the position of the Officials Committee Chair. Any Official may nominate any Meet Referee. A Meet Referee could self-nominate. The staff will email the Meet Referees with an announcement of the election and ask for the nominations to be submitted to the staff.
2. The Gulf will host a Zoom meeting during May, of all of the Meet Referees that wish to participate. For impartiality, the Governance Committee will conduct the election and count the votes during the Zoom meeting.
3. The Gulf will ask for any additional nominations from the floor.
4. The Gulf Meet Referees will vote on the nominees, with all of the Meet Referees entitled to one vote per person.
5. If there are more than two nominations and no one gets a majority, then there will be a runoff of the first place and second place nominees (including ties for second place) receiving the most votes. Additional run-offs shall be held, if necessary.
6. According to the Bylaws, all elected Committee Chairs and Coordinators who are not Board Members shall assume office upon election and shall serve until a successor is elected. Thus, the elected Officials Committee Chair shall assume the position of the Chair immediately.

Governance Committee Chair

Chair: The Chair shall be elected annually by the Governance Committee from among its members.

Members: The members of the Governance Committee are appointed by the General Chair, with the advice and consent of the Board of Directors. The Committee shall be comprised of at least three (3) members with a sufficient number of athletes to constitute at least twenty percent (20%) of the voting membership of the Committee. Each member shall serve a three (3) year term. Terms shall be staggered such that approximately one-third (1/3) of members are appointed each year.

Duties: The duties of the Governance Committee include:

1. Assist in periodic evaluation of the mission and vision statements and the Bylaws of Gulf Swimming;
2. Aid in the development of operating policies regarding conflict of interest (Board and staff), document retention, ethics, whistle-blower, procurement, contract review, grievance and other employment-related practices, etc.;
3. Aid in the development of personnel practices including job descriptions and annual review of staff;
4. Assist in shaping the Board's agenda based on the strategic plan;
5. Aid in the development of expectations and processes for accountability of Board members;
6. Develop criteria for the qualities and required characteristics of Board officers;
7. Lead Board succession planning by working with the Nominating Committee to assess current and anticipated needs for Board composition;
8. Design and implement Board orientation and an ongoing program of Board education and development; and,
9. Lead periodic assessment of the Board's performance (as a whole and of individual members) and make recommendations to enhance Board effectiveness.

Requirements: The Chair of the Governance Committee should attend each Board of Directors Meeting and House of Delegates Meeting to assist the Board. The Chair should be knowledgeable about the Gulf Swimming Bylaws and proactive in providing suggestions to maintain good governance procedures and providing advice to the Board to avoid bad practices. All Committee Members should have a working knowledge of the Gulf Swimming Bylaws, the USA Swimming Rules & Regulations, and the Gulf Swimming Policies & Procedures.

Finance Committee

Chair: The Chair shall be the Finance Vice-Chair.

Members: The Finance Committee Members shall be the Finance Vice-Chair, the Treasurer, the Administrative Vice-Chair, and at least one additional Non-Athlete Member who is not currently a Board member and a sufficient number of athletes to constitute at least 20% of the voting membership of the Committee.

Duties: The duties of the Finance Committee Chair and Committee Members include:

1. Develop, establish, and recommend to the Board of Directors any policy regarding the investment of Gulf Swimming's working capital and reserves;
2. Supervise the investments of Gulf Swimming;
3. Review the operational and office equipment needs of Gulf Swimming;
4. Conduct the annual review of the books of Gulf Swimming;
5. Submit the review and other reports and make recommendations to the Board of Directors and House of Delegates;
6. Consult with the officers, committee chairs, and coordinators to prepare and present a proposed budget for consideration and approval by the Board of Directors and the House of Delegates;
7. Ensure that all federal, state, and local reports and filings are timely completed and submitted; and,
8. Ensure that Gulf Swimming complies with all requirements as directed by all agreements between USA Swimming and Gulf Swimming.

Requirements: The Finance Committee Chair shall attend each Board of Directors Meeting and House of Delegates Meeting to provide input to the Board and LSC.

Operational Risk Coordinator

Coordinator: The Coordinator is appointed by the General Chair, with the advice and consent of the Board of Directors.

Duties: The duties of the Operational Risk Coordinator include:

1. Develop operational risk education programs for Gulf Swimming and make recommendations to the Board of Directors;
2. Serve as the liaison between USA Swimming, Gulf Swimming, and the club operational risk coordinators;
3. Provide reports of injuries within Gulf Swimming at each Board of Directors and House of Delegates meeting, as requested;
4. Periodically review and provide input to Gulf Swimming warm-up guidelines;
5. Arrange and/or conduct water safety training opportunities as needed in Gulf Swimming;
6. Communicate regularly with club operational risk coordinators;
7. Contact USA Swimming with safety questions and concerns;
8. Disseminate safety information and required forms to all clubs, coaches, and officials of Gulf Swimming;
9. Provide information for compliance with USA Swimming and Gulf Swimming rules;
10. Review and refine Gulf Swimming safety programs and club-level programs;
11. Review completed Report of Occurrence forms, making suggestions on how to prevent re-occurrence;
12. Promote safety as a topic to be discussed at coaches and officials' pre-meet meetings;
13. Prepare and distribute facility checklists, safety checklists and emergency action plans to be used by clubs; and,
14. Prepare and transmit reports as directed by all agreements between USA Swimming and Gulf Swimming.

Requirements: The Operational Risk Coordinator should attend each Board of Directors Meeting and House of Delegates Meeting to provide input to the Board and LSC.

Club Development Coordinator

Coordinator: The Coordinator is appointed by the General Chair, with the advice and consent of the Board of Directors.

Duties: The duties of the Club Development Coordinator include:

1. Disseminate USA Swimming club development programs and policies for Gulf Swimming; and
2. Assist new Gulf Swimming clubs, as needed.

Requirements: The Club Development Coordinator should attend each Board of Directors Meeting and House of Delegates Meeting to provide input to the Board and LSC.

Disability Swimming Coordinator

Coordinator: The Coordinator is appointed by the General Chair, with the advice and consent of the Board of Directors.

Duties: The duties of the Disability Coordinator include:

1. Coordinate the program of disability swimming in Gulf Swimming; and,
2. Disseminate USA Swimming disability swimming programs and policies to all clubs, coaches, and officials of Gulf Swimming.

Requirements: The Disability Coordinator should attend each Board of Directors Meeting and House of Delegates Meeting to provide input to the Board and LSC.

Sanctions Coordinator

Coordinator: The Coordinator is appointed by the General Chair, with the advice and consent of the Board of Directors.

Duties: The duties of the Sanctions Coordinator include:

1. Issue the sanction or approval for all swimming competitions, exhibitions, clinics, and entertainment involving competitive swimming within Gulf Swimming; and,
2. Verify that competitions, sanctioned by Gulf Swimming, comply with all rules and regulations of Gulf Swimming and USA Swimming that is in effect on the first date of the competition.

Requirements: The Sanctions Coordinator should attend each Board of Directors Meeting and House of Delegates Meeting to provide input to the Board and LSC.

Equipment Coordinator

Coordinator: The Coordinator is appointed by the General Chair, with the advice and consent of the Board of Directors.

Duties: The duties of the Equipment Coordinator include:

1. Acquire, maintain, allocate, and arrange for the transportation of material and equipment owned by Gulf Swimming; and,
2. Train personnel to transport and properly operate the equipment.

Requirements: The Equipment Coordinator should attend each Board of Directors Meeting and House of Delegates Meeting to provide input to the Board and LSC.

National Times Verification Officer

Coordinator: The Officer is appointed by the General Chair, with the advice and consent of the Board of Directors.

Duties: The duties of the National Times Verification Officer include:

1. Maintain the integrity and purpose of SWIMS;
2. Receive official meet results from the Membership Administrative Assistant no later than three (3) days from the last day of the meet;
3. Review meet results for possible errors; if errors are found, send the meet file back to the Membership Administrative Assistant for investigation and correction with the meet host;
4. Load meet results into SWIMS no later than one (1) day after meet results are received;
5. Clear the Times Holding Tank for individual and relay errors promptly;
6. Communicate with the Membership Administrative Assistant as necessary to resolve membership questions or issues;
7. Keep data from observed swimming competitions for one year;
8. Track the observed swims competitions and authorize the observation for those meets; and,
9. Report Gulf Swimming observed meets to the National Times & Recognition designee.

Requirements: The National Times Verification Officer should attend each Board of Directors Meeting and House of Delegates Meeting to provide input to the Board and LSC.

Open Water Coordinator

Coordinator: The Coordinator is appointed by the General Chair, with the advice and consent of the Board of Directors.

Duties: The duties of the Open Water Coordinator include:

1. Promote open water swimming for the benefit of all Gulf Swimming athletes;
2. In coordination with the Gulf Swimming permanent office, disseminate current USA Swimming open water swimming information, programs, and policies to all clubs, athletes, coaches, and officials of Gulf Swimming;
3. Assist and support clubs in hosting and participating in open water events;
4. Coordinate the selection of athletes and coaches for the Gulf Swimming All-Star Team for an appropriate annual open water event; and,
5. Budget, acquire, and maintain the equipment necessary for conducting open water events.

Requirements: The Open Water Coordinator should attend each Board of Directors Meeting and House of Delegates Meeting to provide input to the Board and LSC.

Awards and Recognition Committee

Chair: The Chair is appointed by the General Chair, with the advice and consent of the Board of Directors.

Duties: The duties of the Awards and Recognition Committee include:

1. Recognizing and honoring Gulf members who are outstanding among their peers; and,
2. Recommending those Gulf members who should be awarded Life Membership in USA Swimming.

Requirements: The Awards and Recognition Chair should attend each Board of Directors Meeting and House of Delegates Meeting to provide input to the Board and LSC.

Personnel Committee Members

Chair: The Chair shall be the General Chair.

Members: The Personnel Committee Members shall be the General Chair, the Administrative Vice-Chair, and the Finance Vice-Chair, and a sufficient number of athletes to constitute at least 20% of the voting membership of the Committee.

Duties: The duties of the Personnel Committee Chair and Committee Members include:

1. Negotiate and set wages for the staff members;
2. Set terms of employment for the staff members, including employees and independent contractors;
3. Review and approve the scope of duties of the staff members; and,
4. Annually evaluate the performance of the Executive Director.

Requirements: The Personnel Committee Chair should attend each Board of Directors Meeting and House of Delegates Meeting to provide input to the Board and LSC.

Executive Director

Staff: The Executive Director is a member of the staff and reports directly to the General Chair.

Duties: The duties of the Executive Director include:

1. Oversee all day-to-day business activities of the organization;
2. Develop organization culture;
3. Oversee organization Board of Directors meetings and committee meetings;
4. Implementation of annual programming for athletes, coaches, clubs, and volunteers;
5. Supervise and collaborate with the organization's staff and volunteers;
6. Strategic planning and implementation;
7. Planning and operation of the annual budget;
8. Oversee marketing and other communications efforts;
9. Establish and maintain relationships with USA Swimming and other LSCs and utilize those relationships to strategically enhance Gulf Swimming's Mission, Vision, and Values;
10. Serve as Gulf Swimming's primary spokesperson to the organization's constituents, the media, and the general public;
11. Attend USA Swimming Conventions, meetings, and workshops, as necessary;
12. Ensure that Gulf Swimming complies with all requirements as directed by all agreements between USA Swimming and Gulf Swimming;
13. Report to and work closely with Gulf Swimming's General Chair; and,
14. Other duties as assigned by the General Chair.

Requirements: The Executive Director shall attend each Board of Directors Meeting and House of Delegates Meeting.

Comptroller

Staff: The Comptroller is a member of the staff and reports directly to the Executive Director.

Duties: The duties of the Comptroller are included under the description for the Treasurer.

Membership Administrative Assistant

Staff: The Membership Administrative Assistant is a member of the staff and reports directly to the Executive Director.

Duties: The duties of the Membership Administrative Assistant include:

1. Registration of Athlete Members, including updating any changes and club transfers;
2. Registration of Non-Athlete Members, including checking certifications (CPT, CPR, In-Water Safety, and Online Safety Training); Assist membership if there are membership alerts due to missing Background Checks, missing Foundations of Coaching, etc.;
3. Registration of clubs, including updating any changes of facilities, coaches, addresses, etc.;
4. Update all registration forms;
5. Track all registration fees and collect payments;
6. Reconciliation of swim meet results, both pre-meet and post-meet; email clubs for registration, upgrade of membership type, and athlete alerts;
7. Generate reports for each meet host with non-athletes and adult athlete members;
8. Point of contact for correspondence with clubs, non-athletes, parents, athletes, and USA Swimming; and,
9. Other duties as assigned by the Executive Director.

REGISTRATION OF NON-ATHLETES

Any person may become a Non-Athlete Member of USA Swimming.

The following positions are required to hold USA Swimming Non-Athlete Memberships:

- Coaches;
- Officials - referees, starters, stroke and turn judges (including all trainees);
- Meet Directors;
- Meet Safety Marshals

USA Swimming initiated the Coaches Safety Curriculum in September 1987 for the 1988 membership year. USA Swimming coach members are required to show current proof of training in First Aid, CPR, and Safety Training for Swim Coaches and successful completion of the USA Swimming Background Screening. When persons apply for coach membership, they must meet the full Coaches Safety Curriculum requirement and the Background Screening to be registered. They will not be allowed an interim coaching period (i.e., no grace period). Persons without a coach membership will not be allowed to participate in any coaching capacity at any USA Swimming-sanctioned competition. This restriction includes, but is not limited to, being barred from the deck area. If an offending person refuses to comply with these provisions upon initial warning, all athletes on that person's club shall be designated as "unattached" for the entire competition, unless the club has some other USA Swimming coach member present.

Continuous failure of a coach to satisfy the Coaches Safety Curriculum requirement will be grounds for termination of membership and loss of insurance coverage. Clubs that continue to conduct a program with coaches who have failed to satisfy the Coaches Safety Curriculum requirement risk termination of membership and loss of insurance coverage.

All course certificates provided as proof for the Coaches Safety Curriculum must be valid on the date of the membership application. Coaches should submit copies of the First Aid, CPR, and Safety Training for Swim Coaches course completion cards (front and back) as adequate proof of training. If the Registrar doubts certificate authenticity, he has the right to request access to the original card or to check with the issuing authority. The LSC Safety Coordinator and/or the Registrar are not expected to follow up on certificate expiration. It is the coach's responsibility to renew all certificates promptly.

All coaches must fulfill the requirements of the Coaches Safety Curriculum and be registered as Non-Athlete Members of USA Swimming. To register as a USA Swimming club, all clubs must have a properly registered coach.

NON-ATHLETE REGISTRATION AND TEAM REQUIREMENTS

Required Positions – Each Gulf Swimming member team should pay the registration fees for all required team positions.

Affiliated Officials – Each Gulf Swimming member team should pay the USA Swimming registration fee for all Officials affiliated with the team. For all Officials registered as part of the team and listed on the team registration form, Gulf Swimming will waive the LSC registration fee. (Affiliated Officials are Officials that have swimmers attached to that team.)

Unaffiliated Certified Officials and Gulf Swimming Board of Directors - Gulf Swimming shall pay the registration renewals for all unaffiliated certified Officials that actively support Gulf Swimming. Gulf Swimming shall also pay the renewal registrations of all unaffiliated non-athlete, non-coach members of the Gulf Swimming Board of Directors and Coordinators.

Meet Requirements – Each Gulf Swimming member team that hosts a sanctioned meet shall be required to have at least four officials/trainees working on-deck for each session of the meet. If the required number of officials/trainees is not present, the host team shall be subject to a fine of \$100.00 for each official/trainee not present.

Exceptions – College teams are exempted from the registration requirements.

Enforcement – The above rules shall be enforced by the Administrative Vice-Chair, the Technical Planning Committee Chair, the Registrar, and the Officials Committee Chair. The active status of certified officials and trainee officials shall be determined by the Officials Committee Chair.

SAFETY MARSHAL ROLES & RESPONSIBILITIES

General Requirements:

The Safety Marshal must be registered as a Member of USA Swimming.

The position of Safety Marshal is to be performed by individuals, age 21 or older, with no other meet responsibilities. Meet directors, officials, or other assigned meet personnel are not permitted to serve as Safety Marshal.

During warm-ups, the Safety Marshal is required to be on deck before and during the entire warm-up session. The Safety Marshal shall enforce the warm-up procedures and maintain order in the swimming venue following the LSC Safety Guidelines and Warm-up Procedures. The marshal shall have full authority to warn or order to cease, and, with the concurrence of the referee, to remove, or have removed from the swimming venue anyone behaving in an unsafe manner or using profane or abusive language, or whose actions are disrupting the orderly conduct of the meet.

Pre-Meet Roles:

Post several area maps showing the location and phone number of the nearest Hospital or Emergency clinic. (Post at the main entrance to the natatorium and at least one other appropriate location.)

Post several copies during the swim meet a map showing the location of the: First Aid Station, Spinal Backboard Blankets/towels Rescue implements

Perform a detailed walk-through of the meet facilities to identify potential hazard areas (such as slip areas, head bangers, trip hazards, etc.). Take corrective action for all identified hazard areas.

Review safety checklist with Meet Referee.

During the Swim Meet:

The Safety Marshal shall enforce the warm-up procedures and maintain order in the swimming venue following the LSC Safety Guidelines and Warm-up Procedures, including any separate warm-up/warm-down area used during the meet.

The Safety Marshal should be visible by wearing a fluorescent vest before and during the meet.

The Safety Marshal shall insure the "First Aid Station" is identified and accessible throughout the meet.

Approximately every two hours, the Safety Marshal shall walk through all areas of the meet to identify potential hazards (horseplay, slippery floors, etc.).

Upon being advised by any person, (parent, swimmer, coach ...) of a safety hazard, the Safety Marshal shall investigate and take immediate action to correct the hazard.

Each accident requires that a Report of Occurrence form be completed.

Post-Meet:

The Safety Marshal shall ensure that any hazards to be corrected by facility personnel are reported to facility management.

RULES AND REGULATIONS TECHNICAL RULES

1-1. AGE GROUP CLASSIFICATION

At an age group meet with specific age group classifications (8 & U, 10 & U, 11 & 12, 13 & 14, and 15-18), swimmers may not swim out of their age group, e.g., a 10-year-old cannot swim exhibition in an 11 & 12 event to achieve a time in an event that is not offered in his division. The only events where age is of no consequence are the SENIOR or OPEN events. Any age swimmer who can make the SENIOR or OPEN qualifying standard is eligible to swim in this division.

A swimmer who qualifies to swim an event in more than one age group (i.e., 8&U or 10&U, 10&U or Senior, etc.) may swim the event in either age group, but MAY NOT swim the same event in both age groups in the same meet. This rule applies to both individual and relay events.

1-2. APPROVED MEETS

An approved meet is a designated meet conducted by organizations other than USA Swimming members and includes registered and non-registered swimmers. Times achieved at approved meets may be used as USA Swimming qualifying times. Application for approval (including the \$200/day approval fee) must be made in writing to the Sanction Coordinator at least 30 days before the date of the meet. The application must be made using the form that is available on the GulfSwimming.org website, stating the date, time, place, and nature of the meet, and listing the names of the referee, starter, and meet director. Deck officials must be registered USA Swimming officials. The approval of the meet may be withheld or withdrawn by the Sanction Coordinator after the meet has been held. The decision will be based, if the approving official cannot be present, on the report of the meet referee. Sole criteria for approval are based upon compliance of the meet with USA Swimming standards as outlined in the current *USA Swimming Rules and Regulations*. Official meet results must accompany the report of the referee.

1-3. ATHLETE'S REGISTRATION

Any swimmer entering the competition whose registration is not with the LSC Registrar will be subject to a \$100.00 fine (\$50.00 to the Club and \$50.00 to the Swimmer) with the following exception:

A swimmer who has paid his or her registration dues to their Club Registration Coordinator within the previous thirty (30) days, will not be fined \$50.00. However, their Club will be fined \$50.00, if the registration is not DELIVERED to the LSC Registrar within thirty-seven (37) days of receiving the swimmer's application fee. (DELIVERED IS EQUIVALENT TO POST-MARK).

1-4. BLEEDING PRECAUTIONS

Aggressive treatment of open wounds or skin lesions should be followed. In particular, whenever a swimmer or any other person suffers a laceration or wound where oozing or bleeding occurs, the competition will be stopped at the earliest possible time, and the swimmer or person should leave the pool or area and be given appropriate medical treatment. When it is deemed necessary by the Meet Referee (or his or her appointed person) a swimmer or any other person at a USA Swimming meet may be disqualified from the further competition if bleeding or oozing cannot be controlled or wound covered appropriately.

1-5. CANCELED MEETS

Any team that cancels a meet without the prior consent of the Gulf Swimming Board of Directors cannot bid for a meet the following year. For Zone B & Under or "C" Meets that are not bid or are canceled, the

teams in those zones can attend other Zone B & Under or "C" meets, if the host team of these B & Under or "C" meets invites them.

1-6. CHAMPIONSHIP MEET ENTRY FEES

For meets, approved to be called a championship meet by the House of Delegates, the swimmers' individual entry fees shall be increased by \$0.25. This additional fee, payable to the host team, is for the sole purpose of offsetting the additional cost of awarding medals at the meet. If no medals are awarded, then the individual entry fees shall not be increased.

1-7. DISTANCE EVENTS ORDER OF SWIMMING

All freestyle events 400 meters (500 yards) and longer and the 400 meter (yard) Individual Medley shall be swum fastest to slowest, alternating girls' and boys' heats. For ages 13 and over, these events shall be seeded by combining age groups and scoring them separately. At prelim/final meets, the fastest heat of girls and boys may be swum with the evening finals session.

1-8. ENTRIES

Swimmers are to enter meets at their best times in each event, either in short course yards, short course meters, or long course meters, regardless of the meet course. Meet hosts will seed entries from all courses together using the default conversion factors in HY-TEK MEET MANAGER. If a swimmer does not have a yard time or meter time, he must enter a NO TIME (NT). This rule does not apply to TAGS or certain Gulf Swimming championship meets.

1-9. ENTRIES - CERTAIN CHAMPIONSHIP MEETS

Long course meters shall be the conforming course for long course championship meets, and events shall be seeded with conforming times first, followed by non-conforming short course meter times followed by non-conforming short course yard times. Short course yards shall be the conforming course for short course championship meets, and events shall be seeded with conforming times first, followed by non-conforming long course meter times followed by non-conforming short course meter times. THERE ARE TO BE NO CONVERSIONS FROM YARDS TO METERS OR METER TO YARDS. If a swimmer does not have a yard time or meter time, he must enter a NO TIME (NT). This rule shall apply only to Gulf Swimming championship meets which include solely events for senior swimmers (and not age group events).

1-10. EQUIPMENT RENTAL

Any member team wishing to use the Gulf Swimming automatic timing equipment must include the applicable rental fees, which are available on the GulfSwimming.org website, with the equipment rental application. Equipment fees are to be sent to the Sanction Coordinator at the time that the equipment rental form is submitted. Equipment condition reports itemizing the equipment and stating that the equipment was stored properly and received in good condition, with any exceptions noted, will be available in the trailer. Either the next member team utilizing the equipment, or the Gulf Swimming Equipment Coordinator must sign a condition report before the equipment is released.

The host team is responsible for equipment lost or damaged while in its possession. For any item not returned as received by the host team, a fee of \$25.00, in addition to the cost of the item, will be charged to the host team.

All Gulf Swimming member teams must also abide by the following rules:

A clean-up fee of \$25.00 (payable to "Gulf Swimming") will be charged if the equipment is not returned as received in the trailer.

The club renting the equipment will be charged for any repairs, except for repairs caused by normal wear and tear.

After a two (2) day grace period following the end of the meet, the club will be charged \$25.00/day until the equipment is returned to the Equipment Coordinator unless prior arrangements have been made with him.

The equipment must be returned to the Gulf Swimming Equipment Coordinator unless prior arrangements have been made with him.

1-11. EXHIBITION SWIMMING

Exhibition swimming is not permitted at Gulf-sanctioned meets.

1-12. EXTENDED ILLNESS

Swimmers returning after an extended absence due to illness, injury, or other unusual circumstances, may receive permission from the Age Group Vice-Chair to participate in an event in a division slower than which they are qualified to enter. Such requests must be made by the swimmer's coach. If the swimmer is granted permission and betters the maximum time in the slower division, they will not be eligible for an award.

1-13. FOUR-HOUR RULE - ENFORCEMENT

For any session that includes 12 & under events that exceeds four hours, except for championship meets, Gulf Swimming shall assess penalties. For the four-hour rule, the start of each session is considered to be the start of the first heat of competition, regardless of whether swimmers in that heat fall within the auspices of the "Four Hour Rule." Also, for the Four Hour Rule, the "finish" of each session shall be considered the start of the last swimmer who does fall under the auspices of the "Four Hour Rule," regardless of whether that is the last heat scheduled in the session. The penalty for violating this rule will be double the current splash fee for each splash for both individual and relay events that exceed four hours. The meet referee will be responsible for determining the "start" time and the "finish" time according to the rules above. The meet director is responsible for these penalties being sent to the Gulf Swimming Treasurer. Equipment breakdown and weather delays are not considered part of the four-hour limit. ***[Exceptions: These penalties are waived for all Gulf Sponsored meets (that is, meets that are planned by the Gulf Swimming Technical Planning Committee and Club Sponsored meets that show the estimated timeline to be within four hours for all 12&under events. The timelines shall be calculated with 20-sec heat intervals with 15-sec backstroke adder for Fly-over start meet formats and 0-sec heat interval with 0-sec backstroke adder for Chase start meet formats.]***

1-14. LATE ENTRIES

Gulf Swimming has established a uniform meet entry deadline for all teams hosting a meet. The teams will ask that the entries be in the hands of the Meet Director no later than 6:00 p.m. on a Tuesday that falls at least 7 days in advance of the meet. Anyone missing this deadline will be able to enter any "seeded on the deck" meet in the following manner:

1. Swimmers must pay double the entry fee at the time of entry.
2. Swimmers must supply completed entry forms entered at the swimmers' best times. The swimmers will be seeded into the events according to their best times.

3. Swimmers must enter all events for the session 45 minutes before the start of the session's first event.
4. Swimmers must be qualified to swim the event entered.
5. Swimmers must not exceed the allotted number of events allowed each day.
6. Swimmers who on-deck to change an entry time in an event already entered must circle-in on the posted circle-in sheets. The new time will be used for seeding. The on-deck entry fees still apply to these swimmers.

Anyone missing the entry deadline for a pre-seeded meet will be able to enter the meet in the following manner:

1. Swimmers must pay double the entry fee at the time of entry.
2. Swimmers must supply completed entry forms. The swimmers will be seeded into the events in open lanes.
3. Swimmers must enter all events for the session forty-five (45) minutes before the start of the session's first event.
4. Swimmers must be qualified to swim the event entered.
5. Swimmers must not exceed the number of events allowed each day.
6. A heat will be added, if necessary and if the timeline permits.

1-15. MESSAGE THERAPIST ON DECK AT MEETS

A certified massage therapist may work on deck at Gulf Swimming meets provided that:

1. He/she is registered as a Non-Athlete Member of USA Swimming;
2. The Meet Director and Meet Referee confirm in advance that space on deck is available for massages during the meet; and,
3. He/she has an agreement with one or more clubs to provide massage therapy to the members of that club(s) and will only provide services to members of that club(s) during the meet.

1-16. MEETS

B & Under and "C" Meets will be restricted to 12 and under age groups; the current classification for swimmers over the age of twelve is removed from the format. The "BB" Meet format includes a 13 and over classification with no minimum time standards for events, allowing entry-level swimmers of age 13 and above to enter "BB" meets without the standard "BB" times. On achieving a "BB" Time Standard for an event, the swimmer would no longer be allowed to enter that specific 13 and Over event, but would enter the current specified "BB" qualifying event. In the case of a swimmer attaining "BB" times, the current ruling on the "Three Event Rule" and "Up and Down Rule" would apply.

Gulf Swimming shall allow Inter-Club meets. These meets shall be restricted at either dual or triangular club competitions. Swimmers must swim with their attached club.

1-17. MEET DIRECTORS' CERTIFICATION

No Gulf Swimming swim meet shall be sanctioned unless the host team has a certified meet director and no Gulf Swimming swim meet shall be run without a certified meet director on deck. Meet Directors shall be certified upon proof that (s)he has demonstrated satisfactory knowledge of the pertinent USA Swimming rules and Gulf Swimming guidelines for managing a swim meet. The Technical Planning Committee shall have the responsibility for guideline development and meet director assessment and certification.

1-18. MEET DIRECTOR'S FINANCIAL REPORT

A Meet Director's Financial Report must be completed by any Gulf Swimming member team hosting a USA Swimming Sanctioned Gulf Swimming LSC meet for which entry fees have been charged. The report (which is available on the GulfSwimming.org website) should be sent to the Gulf Swimming Treasurer within two (2) weeks from the date of the meet. The report should be accompanied by a copy of the MEET MANAGER Team Report from the final results showing the number of swimmers, paid individual events and relays for all teams participating in the meet, and a check for the Gulf Swimming surcharge made payable to Gulf Swimming, Inc. The surcharge paid to Gulf Swimming is based on the total paid entries and relays including scratches and no-shows unless the Host Team reimburses the visiting teams the entry fees for the scratches/no-shows. If any part of a Sanctioned meet is canceled either before or during the meet due to weather, facility issues, or reasons beyond the control of the Host Team, the Gulf Surcharge will be paid, as stated earlier in this paragraph, unless the Entry Fees are reimbursed for the Events not swam.

Additionally, all teams hosting meets are required to submit full financial reports (that are available on the GulfSwimming.org website) as required by the current USA Swimming Rules and Regulations. These full financial reports, along with the payment of the Gulf Swimming surcharge mentioned above, are required to be submitted before Gulf Swimming considers any full or partial refund of meet surcharges for a Gulf Swimming sponsored meet to any host team. Refunds of any splash fee (Gulf Surcharge) do not apply to any Team meet or any meet that is not on the Gulf Schedule (Gulf Sponsored).

If the financial report and the surcharge fees are not filed and/or paid within two (2) weeks of the conclusion of the Gulf Swimming sanctioned meet, a fine of \$100.00 will be assessed, and an additional fine of \$100.00 for each month thereafter, until the financial report and surcharge fees are submitted. Additional delays will result in the forfeiture of bidding rights on meets the following year.

1-19. MEET ELECTRONIC ENTRIES

If allowed by the host team, teams may electronically mail their MEET MANAGER files. Payments for the electronic entries must be submitted or postmarked no later than 24 hours after the entry deadline as stated in the Meet Announcement. This rule only applies to entries submitted by the team entry person, not entries submitted by individual swimmers.

1-20. MEET ENTRIES SURCHARGE

Each team, with ten (10) or more swimmers entering a Gulf Swimming meet, must use the HY-TEK software to send entries for that meet. A \$25.00 surcharge, payable to the host team, will be charged against each team failing to use HY-TEK as required.

1-21. MEET ENTRIES VERIFICATION

When submitting meet entries for any Gulf Swimming sanctioned swim meet, each team must certify that all of its swimmers entering the meet are currently registered with USA Swimming. Each team must submit an entry verification form, that shall be included with the meet announcement, stating that "I, the undersigned coach or team representative, verify that all of the swimmers and coaches listed on the enclosed entry forms or entry disk are currently registered with USA Swimming."

1-22. MEET ENTRY FEES

All Gulf Swimming sponsored meets must adhere to the Meet Entry Fees Schedule published in the *Gulf Swimming Policies & Procedures*. Exceptions to these fees are for meets sponsored by a Gulf Swimming Board of Directors approved organization, such as USA Swimming, the Texas Swimming Association, and the Texas Senior Circuit organization, which may have another fee policy. The House of Delegates may also approve higher meet fees on a case-by-case basis.

For meets held in Long Course (50 Meter) pools, the swimmers' individual entry fees shall be increased by \$0.25. This additional fee, payable to the host team, is to offset the additional cost of running meets in and maintaining the larger pool.

1-23. MEET INFORMATION

All teams hosting Gulf Swimming swim meets shall send an electronic copy of the Meet Announcement (in Microsoft Word format) and the meet set-up file (in HY-TEK MEET MANAGER EV3 format) to the Gulf Swimming Webmaster. The announcement and meet set-up files must be sent at least six (6) weeks before the first day of the meet. Failure to timely send the announcement or the meet set-up file to the webmaster shall result in a fine of \$100 per day, with a maximum fine of \$1,500.

Within three days after the conclusion of the meet, the host team shall send an electronic copy of the meet results (as a HY-TEK MEET MANAGER backup file) to the Webmaster. Delays in the sending of meet results will result in the forfeiture of bidding rights on meets the following year.

No paper copies of the meet announcement, nor diskettes of the meet setup files or results, are required to be sent.

1-24. MEET OFFICIALS

For meets other than the Gulf Swimming Championships and the Senior Championships, it is the responsibility of the Meet Director to arrange for a sufficient number of qualified officials including the Referee, whose name must be submitted with the sanction application.

1-25. MEET RESULTS

The host team shall use the HY-TEK MEET MANAGER program.

Entry information and results shall be maintained by the host team for one (1) year from the date of the meet. Host teams shall be responsible for promptly resolving any inaccuracies in the results and re-submitting any results, which have been revised.

All meet results from Gulf Swimming sanctioned meets must be submitted in HY-TEK MEET MANAGER format and PDF format to the Gulf Swimming Registrar within three (3) days after the conclusion of the meet. The PDF format shall include the team information page, any team or individual scoring, and the results, in publication order, printed two columns per page. If the results are not submitted within the specified time, the host team will be subject to a fine of \$100.00. Additional delays or failure to follow these rules will result in the forfeiture of bidding rights on meets the following year. Results shall be submitted by e-mail. The instructions, submission requirements, and addresses will be available on the Gulf Swimming web page (GulfSwimming.org).

1-26. MEET STARTING TIME

No meet shall start before 9:00 a.m. unless approved, in advance, by the Board of Directors of Gulf Swimming. Friday evening sessions shall start at 6:30 p.m. unless some other start time is approved by the Board of Directors of Gulf Swimming.

1-27. MEET SUMMARY REPORT FORM

A Meet Summary Report Form must be completed by every Gulf Swimming member team hosting a USA Swimming Sanctioned Gulf Swimming LSC meet. The report (which is available on the GulfSwimming.org website) should be sent to the Gulf Swimming Technical Planning Committee Chair within two (2) weeks

from the date of the meet. Delays in the filing of this report will result in the forfeiture of bidding rights on meets the following year.

1-28. NON-ATHLETE REGISTRATION

All Coaches, Officials, Meet Directors, and Safety Marshals must show proof of their current USA Swimming Registration Card while on deck at all Gulf-sanctioned swim meets. Failure to show proof of the current registration card while on deck may result in the offender being removed from the swimming venue at the discretion of the Meet Referee.

All renewal applications for Coach Membership in the Gulf Swimming LSC are due before December 1st for membership for the subsequent year. After December 1st, the LSC fee due for a renewal membership shall increase by \$20.00. After December 31st, the LSC fee due for a renewal membership shall increase by \$50.00.

Any unregistered Coach, who is on-deck at a Gulf Swimming meet, shall be removed from the deck, and the club, that the Coach represents, shall be fined \$50.00 for each day for each unregistered Coach that is on-deck.

New coaches may register at any team during the year.

1-29. NO SHOWS AT GULF SWIMMING MEETS

Any swimmer, who circles in for deck-seeded events and fails to appear at the starting blocks when his/her event is ready to swim, shall be listed as a "No Show" in the results and shall be assessed a fine of \$5.00 for each event in which he/she fails to appear. No additional penalty, such as being scratched or disqualified from subsequent events, shall be assessed.

1-30. OBSERVED SWIMS AT NON-USA SWIMMING COMPETITIONS

For competitions that have been approved for observed swims, the results may be entered into the USA Swimming database (SWIMS). The requests for entering these observed swims should be submitted to the host of the non-USA Swimming competition. If the request is submitted to the host of the competition, there is no fee for entering those times into SWIMS. For any requests submitted to the Gulf Swimming NTV Coordinator, there will be a fee of \$20.00 per event, payable to Gulf Swimming.

If any fees are due, the fees must be paid before the times will be submitted to SWIMS. The fees must be received by the NTV Coordinator before the times will be entered into SWIMS.

1-31. ON-DECK ENTRIES TO CHANGE ENTRY TIME

Swimmers who wish to on-deck an entry, to change a previously entered time, shall pay the normal on-deck entry fee. The swimmers must also still indicate their intention to swim the event by circling-in on the posted circle-in sheets. This rule does not apply to corrections to entry times, where the incorrect entry time is due to an error made by the Host Team.

1-32. PRELIM/FINAL RULE

The administrative rules for the conduct of Gulf Swimming meets shall follow the Administrative Conduct of USA Swimming Championships, USA Swimming rules 207.11.6D and 207.11.6E, as modified below.

Any finalist who fails to compete in finals or consolation finals, or any other bonus final heat, for which he has qualified and failed to scratch with the Clerk of Course before the scratch deadline, shall be banned from further competition in the meet per the *USA Swimming Rules and Regulations* and will be

assessed a fine of \$50.00. A Club, which has not paid the fine, will not be allowed to register for membership in Gulf Swimming until the fine is paid.

In a Prelim/Final meet, the finalists and alternates for finals shall be announced and shall have thirty (30) minutes after the announcement to scratch from finals. Any qualified swimmer in the event (a swimmer is qualified for finals or consolation finals or any other bonus finals if he has successfully completed the event in Prelims) may be moved into finals due to scratches, therefore all swimmers who will not be present at finals must scratch to avoid a possible suspension from the meet and a fine of \$50.00. Thirty minutes after the announcement, no further scratches shall be accepted, the existing scratches will be tabulated and the finalists and two (2) alternates for the event shall be set. Only the finalists set at this point may be subject to the above fines and banishment from competition, even though any qualified swimmer may be moved into finals. The alternates, after the existing scratches are tabulated, will not be penalized if they are unavailable to compete in finals.

The USA Swimming National Championships Meets "reserve the right to scratch" rule is not applicable to any Gulf Swimming meet. The "intent to scratch" rule is not applicable to any Gulf Swimming meet.

1-33. PROOF OF TIME FOR GULF SWIMMING MEETS

Any swimmer who cannot prove that he was eligible to swim an event in a meet will be fined \$20.00 for each event that he fails to prove. The fine or proof of time is sent to the Administrative Vice-Chair. Swimmers are not eligible to swim an event if they have times faster than the cut-off. Once swimmers have qualified for a particular division in a particular event, PRIOR to the entry deadline stated in the meet announcement, they MAY NOT swim that event in a slower division. Swimmers entering events in a slower division are subject to disqualification from the meet by the Meet Director or the Referee. Swimmers shall be fined \$50 for each event in which they competed and are overqualified.

Fine balances carry over to the following year, and until paid, the team, which the swimmer represented, will not be allowed to register with Gulf Swimming. This also applies to fines levied on swimmers who have moved out of Gulf Swimming.

All fines or proof of times incurred in a Short Course season must be paid or proved by May 15 of each year; all fines or proof of times incurred in a Long Course season must be paid or proved by October 15 of each year. If the Proofs of Times are not submitted by the due dates, then the times are assumed to be unprovable, and all outstanding fines are doubled.

1-34. RELAY RULES

Any swimmer is eligible to be a swimmer of a relay team competing at a meet as long as the swimmer is not competing in a stroke and distance in which they have equaled or bettered the cut-off time for the division in which the relay is competing; i.e., swimmers do not compete on "B & Under" meet relays in a stroke and distance in which they have a "BB" time; or, swimmers do not compete in "BB" meet relays in a stroke and distance in which they have an "A" time. Further, swimmers age 13 and over are not eligible to swim the breaststroke, backstroke, or butterfly leg in a 200 yard or meter medley relay, if they have equaled or bettered the cut-off time in the 100 yard or meter distance of that stroke for the division in which the relay is competing.

1-35. RELAYS IN PRELIM/FINAL MEETS

Any relay that is entered on-deck at a Prelim/Finals meet, where the relays are divided between swimming in the morning/prelim session and the evening/final session, shall be limited to swimming with the morning session, unless there are open lanes in the evening session.

1-36. SANCTIONS

A sanctioned meet is a designated meet conducted by USA Swimming members. To receive a sanction, a USA Swimming meet sanction form must be received by the Sanction Coordinator at least eight (8) weeks before the meet, except for meets awarded on an emergency basis. (Day received is equivalent to post-marked). The Application for Sanction form may be found on the GulfSwimming.org website. If the Sanction Coordinator receives the application later than this time, a \$100.00 fine will be levied against the team.

See the GulfSwimming.org website for the current contact information for the Sanction Coordinator.

A copy of the meet announcement, including full event schedule, name of the Referee, and qualifying times must accompany the application. In addition, a check payable to Gulf Swimming, Inc. for \$50.00 per meet day must be included. Time Trials require a sanction fee of \$50.00. Before a sanction number is granted for a meet with a non-standard format (i.e., those not currently approved by the Technical Planning Committee), the format must be approved by the Technical Planning Committee Chair. Therefore, non-standard meet formats must be submitted no later than ninety (90) days prior to the first day of the meet or no sanction number will be granted by the Sanction Coordinator.

If the meet announcement is sent electronically to the Sanction Coordinator, then the sanction application and the check for the sanction fees, must be postmarked no later than 24 hours after the deadline for the sanction application, or the application shall be considered delinquent and subject to fines for being submitted late.

Upon approval of the meet by the Sanction Coordinator, a sanction number will be issued and must be included on the meet announcement; therefore, it is imperative that the Meet Director's telephone number be included in the information sent to the Sanction Coordinator.

Duplicate copies of the meet announcement must be sent to the Technical Planning Committee Chair (See the GulfSwimming.org website for the current contact information for the Technical Planning Committee Chair), and to the General Chair (See the GulfSwimming.org website for the current contact information for the General Chair.)

Dual meets, where one team is a Gulf Swimming Member Club and the second team is not a Gulf Swimming member club, may be scheduled and sanctioned on any day. Sanctioned Dual meets require a sanction fee of \$50.00. Sanction requests for Dual meets must be submitted at least two (2) weeks before the scheduled competition, unless good cause is shown for the delay. The payment for the sanction fees must accompany the request for the sanction.

No other meets will be sanctioned on Gulf Swimming Championship meet weekends or "Gulf-sponsored Open Meets", without Technical Planning Committee approval. All other weekends are open for meets, regardless of whether a Gulf-sponsored meet is scheduled.

1-37. SEEDING

All Gulf Swimming meets shall be pre-seeded for events 200 yards/meters and shorter. Events of 400 yards/meters and longer will require a positive check-in. Deck entries will be accepted to fill existing heats. If necessary, and if the timeline permits, a heat zero will be created. Clubs are encouraged to notify the meet administration and scratch swimmers that are not at the meet in order to make space for more swimmers. Deck entries are due 45 minutes prior to the start of the session.

Each meet host shall e-mail a psych sheet to all participating clubs by the Monday preceding the start of the meet. Each meet host is required to post the team summary listing on the Gulf Swimming website.

1-38. SURCHARGE RULE

Meet surcharges are assessed on each individual entry and relay entry, as specified on the Gulf Swimming website. From these surcharges, portions will be used for Gulf Swimming operating expenses and for funding Senior and Age Group Travel expenses.

1-39. TEAM SCORING

All meets shall be scored by place.

1-40. THREE EVENT RULE

A swimmer with three (3) "A" times may swim all other events offered in that division entered at his best time; e.g., if a swimmer has an "A" time in the 50 Free, 200 Free, and 100 Back, he may swim the 100 Fly, 100 Breast, 200 I.M., etc., if offered in that age group or division. The exception is that the swimmer must have a 500/400 Freestyle "A" time to swim the 1650/1500 or 1000/800 Freestyle events. The same rule applies to the "BB" division times; if a swimmer has three (3) "BB" times, he may swim all other "BB" events entered at his best time, etc.

For an 8 & under swimmer to swim all events as a 10 & under at a "BB" or "A" meet, the swimmer must have at least three (3) 10 & under "BB" or "A" times. For a swimmer to swim all events as a Senior at a "BB" or "A" meet, the swimmer must have at least three (3) Senior "BB" or "A" times.

The three-event rule will not be in effect at any championship or invitational meets.

1-41. TIME TRIALS

Time trials conducted in Gulf Swimming must conform to all USA Swimming National requirements with at least three (3) days advance notice to all Gulf Swimming member teams. The notice must include the sanction number, event fees, time, place, and qualifications or minimum time requirements. A sanction cannot be issued for time trials without the consent of the Board of Directors and payment of the sanction fee.

1-42. UP/DOWN RULE

If swimmers have "A" or "BB" division times in a particular stroke, they may swim the immediately preceding or following distance of that stroke in that division. If swimmers have a 100 Free "BB" time, they may swim the 50 Free and 200 Free "BB" events entered at their best times. An "A" time in the 50 Fly allows a swimmer to enter the 100 Fly in an "A" meet at their best time, etc.

For an 8 & under to swim a 10 & under event at a "BB" or "A" meet, the swimmer must have at least one 10 & under "BB" or "A" time. For example, if an 8-year-old swimmer has a 10 & under 50 yard "BB" time, then the swimmer could swim the 10 & under 100 yard "BB" event. For a swimmer to swim as a Senior at a "BB" or "A" meet, the swimmer must have at least one Senior "BB" or "A" time. For example, if a 10-year-old swimmer has a Senior 50 yard Free "BB" time, then the swimmer could swim the Senior 100 yard Free "BB" event.

ALL 10 AND UNDER SWIMMERS ENTERING SENIOR EVENTS MUST PRE-PROVE THEIR TIMES BY WRITING THE NAME AND DATE OF THE MEET WHERE THE TIME WAS ACHIEVED ON THE BACK OF THE ENTRY CARD. FAILURE TO DO SO WILL PREVENT THE SWIMMER FROM ENTERING THE SENIOR EVENT.

A swimmer who qualifies to swim an event in more than one age group (i.e., 8 & under or 10 & under, 10 & under or Senior, etc.), may swim the event in either age group, but MAY NOT swim the same event in both age groups in the same meet. This rule applies to both individual and relay events.

1-43. WARM-UP PROCEDURES

Safety guidelines and warm-up procedures have been developed by Gulf Swimming to ensure the safety of all swimmers. A copy of the safety procedures is available on the GulfSwimming.org website.

1-44. YARD/METER RULE

Once a swimmer has achieved a particular time division in a certain stroke and distance in one course in the swimmer's age group, the swimmer is considered to have achieved that same time division for that stroke and distance in all other courses and may not enter or be scored in a slower division. For example, a swimmer with an "A" or "BB" time in yards in a stroke will automatically have an "A" or "BB" time in meters of that stroke for that age group or division. Also, the reverse is true, a swimmer with an "A" or "BB" time in meters automatically has an "A" or "BB" time in yards. However, in a meet scored by time standard division, swimmers shall be scored in the division determined by their converted entry times.

1-45. ZONE MEETS

A zone system may be in effect for Gulf Swimming meets. Teams and/or swimmers may not cross zones to swim at a meet other than the meet provided for their group. A swimmer must swim in the zone in which he was last registered, unless he has filed a completed transfer form with the Gulf Swimming Registrar.

ADMINISTRATIVE RULES

2-1. BYLAWS

All member teams of Gulf Swimming must maintain a copy of their bylaws on file (including modifications as they are made) with the Registrar.

2-2. CANCELLATION OF DISBURSEMENTS

All disbursements by check, payable to any Gulf Swimming member, or parent or guardian of a Gulf Swimming member, shall be canceled and returned to the General Fund as a donation, if not cashed within ninety (90) days after the date of issue. This policy shall not apply to payments to non-members of Gulf Swimming.

2-3. GULF MINUTES

Minutes of the Gulf Swimming Board of Directors Meetings and the Gulf Swimming House of Delegates Meetings shall be posted on the Gulf Swimming website.

2-4. REVISION OF RULES

Gulf Swimming Administrative and Technical Rules may be implemented and/or changed by the following procedure. A new rule or modification to an existing policy or rule shall be approved in one of two ways:

If initially presented at the Gulf Swimming Board of Directors Meeting immediately prior to the Gulf Swimming House of Delegates meeting, a simple majority vote of the Gulf Swimming House of Delegates is required to implement the new rule or changes.

If initially presented at the Gulf Swimming House of Delegates Meeting for adoption, a two-thirds majority vote of the Gulf Swimming House of Delegates is required to implement the new rule or changes.

2-5. SAFETY MARSHALS

All Safety Marshals shall be current Non-Athlete members of USA Swimming.

2-6. SOUTHERN ZONE TEAM ELIGIBILITY

No swimmer shall be eligible to compete as part of the Gulf Swimming Zone Team in the Southern Zone Championships, if they have ever participated in an individual event at a Junior National Championships Meet, long course or short course, or if they have made the Junior National Championships qualifying time for an individual event in the current year, long course or short course.

2-7. TEAM REGISTRATION

For teams re-registering to be a member of Gulf Swimming, valid and completed Team Registration forms shall be submitted to the Registrar by October 1st of each year for registration for the following year. The Team Registration forms are considered late, if post-marked after October 15th. A late fee of \$100.00 per team will be assessed for any team submitting forms after the October 15th late registration date. New teams may register at any time during the year.

FINANCIAL PLAN

The Finance Committee shall develop, establish where so authorized, recommend to the Board of Directors, and supervise the execution of the policy regarding the investment of Gulf Swimming's working capital, funded reserves, and endowment funds, within the guidelines as established by the Board of Directors and the House of Delegates. The Finance Committee shall also regularly review Gulf Swimming's operational needs and the various methods to fund those needs.

The Gulf Swimming Financial Plan consists of

- The General Operating Funds, and
- The Funded Board-Designated Operating Reserve

The General Operating Fund is designed to provide for the yearly budgeted expenses, including athletes', coaches', and officials' travel reimbursements.

The Funded Board-Designated Operating Reserve is designed to manage cash flow interruptions, meet financial commitments, obligations, or other contingencies, and to generate investment income.

TRAVEL REIMBURSEMENT POLICY

Objective The objective of the Travel Reimbursement Policy is to provide financial assistance to the Athletes, Coaches, and Officials. The financial assistance shall be split among the athletes, coaches, and officials on a percentage basis as follows: 80%, 15%, and 5%, respectively.

Athletes Travel The amount of reimbursement available to each swimmer is dependent upon the budget and the number of swimmers attending each swim meet. With this Travel Reimbursement Policy, Gulf Swimming anticipates funding 75% to 100% of uniform expenses, that is, expenses based on advanced purchased airline tickets, standard double occupancy hotel rooms and a set per diem for meals.

Coaches Travel This policy provides limited funding for Coaches travel for National meets and Coaches Conferences. For those coaches who have National level swimmers competing in a National Meet, travel will be funded based on three coach reimbursements per team per year for two or three different National Meets, or funding will be provided for one coach per team per year to attend a Coaches Conference of their choosing and two reimbursements to attend National Meets. The amount of the reimbursement paid to any coach shall not be more than the maximum amount paid to any individual athlete for the same meet plus the additional cost of a single room and upgraded Economy airfare as outlined the Gulf Swimming Travel Policy, or the average of the most recent National meets if the reimbursement is for a Coaches Conference. Gulf Swimming will reimburse for a single room according to the Gulf Swimming Travel Policy only if the room is not shared with another coach, spouse, or sibling. The reimbursement may not exceed the actual expenses per the Gulf Travel Policy.

In order to be considered for the maximum amount of reimbursement, this request must be electronically delivered no later than thirty-one (31) days after the last day of the conference or the competition at the meet for which reimbursement is requested. If delivered after thirty-one (31) days and before sixty (60) days, the coach will be eligible for fifty percent (50%) of the maximum amount of the reimbursement.

Summary of Coach Travel Reimbursements:

- The reimbursement will be limited to three travel payments per year per club.
- The reimbursement will be made payable to the club unless notification from the club's board of directors instructs otherwise.
- If the reimbursement is for a National-level swim meet, then the maximum amount of reimbursement will be set to 100% of the athlete reimbursement for the same meet plus the additional amount for a single room and upgraded Economy Airfare.
- If the reimbursement is for a Coaches Conference, then the maximum amount of reimbursement will be set to 100% of the average of the spring and summer Nationals, excluding Olympic Trials.
- There will be three maximum reimbursements per year: two for coaching his/her swimmers at a National Meet, and one for attending a Coach's Conference; or, three for coaching his/her swimmers at a National Meet.
- The reimbursement request is due no later than thirty-one (31) days after the reimbursable event. If delivered after thirty-one (31) days and before sixty (60) days, then the reimbursement request is eligible for 50% of the maximum amount of the reimbursement.

Officials Travel This policy provides limited funding for Officials' travel expenses to National meets. The Officials' reimbursable meets will be the National-Level meets to include National Team Trials, US Open, Pro Series, Junior National Championships, National Championships, and any additional

National-level meets conducted by USA Swimming in the future. The amount of reimbursement for each meet shall be approved yearly by the House of Delegates. The reimbursement will be based on the number of days/sessions worked at a meet and will be limited to three meets per year per official. The amount of the reimbursement paid to any Official shall not be more than the maximum amount paid to any individual athlete for the same meet plus the additional cost of a single room and upgraded Economy airfare as outlined in the Gulf Swimming Travel Policy. Also, Gulf Swimming will reimburse for a single room according to the Gulf Swimming Travel Policy only if the room is not shared with another official, spouse, or sibling.

To qualify for reimbursement, the Gulf Official requesting reimbursement must officiate at least two (2) Gulf Sanctioned meets (with four (4) or more teams competing) within the previous three (3) months of each reimbursement request.

In order to be considered for the maximum amount of reimbursement, this request must be electronically delivered no later than thirty-one (31) days after the last day of the competition at the meet for which reimbursement is requested. If delivered after thirty-one (31) days and before sixty (60) days, the coach will be eligible for fifty percent (50%) of the maximum amount of the reimbursement.

Summary of Officials Reimbursements:

- The reimbursement will be limited to three travel payments per year per official.
- The Official requesting reimbursement must have officiated at least two (2) Gulf sanctioned meets (with four (4) or more teams competing) within the previous three (3) months of each reimbursement request.
- The reimbursement will be set to a maximum of 100% of the athlete reimbursement for the same meet plus the additional amount for a single room and upgraded Economy Airfare.
- The reimbursement request is due no later than thirty-one (31) days after the reimbursable event. If delivered after thirty-one (31) days and before sixty (60) days, then the reimbursement request is eligible for 50% of the maximum amount of the reimbursement.

FUNDED BOARD-DESIGNATED OPERATING RESERVE

Philosophy

The establishment and maintenance of a funded Board-Designated Operating Reserve is a high priority. This will enable Gulf Swimming to support strategic business practices and to:

- Manage cash flow interruptions.
- Meet commitments, obligations or other contingencies.
- Generate investment income.

Policy

The purpose of this policy is to establish and maintain a funded Board-Designated Operating Reserve, unencumbered and uncommitted, at a level relative to the annual program funding and the costs of operating and maintaining the organization.

The Operating Reserve is intended to serve a dynamic role and is available to be utilized as needed rather than being static, devoted only to generating interest income.

Definitions

Board-Designated Operating Reserve – Amounts reported in the Total Assets section of the balance sheet and identified as Board-Designated Operating Reserve.

Costs of Operating and Maintaining the Organization – Gulf Swimming's net expenses for Operations as reflected by the approved annual budget.

Funded Board-Designated Operating Reserve – A fund consisting of liquid assets and investments. Liquid assets are those that may be converted to cash quickly and easily. It is not required that Board-Designated Operating Reserve be physically segregated in a separate bank or investment account although Gulf Swimming may decide to do so.

Strategies and Procedures

Board-Designated Operating Reserve shall be accounted separately from Undesignated Operating Funds.

The Finance Committee will have the responsibility for developing and recommending policies and guidelines for the investment of the Operating Reserve assets and the Board of Directors will approve such policies and guidelines.

The Operating Reserve goal will be to achieve and maintain at least twelve months of Operating Costs as defined in Section III.

Sources

Assets for the **Board-Designated Operating Reserve** accounts will come from the retained earnings of the organization.

Uses

Internal line of credit for use to financially operate the organization.

Funds to meet unfunded and unexpected organization needs.

Funds for emergency and emerging needs of subsidiaries.

Funds to make up a deficiency in budgeted revenue, either in results or collection experience.

Governance

The depletion of the Operating Reserve will be evidenced by a negative balance in Net Income. The procedure for approving the use of the Operating Reserve Funds will be as follows:

- As projected in the budget as approved by the House of Delegates.
- By approval of the Board of Directors to fund unusual expenditures out of reserves.

By extraordinary expenses or loss of revenue and (or) investment losses. In this case, the following procedure will be followed:

- Treasurer will inform the other members of the Finance Committee.
- Treasurer will inform the Board of Directors at its next scheduled meeting. If the Operating Reserve is and has been less than 75% of the targeted reserve level for two consecutive years, the Board of Directors, in the absence of any extraordinary circumstances, will adopt an operational budget that includes a projected surplus sufficient to rebuild the Operating Reserve Fund to its targeted reserve level over the following two years.

Maintenance

The status of the funded **Board-Designated Operating Reserve** will be calculated at the end of each fiscal year based upon audited financial results.

Operating Reserve Ratio Calculation

The calculation formula will be based upon amounts defined in Section III as follows:

Unrestricted, Board-Designated Operating Reserve as of 12/31 = [Budgeted Annual Operating Budget]

Example: \$1,101,405 = 2020 Budget

The adequacy of the Board-Designated Operating Reserve will be determined as follows:

Example

Total Assets	\$3,056,331
Less Equity in Fixed Assets	<u>(77,728)</u>
Available Unrestricted Assets	2,978,603
Less Board-Designated Funds for Specific Purpose	(0)
Less Board-Designated Operating Reserve	<u>(1,101,405)</u>
Undesignated Operating Funds	<u>\$1,877,198</u>

The Operating Reserve Ratio Calculation will be presented to the Finance Committee following approval of the financial audit results by the Audit Subcommittee. The Treasurer will consider the adequacy of the Operating Reserve amount and will recommend any changes as deemed necessary.

Policy Review

This policy will be reviewed every year by the Treasurer or sooner if conditions warrant. Any changes thereto will be approved by the Finance Committee and the Board of Directors.

GULF SWIMMING PER DIEM POLICY

Gulf Swimming uses the United States Government Per Diem Rates published in Publication 1542 for Gulf Swimming travel reimbursement. Publication 1542 has two components: Lodging, and Meals and Incidentals (M & I). These figures, combined with Airfare, all adjusted by the Gulf Swimming payout ratio, will give the total maximum reimbursement amount. This policy is designed to provide a uniform and defensible reimbursement to all.

The per diem rates will be taken straight out of Publication 1542, which gives the maximum per diem rate that can be used without treating part of the per diem allowance as wages for taxable purposes. This Publication gives different lodging and M & I rates, depending on the location, and takes into account the cost-of-living differences in various parts of the country.

This policy has three parts:

- The Government Publication 1542 per diem rates are used for all Gulf reimbursable trips.
- The standard advance purchase airfare (minimum 3-week advance purchase) amount is used for all Gulf Swimming reimbursable trips.
- The Meals & Incidentals component is used for all travel, where the lodging is paid by USA Swimming or Gulf Swimming, and meals are not provided.

GULF SWIMMING TRAVEL POLICY

GENERAL TRAVEL POLICY/GUIDELINES WHEN TRAVELING ON GULF SANCTIONED BUSINESS

This policy applies to any Non-Athlete Member of Gulf Swimming, when traveling on approved Gulf Swimming business.

LODGING

Gulf Swimming recognizes the differences in adults, defined as anyone over 21 years of age, and, as such, will apply a one person, one room policy unless the Non-Athlete Members want to share a room. This policy will also apply when a Non-Athlete Member attends a USA Swimming LSC workshop. In this case, Gulf Swimming will cover the additional cost of a single room for the Gulf delegate.

Each person traveling will be responsible for making their own lodging reservation and will be responsible for any cancellation costs for not canceling any reservation in accordance with the hotel's cancellation and refund policy. Gulf Swimming will reimburse lodging costs, defined as room and tax charges, for the period one night prior to the start of the event to the night following the last day of the event, in case the event ends too late to be able to schedule travel home on the last day.

TRAVEL COSTS

When traveling by air, the Gulf will pay for United's Economy Plus Coach Fare or up to \$70 each way on other airlines upgraded Economy fares for Board Members, Staff, Coordinators, Coaches and Officials traveling on Gulf Swimming Sanctioned Business the two-week advance purchase price of the ticket. Costs of First or Business Class and any change fees are not reimbursable. Gulf Swimming will pay the baggage fee for one checked regular size bag each way. The traveler will pay any cost differences, unless the traveler was not given sufficient advanced notice of the intended travel date. In cases of group travel, a ticket price will be published and given to all parties designated to travel. Gulf Swimming will reimburse up to, but not in excess of the established round-trip ticket price for the designated destination. All Gulf Swimming members flying on Gulf Swimming Business on International flights will be eligible for the Economy Plus or other airlines upgraded economy fares.

ROUND TRANSPORTATION

When traveling on Gulf Swimming business, the Gulf will reimburse travel costs to and from the airport at the then current mileage rate. The Gulf will also pay for airport parking for the time actually traveling on Gulf business.

The cost of car rental must be approved in advance of travel by the General Chair or Treasurer or Finance Vice-Chair in order to be able to be reimbursed.

PER DIEM

Gulf Swimming uses the GSA per diem tables for calculating the cost of lodging, meals and incidentals. For Non-Athlete travel on Gulf Business, the lodging portion may be replaced by a set amount as in the case of the USAS Convention. When meals are not provided, the meals and incidental rate will be used to cover the meals portion.

Under per diem, the following describes what is included in incidental expenses:

Chapter 300, Part 300-3, in the Federal Travel Regulation (www.gsa.gov/fttr), under Per Diem Allowance, describes Incidental Expenses as: A. Fees and tips given to porters, baggage carriers, bellhops, hotel maids, stewards or stewardesses and others on ships, and hotel servants in foreign countries. B.

Transportation between places of lodging or business and places where meals are taken, if suitable meals cannot be obtained at the temporary duty site. C. Mailing cost associated with filing travel vouchers and payment of Government charge card billings.

SPECIFIC TRAVEL EVENTS

Certain group travel events will have some additional stipulations that will be disseminated to all members designated to travel for the specific event. This will cover information such as any registration fees, approved departure/return dates, etc.

GENERAL TRAVEL WITHIN THE GULF SWIMMING LSC

The following guidelines will apply when conducting Gulf Business within the LSC.

No reimbursement when attending Gulf Swimming scheduled meetings, i.e., Board of Directors, House of Delegates and regular TPC meetings or any Swim Meet unless included on Athlete Meet Reimbursements.

Mileage reimbursement will be available when traveling on Gulf Business when attending special meetings or when traveling is required to carry out assigned duties.

No mileage reimbursements will be made if the person is receiving a stipend from Gulf Swimming for the event.

If the meeting is a breakfast or lunch meeting, reasonable meal expenses will be approved.

No meal reimbursement or Gulf per diem will be available when traveling to USA Swimming workshops where a per diem is given by USA Swimming.

SENIOR TRAVEL FUND POLICY

ELIGIBILITY:

To be eligible for reimbursement of travel expenses, swimmers must satisfy the following requirements.

1. The swimmer requesting reimbursement must be currently registered with Gulf Swimming.
2. The swimmer must be a member of a club currently registered with Gulf Swimming, and
 - a. Participate in the meet for which reimbursement is requested as a member of the Gulf Swimming registered team, or
 - b. Participate in the meet as "Unattached" because the transfer period has not elapsed.
3. Other swimmers, as approved by the Board of Directors or House of Delegates of Gulf Swimming, may be eligible for reimbursement.
4. The swimmer must have participated in at least one Gulf sanctioned meet during the same swimming season of the meet for which reimbursement is requested.
5. Relay-only swimmers will be eligible for reimbursement for National Championships and the U.S. Open only. The maximum amount of reimbursement for relay-only swimmers will be set at twenty-five percent (25%) of the maximum amount of reimbursement for swimmers qualifying in one or more individual events. Only National Championships and the U.S. Open will be eligible for relay-only swimmers to be reimbursed. No other meets will be eligible for relay-only swimmers to be reimbursed.
6. Swimmers registered prior to their 18th birthday, and holding consecutive annual Gulf Swimming registration, shall be eligible to receive the maximum amount of the reimbursement.
7. Collegiate swimmers, not registered in Gulf Swimming prior to their 18th birthday, must hold continuous Gulf Swimming registration for the following periods of time in order to receive the stated reimbursement amount:
 - a. During the first year after a swimmer is registered in Gulf Swimming, the swimmer will not be eligible for the travel fund reimbursement.
 - b. During the second year after a swimmer is registered in Gulf Swimming, the swimmer will be eligible for one-third of the maximum amount of the reimbursement, as determined by the House of Delegates.
 - c. During the third year after a swimmer is registered in Gulf Swimming, the swimmer will be eligible for two-thirds of the maximum amount of the reimbursement, as determined by the House of Delegates.
 - d. Once a swimmer has been continuously registered for four or more years in Gulf Swimming, the swimmer is eligible for the maximum amount of the reimbursement, as long as continuous Gulf Swimming registration is maintained.

GUIDELINES:

1. Gulf Swimming registered swimmers satisfying the preceding eligibility requirements may receive reimbursement of travel expenses for the following meets:
 - a. Olympic Trials
 - b. Spring Championships and Phillips 66 National Championships
 - c. Junior National Championships
 - d. U.S. Open
 - e. Open Water Championships, National Paralympics Meets, and NCSA Junior Championships
 - f. National and Zone Camps (including Select Camps, Distance Camps, and Open Water Camps)
 - g. ISCA International Senior Cup

- h. ISCA Summer Senior Blast
 - i. Other meets as approved by the Board of Directors or House of Delegates.
2. Gulf Swimming registered swimmers satisfying the preceding eligibility requirements and who have at least one (1) current Long Course Junior Championships qualifying time may be reimbursed for any meet that has qualifying times faster than the USA Swimming Winter Junior Championships, and that is held in the continental United States and outside of the Gulf LSC. Any meet reimbursed under this provision will be considered to be one (1) of the three (3) meets that the swimmer is allowed to be reimbursed per year. The amount of reimbursement for any meet not listed in item 1 above, will be calculated in the same manner as those meets in item 1, using a 70% reimbursement factor. For any reimbursement and meet to be considered under this provision, the swimmer must be pre-approved for reimbursement at least thirty (30) days prior to the start of the meet. The request for pre-approval shall be submitted to the Gulf Swimming Treasurer.
3. The amount of reimbursement for the above meets shall be determined using the Per Diem Policy. The per diem will be based upon the number of nights from one day prior to the swimmer's first individual event in the meet until the day after the swimmer's last individual event in the meet, with a minimum of four (4) days (3 nights). Time Trial events are not included in the determination of the reimbursement dates.
4. Except as provided in items 5 and 6 below, a swimmer will be reimbursed for up to three (3) meets per calendar year.
5. If a swimmer participates in both the National Championship Meet and Junior Championship Meet during Long Course, and both meets are conducted in the same venue, he shall be reimbursed as follows:
 - a. The swimmer's reimbursement for each meet will be calculated separately, according to this policy with the exception that only ½ of the airfare portion will only be applied to each separate meet.
 - b. Each meet is an independent event along with the expenses for each.
 - c. This will count as two of the three meets for the year.
6. During Long Course seasons, when there are both a Trials Class meet and a National Championship, US Open, or Junior Championships, swimmers that attend the Trials Class meet and one of the other meets (National Championship, US Open, or Junior Championships) shall be eligible to receive 100% of each meet and they will be part of the 3 meets per year total.
7. The amount of reimbursement for the above National/Zone Camps shall be limited to airfare expenses in excess of the amount reimbursed by USA Swimming and shall be limited to a maximum of \$300 per swimmer. These expenses must be documented by airfare receipts.
8. If a National meet is held in the Greater Houston Metropolitan Area, there is no Reimbursement for those swimmers residing in the Greater Houston Metro Area. If a National meet is held in the Bryan-College Station Metropolitan Area, there is no Reimbursement for those swimmers residing in the Bryan-College Station Metro Area. This applies only to athletes competing in National Level Meets such as the US Open, Summer or Winter Juniors or Senior Nationals, or Futures. This does not include Zone Level meets held within the Gulf LSC. For those swimmers competing in a National Level Meet outside their Metro Area but within the Gulf LSC:
 - a. If there is No Hotel Stay, and the swimmer is commuting each day: Roundtrip mileage will be paid at the current year's IRS mileage rate for each day actually competing at the Meet. There will be No Per Diem.
 - b. If there is a Hotel Stay –
 - i. Only one roundtrip will be allowed. There will be No airfare calculation.
 - ii. Per Diem will only be paid for the number of nights of a required Hotel Stay. Officials will not receive a per diem.

- iii. Hotel and Per Diem will be calculated using the current Meet Reimbursement formula, using the GSA per diem tables for the year and location of the Meet.
9. Receipts for airfare and hotel expenses must be attached to the request.
10. If expenses are claimed by an athlete for an individual expense item (other than per diem) which exceeds expenses actually incurred by the athlete for that event, the entire reimbursement obligation shall be voided, and Gulf Swimming shall have no obligation to reimburse any expenses for that athlete for that event. For example, if two athletes share a hotel room, each athlete can only claim the portion of the cost of the hotel room actually paid by the athlete less any contribution by the other athlete. Similarly, all other reimbursements from clubs or otherwise must be reported to accurately reflect the actual out-of-pocket cost.
11. In lieu of receipts for meals, a per diem per night stayed at the event will be allowed.
12. When a team is submitting a reimbursement request, a separate form must be submitted for each athlete.
13. The athlete's events must be listed on the reimbursement form, by Event Number and Date of each Event, for the reimbursement to be considered. A separate Meet Entry Report will not be accepted.
14. The request form must be signed by the athlete requesting reimbursement and his/her parent or guardian, if the athlete is under age 18.
15. A copy of the athlete's team travel policy must be on file with Gulf Swimming in order to receive reimbursement.
16. A signed copy of the athlete's team travel policy must be submitted with the reimbursement request.
17. Checks will be issued directly to the athlete requesting reimbursement, unless the athlete is under age 18. If the athlete is under age 18, then the check will be issued to the parent or guardian.
18. In order to be considered for the maximum amount of either the individual or relay-only reimbursement, this request must be electronically delivered no later than thirty-one (31) days after the last day of competition at the meet for which reimbursement is requested. If delivered after thirty-one (31) days, the athlete will be eligible for fifty percent (50%) of the maximum amount of either the individual or relay-only reimbursement.
19. The reimbursement request must be completely filled out or reimbursement will be withheld until the form is complete.

LSC TEAM MEETS AND ACTIVITIES

DUTIES OF GULF COACHES FOR ALL LSC TRIPS

Head Coach Responsibilities

The Head Coach of the Gulf Swimming LSC Team shall provide the following (on the Gulf Swimming website) at least sixty (60) days prior to the team trip.

- Waiver forms
- Code of Conduct
- Information for parents to reach the head coach (cell phone number) or other coaches
- Hotel information
- Airline/bus information
- Travel itinerary
- Daily meeting and departure times
- Detailed explanation of how all meals will be handled
- Cost for the trip

Other Head Coach Responsibilities

The Head Coach shall be responsible for:

- Outfitting for the trip
- Travel arrangements
- Team/coach selection methodology
- Budget and budget changes approved by the Gulf Swimming Board of Directors
- Obtaining signed "Code of Conduct" forms from each coach assigned to the trip

For the LSC All Star Meet, the Head Coach shall have all of the above approved at least sixty (60) days prior to the trip. For the Southern Zone Meet, the Head Coach shall have all of the above approved at least ninety (90) days prior to the trip.

Expectations for all Assistant Coaches

Each coach will be assigned a gender/age group and be responsible for the following:

- Contacting athletes:
 - All swimmers (including automatic qualifiers and those swimmers not selected for the team) shall be notified by the coaches. This should be done by phone, no later than three
 - (3) days after the qualifying meet, unless the LSC trip is less than seven (7) days away. In that case, the swimmers shall be notified (announced) by the last day of the qualifying meet.
- Rooming assignments

Head Coach and Assistant Coaches duties while on the LSC trip

- The coaches shall collect all plane tickets from swimmers after check-in at the airport(s).
- The coaches shall cancel long distance service and movies to all swimmers' rooms.
- Roll call shall be taken at all times when boarding transportation.
- The Head Coach will supply a rooming list to all coaches.
- The coaching staff will check all swimmers' rooms at lights out (bed checks).

- The Head Coach shall be responsible for conducting meetings.

Head Coach and Assistant Coaches duties after the LSC trip

- The coaches shall thank the swimmers and parents, either by phone or by e-mail.
- The coaches shall complete and submit a trip evaluation form after the LSC. This form must be submitted before any reimbursement of expenses or stipends are issued.

CODE OF CONDUCT FOR TEAM ACTIVITIES

STATEMENT OF PURPOSE:

Gulf Swimming team activities are a privilege and should be treated as such. Swimmers and coaches are expected to represent themselves and Gulf Swimming to the best of their ability. It is the responsibility of the parent and the home coach to understand and abide by this code. It is the responsibility of the Trip Staff to enforce the code.

Coaches and swimmers are representing Gulf Swimming, and must conduct themselves in a manner that reflects positively on Gulf Swimming at all times. Coaches and swimmers are expected to uphold Gulf Swimming's positive image at all times, including, but not limited to, traveling to and from the meet, on-deck at the meet, in hotels, restaurants, and during all extracurricular activities.

COACHES EXCLUSIONS:

Except with the prior approval of the Board of Directors, Coaches, or any parents, who have a relative on the Gulf Swimming team, shall excuse themselves from the Trip Staff and shall not participate directly in any team activities, including, but not limited to, team practices, meet competition, travel, and entertainment.

CHAPERONES:

There shall be no Non-Coach Chaperones on any Gulf Swimming team travel trips. All persons acting as Chaperones in any capacity shall be currently registered as Coach Members of USA Swimming.

GENERAL INFORMATION:

Gulf Swimming travel policies must be signed and agreed to by all athletes, parents, and coaches traveling with the LSC. A copy of this LSC Code of Conduct must be signed by the athlete and his/her parent or legal guardian.

Team Managers must be currently registered as coach members of USA Swimming and, as coach members, must have successfully passed a USA Swimming-administered criminal background check.

Team Managers or Coaches must carry a signed Medical Release Form for each athlete.

COACHES' RESPONSIBILITIES:

1. Coaches shall conduct themselves in a professional manner (i.e., being a good example of a coach in appearance, language and sportsmanship).
2. 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). For the purposes of the USA Swimming Code of Conduct, where an adult is registered both as a coach and an athlete member of USA Swimming, and is functioning primarily as a coach, he/she may share sleeping arrangements with another registered coach.
3. Coaches shall not possess or consume any alcohol while on any Gulf Swimming LSC trips.
4. Coaches shall not smoke or use any other tobacco products while on any Gulf Swimming LSC trips.
5. Coaches shall not possess or use any illegal drugs while on any Gulf Swimming LSC trips.
6. Coaches shall represent Gulf Swimming in a positive manner at all times.
7. Coaches shall call meetings and communicate all known time schedules, daily meeting places, and expectations.

8. Coaches shall check on athletes at all times, including but not limited to bed checks, to make sure that all athletes are where they are supposed to be.
9. When making rooming assignments, coaches shall attempt to assign athletes of similar ages to the same room.
10. Coaches shall be assigned a gender and age group and will be responsible for warm ups and line ups.
11. Coaches shall discipline athletes when and where appropriate as outlined below.
12. Coaches shall avoid any unsupervised or isolated "one-on-one" contact between an athlete and a coach, or an athlete and another "non-related adult". During team travel, when doing room checks, attending team meetings and/or other activities, two-deep leadership and open and observable environments must be maintained.
13. When only one athlete and one coach travel to or from a competition, the athlete must have his/her parents' (or legal guardian's) written permission in advance to travel alone with the coach. Athletes shall not ride in a coach's vehicle without another adult present who is the same gender as the athlete, unless prior parental permission is obtained.
14. When only one athlete and one coach travel to a competition, at the competition the coach and athlete should attempt to establish a "buddy" club to associate with during the competition and when away from the venue.
15. The Head Coach or his/her designee shall make a written report of Travel Policy or Code of Conduct violations to the General Chair of Gulf Swimming and the parent or legal guardian of any affected minor athlete.

FAILURE OF THE COACHES TO ABIDE BY SUCH RULES ON GULF SWIMMING TRIPS WILL RESULT IN THE FOLLOWING:

1. Coach may have the behavior addressed by the head coach or other coaches on the trip (minor infraction).
2. Board of Review hearing (severe infraction). See "LSC Team Discipline Enforcement Procedure".

SWIMMERS' RESPONSIBILITIES:

1. Swimmers shall attend all team functions including meetings, practices, meals, meet sessions, etc., unless otherwise excused or instructed by the Head Coach or his/her designee.
2. Swimmers shall follow rules and guidelines set up by this contract with Gulf Swimming.
3. 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 coach or chaperone.
4. When visiting public places such as shopping malls, movie theatres, etc., swimmers shall stay in groups of no less than three persons. 12 & Under athletes shall be accompanied by a coach chaperone.
5. Gulf Swimming recognizes that relationships are a natural development in a young person's life. But Gulf Swimming expects mature and responsible behavior at all times. Inappropriate physical expression and contact WILL NOT be allowed and will be subject to reprimand and discipline. There shall be no male athletes in female athletes' rooms and no female athletes in male athletes' rooms. They may meet in the lobby and other places indicated by the coaching staff.
6. Curfews shall be established by the team or LSC staff each day of the trip. Curfews on meet nights will be no later than two (2) hours after the conclusion of the meet (hopefully by 9:00 p.m. – 10:00 p.m.). On the final night of the meet, after all swims are completed, curfew may be extended until 12:00 midnight at the discretion of the coaching staff depending upon the proper behavior of the squad.

7. There will be no running or playing in the hallways of the hotel.
8. Rooms will be cleaned and picked up in an orderly manner.
9. All long-distance telephone calls will be placed on calling cards or made collect.
10. There shall be no loud talking or loud music to disrupt anyone else’s stay at the hotel.
11. At the meet, swimmers shall do all prescribed warm ups and events as directed by the coaches.
12. All coaches are in charge. Swimmers are expected to follow the directions of all coaches. The directions and decisions of coaches and team managers are final.
13. The safety of each individual is paramount. Swimmers shall behave in a manner, which ensures the safety of themselves and others at all times.
14. The use of alcohol, tobacco, or illegal drugs is strictly prohibited.
15. The use of abusive language is prohibited.
16. Swimmer is responsible for any and all damages to property caused by said swimmer.

FAILURE OF THE SWIMMERS TO ABIDE BY SUCH RULES ON GULF SWIMMING TRIPS WILL RESULT IN THE FOLLOWING:

1. Swimmer may have the behavior addressed by the head coach or other coaches on the staff (minor infraction).
2. Swimmer may be scratched from the remaining meet or not be allowed to participate in the remainder of the activities (minor infraction). See “LSC Team Discipline Enforcement Procedure”.
3. Swimmer may be sent home at the swimmer’s expense (severe infraction). See “LSC Team Discipline Enforcement Procedure”.
4. Board of Review hearing (severe infraction). See “LSC Team Discipline Enforcement Procedure”.

It is anticipated that all involved will have a positive experience. For the safety of the swimmers, rule violations will be dealt with in a very direct manner. The very best is expected from all Gulf Swimming personnel associated with the meet.

I understand that I represent Gulf Swimming and that any inappropriate behavior from the beginning to the end of the trip, will not be tolerated. I have read and do hereby agree to and will abide by this Gulf Swimming Code of Conduct as stated above.

Swimmer’s Name (print name)	Swimmer’s Signature	Date
Parent/Guardian’s Name (print name)	Parent/Guardian’s Signature	Date
Coach’s Name (print name)	Coach’s Signature	Date

LSC TEAM DISCIPLINE ENFORCEMENT PROCEDURE

The following procedure shall apply to any violation of the Gulf Swimming Code of Conduct or the USA Swimming Code of Conduct by an athlete that occurs during a Gulf Swimming All Star Team trip or Zone Team trip or any Gulf Swimming sponsored events (e.g., Camps) where the penalty is to be assessed during the trip.

1. The All Star/Zone Team/Camp Head Coach shall designate a staff member of the traveling team to investigate the violation.
2. Upon completion of the investigation, the Head Coach shall decide whether to proceed with the complaint and, if so, what penalty to seek. If the Head Coach elects to seek a penalty, which includes the athlete being scratched from an event or sent home, the athlete should be notified of the penalty sought, provided a copy of these procedures and notified that he/she has a right to an expedited hearing pursuant to these procedures.
3. If, after such notification, the athlete (or his legal guardian, if the athlete is younger than 18 years old) elects to accept the penalty, the Head Coach shall enforce the penalty and no hearing shall be held. If the athlete (or his legal guardian, if the athlete is younger than 18 years old) requests a hearing, a hearing panel of three (3) members shall be formed by the Head Coach. The panel shall include at least one (1) athlete member and shall not include either the investigating staff member or the Head Coach.
4. The Head Coach and/or the investigating staff member, on behalf of Gulf Swimming, shall present the facts of the violation to the hearing panel. Both Gulf Swimming and the athlete shall have the opportunity to present any additional evidence considered relevant by the panel and may call witnesses. After hearing the relevant facts and testimony, the hearing panel shall determine if the athlete did in fact violate the Code of Conduct and, if so, shall assess the penalty deemed appropriate by the panel.
5. The decision of the hearing panel shall be provided to the Head Coach and the athlete. The Head Coach shall be responsible for enforcing the penalty.

This procedure shall also be followed in the case of an alleged violation of the Gulf Swimming Code of Conduct or the USA Swimming Code of Conduct by a USA Swimming member coach, trainer, manager, administrator, or official that occurs during an All Star/Zone Team trip where the penalty is to be assessed during the trip. The hearing panel shall include an athlete.

GULF SWIMMING MEDICAL RELEASE FORM

I am the parent, guardian, or custodian of the swimmer named herein, and I consent to medical and surgical treatment during an emergency involving an immediate danger to the health and safety of the swimmer.

I authorize and empower the representatives Gulf Swimming to act on my behalf during an emergency involving an immediate danger to the health and safety of the swimmer and those representatives are authorized to consent to medical and surgical treatment.

I hereby release and agree to hold harmless Gulf Swimming and its representatives from any claims arising from such emergency medical treatment and from any source whatsoever during the period that the swimmer is participating in any trip sponsored or conducted by Gulf Swimming.

Swimmer's Name: _____

Parent/Guardian's Signature: _____ Date: _____

Parent/Guardian's Printed Name: _____

Home Phone: _____

Work Phone: _____

Cell Phone: _____

Swimmer's Physician: _____

Physician's Address: _____

Physician's Phone: _____

Insurance Coverage: _____

Policy Number: _____

(Attach copy of front and back of Insurance Coverage Card)

Any Known Food or Drug Allergies: _____

OFFICIALS CERTIFICATION GUIDELINES

Introduction

Gulf Swimming strives to develop officials who are fair, competent, current in rulebook application and consistent in approach. The training program is designed to produce skilled officials who can provide athletes with the best, most consistent, and fairest possible level of observation. This program is aimed at certification of N1 officials with emphasis on quality assurance and portability outside of the Gulf Swimming LSC. National (N2 & N3) certification guidelines are posted on the USA Swimming Website.

The following guidelines are for informational purposes only. Certification of LSC officials is the responsibility of the Gulf Swimming Officials Committee Chair. These certification guidelines are effective until superseded by a new version. Changes to the certification guidelines require a majority vote from the Officials Committee. Suggested changes to guidelines can be submitted in writing to the Officials Committee Chair at any time.

All recommendations to certify Gulf officials will be accepted from Gulf LSC Meet Referees only. Evaluations (non-OQM) from Meet Referees outside the Gulf Swimming LSC are acceptable for training and educational purposes only.

*Certification at any position means that the official is fully trained, competent in position, and has met all the guidelines in this document.

ADMINISTRATIVE OFFICIAL–APPRENTICE (AP)

All new officials must complete the following pre-requisites (in order) before commencing on deck apprenticeship at a USA Swimming sanctioned meet.

- Register with USA Swimming through Gulf Swimming as a Non-Athlete Member.
- After registration is confirmed, set up a USA Swimming account, link your registration, and initiate a Background Check (BGC).
- Sign onto your USA Swimming account and complete the Athlete Protection Training (APT) course.
- Sign in to <https://www.cdc.gov/headsup/youthsports/training/index.html> OR <https://nfhslearn.com/courses/61151/concussion-in-sports> to take Concussion Protocol and forward your copy of the certificate to Gulf Administrator.
- Must have worked at least two (2) sessions operating the automatic timing system
- Must have worked at least two (2) sessions operating the scoring/computer system
- Sign onto your USA Swimming account, take and pass the open book Administrative Officials test on the USA Swimming site with a minimum 80% passing grade.
- Attend an Administrative Official Apprentice Clinic. Clinic availability will be posted on the [Gulf Swimming website](#).

Once the above process is complete you will receive a confirmation email to confirm your designation as “AO-AP” and your clearance to begin your on-deck apprenticeship.

ADMINISTRATIVE OFFICIAL–QUALIFIED (Q)

To become certified as an Administrative Official in the LSC, the “AP” official must complete the following steps:

- Official attire requirements for regular Gulf Swimming meets: White short sleeves polo shirt with collar must be tucked in (no team logos), navy shorts, long pants or skirts, white

socks/white athletic shoes. This might be referred to as white over navy. Official attire requirements for championship meets attire may change to a special combination (e.g., white over khaki; navy blue over khaki over white socks; white athletic shoes). The shirts must be tucked in to look professional on deck. Attire is normally specified in the meet announcement if it is different than the standard white over navy.

- Email the Meet Referee and the Administrative Official in advance of the meet to request approval to apprentice at a meet. Recommend you work all sessions of the meet during this training.
- Successfully apprentice as an AO during at least two (2) sessions under the supervision of a certified AO or Administrative Referee.
- Please note that certification is not automatic after completion of the minimum two (2) sessions. The Administrative Official apprentice must have proven themselves capable of handling the role independently.
- The Administrative Official-AP can request a recommendation for certification from a certified AO, Administrative Referee or Meet Referee after completing the minimum sessions.
- Please refer to the Administrative Training log as a guideline for requirements.
- Must request and receive two (2) positive recommendations from a Gulf Swimming LSC certified AO, Administrative Referee or Meet Referee. Recommendations must be based on positive performance by the apprentice while working in the capacity of Administrative Official.
- When the Administrative Official Certification criteria have been met and the LSC Officials Chair has processed the certification, the apprentice Administrative Official will receive an email confirming the designation of "AO-Q". Please allow USA Swimming 7-10 days to process this certification.

Certified Administrative Officials must take the recertification test for an Administrative Official every two (2) years to maintain certification. Any certified AO that has not worked in the position for a minimum of six (6) sessions during a period of two (2) years must attend a Gulf Swimming AO clinic to maintain their certification.

ADMINISTRATIVE REFEREE–APPRENTICE (AP)

All new officials must complete the following pre-requisites (in order) before commencing on deck apprenticeship at a USA Swimming sanctioned meet.

- Register with USA Swimming through Gulf Swimming as a Non-Athlete Member if expired.
- Initiate a Background Check (BGC) if expired.
- Sign onto your USA Swimming account and complete the Athlete Protection Training (APT) course if expired.
- Sign onto your USA Swimming account, take and pass the open book Administrative Official test on the USA Swimming site with a minimum 80% passing grade if expired.
- Sign onto your USA Swimming account, take and pass the open book Administrative Referee test on the USA Swimming site with a minimum 80% passing grade.
- Must be currently certified as a Gulf Swimming LSC Administrative Official.
- Must be currently certified as a Gulf Swimming LSC Deck Referee
- Must work ten (10) sessions as a certified AO of which at least four (4) sessions must be two (2) prelims plus finals sessions.
- Must notify the Gulf Swimming LSC Officials Committee chair of your desire to train as a Gulf Swimming LSC Administrative Referee.

Once the above process is complete you will receive a confirmation email to confirm your designation as “AR-AP” and your clearance to begin your on-deck apprenticeship.

ADMINISTRATIVE REFEREE–QUALIFIED (Q)

To become certified as an Administrative Referee in the LSC the “AP” official must complete the following steps:

- Email the Meet Referee and the Administrative Official in advance of the meet to request approval to apprentice a meet.
- Must work all sessions of the meet during this training.
- Successfully apprentice as an AR during at least two (2) prelim/finals meets under the supervision of an Administrative Referee or Meet Referee.
- Please note that certification is not automatic after completion of the minimum two (2) prelim/finals meets. The Administrative Referee Apprentice must have proven themselves capable of handling the role independently.
- Please refer to the Administrative Referee Training log as a guideline for requirements.
- Must request and receive two (2) positive recommendations from a Gulf Swimming LSC Administrative Referee or Meet Referee at a prelim/final meet. The recommendations must be based on positive performance by the apprentice while working in the capacity of Administrative Referee.
- When the Administrative Referee Certification criteria have been met and the LSC Officials Chair has processed the certification, the apprentice Administrative Referee will receive an email confirming the designation of “AR-Q”. Please allow USA Swimming 7-10 days to process this certification.

Certified Administrative Referees must pass the recertification test for an Administrative Referee every two (2) years to maintain certification. Any certified AR that has not worked in either the AO or AR position for a minimum of four (4) sessions during a period of two (2) years must attend a Gulf Swimming AO clinic to maintain their certification.

STROKE AND TURN APPRENTICE OFFICIALS (AP)

All new officials must complete the following pre-requisites (in order) before commencing on deck apprenticeship at a USA Swimming sanctioned meet.

- Register with USA Swimming through Gulf Swimming as a Non-Athlete Member.
- After registration is confirmed, set up a USA Swimming account, link your registration, and initiate a Background Check (BGC).
- Sign onto your USA Swimming account and complete the Athlete Protection Training (APT) course.
- Sign onto <https://www.cdc.gov/headsup/youthsports/training/index.html> OR <https://nfhslearn.com/courses/61151/concussion-in-sports> to take Concussion Protocol Training and forward your copy of the certificate to Gulf Administrator.
- Sign onto your USA Swimming account, take and pass the open book Stroke and Turn/Timer test on the USA Swimming site with a minimum 80% passing grade.
- Read and understand the “Professional Stroke & Turn Official” document posted on the www.usaswimming.org.
- Must attend a Stroke and Turn clinic. Clinic availability will be posted on the [Gulf Swimming website](#).

Once the above process is complete you will receive a confirmation email from USA Swimming to confirm your designation as “ST-AP” and your clearance to begin your on-deck apprenticeship.

STROKE AND TURN CERTIFICATION -QUALIFIED (Q)

To become certified as a Stroke & Turn official in the LSC the “AP” official must complete the following steps:

- Official attire requirements for regular Gulf Swimming meets: White short-sleeve polo shirt with collar (no team logos), navy shorts, long pants or skirts, white socks and white athletic shoes. This might be referred to as white over navy with white athletic shoes. Officials attire requirements for championship meets may change to a special combination (e.g., white over khaki or navy blue over khaki). The shirts must be tucked in to look professional on deck. Attire is normally specified in the meet announcement if it is different than the standard white over navy.
- Work with a certified official for four (4) sessions at which time no disqualifications should be called by the apprentice during this learning phase. This requirement can be waived by the Meet Referee at their discretion.
- Work an additional minimum six (6) sessions on deck as an apprentice S&T official at which time calls can and should be made as observed to assist with the determination of certification readiness.
- All sessions worked should include events for backstroke, butterfly, breaststroke and an individual medley and be a minimum of two (2) hours in length to be considered towards certification.
- Please note that certification is not automatic after completion of the minimum ten (10) sessions. The Stroke and Turn Apprentice must have proven themselves capable of handling the roles and demonstrates the best possible judgement and fairness officiating at the meet.
- After completing the minimum number of training sessions, the S&T-AP official can request a recommendation for certification from a Meet Referee. To receive a recommendation, the S&T-AP official must work a minimum of 2 sessions of the meet.
- Please refer to the Stroke and Turn Training log as a guideline for the skills required for certification.
- Must receive two (2) positive recommendations from a Gulf Swimming LSC Meet Referee at no less than two (2) separate meets. At least one (1) of the two (2) recommendation must come while observing the AP official working 2 or more 12 & under age group sessions.
- At the discretion of the Gulf Swimming Officials Committee Chair and based on recommendations received from the Meet Referees, the minimum number of sessions can be waived for final certification if the Stroke & Turn Apprentice has previous officiating experience and demonstrates that knowledge during sessions worked in the position.

When the above criteria have been met and the LSC Officials Chair has processed the certification, the apprentice Stroke and Turn Official will receive an email confirming the designation of “ST-Q”. Please allow USA Swimming 7- 10 days to process this certification.

Certified Stroke & Turn officials must pass the recertification Stroke and Turn/Timer test every two (2) years to maintain certification.

CHIEF JUDGE–APPRENTICE (AP)

The following prerequisites must be met before commencing apprenticeship on-deck as a Chief Judge:

- Must be currently certified in the Gulf Swimming LSC as a Stroke and Turn Judge.
- Must work a minimum of six (6) sessions as certified Stroke and Turn Judge before you can begin training as a Chief Judge.
- Must attend a Chief Judge Apprentice clinic. Clinic availability will be posted on the Gulf Swimming website.
- Read and understand the “Professional Chief Judge” document posted on the www.usaswimming.org.

When the above criteria have been met, the apprentice Chief Judge will receive an email confirming the designation of “CJ–AP”. Please allow USA Swimming 7-10 days to process this certification.

CHIEF JUDGE – QUALIFIED (Q)

To become certified as a Chief Judge in the LSC the “AP” official must complete the following steps:

- Work a minimum of six (6) sessions in the position of Chief Judge. At least 3 of these sessions must be completed during meets that include 12 & under age groups.
- Sessions that do not include events in backstroke, butterfly, breaststroke, and individual medley cannot be considered towards certification.
- Please note that certification is not automatic after completion of the minimum six (6) sessions. The Chief Judge-AP must have proven that they are knowledgeable and capable of fulfilling this position in a professional manner.
- The Chief Judge-AP can request a recommendation for certification from a Meet Referee after working the minimum of six (6) sessions as a Chief Judge.
- Please refer to the Chief Judge Training log as a guideline for the skills required for certification.
- Must receive two (2) positive recommendations from a Gulf Swimming LSC Meet Referee, at least one of whom must be from the approved list of LSC Chief Judge evaluators, at no less than two (2) meets.
- Once the above criteria have been met, the LSC Officials Chair will review all the recommendations and may require an additional on deck evaluation prior to certification. If required, you will be notified by email and an evaluation will be set up.

NOTE - The required training activities for Chief Judge certification may be fulfilled at any time after working six (6) sessions as a certified Stroke and Turn Judge. The Chief Judge certification does not have to be completed prior to training and certification for Starter. However, Chief Judge certification is required prior to certification as a Deck Referee or Meet Referee.

When the above criteria have been met and the LSC Officials Chair has processed the certification, the apprentice Chief Judge Official will receive an email confirming the designation of “CJ–Q”. Please allow USA Swimming 7-10 days to process this certification.

Certified Chief Judge officials must pass the recertification test for their highest certification level every two (2) years to maintain certification.

STARTER–APPRENTICE (AP)

The following pre-requisites must be met in order to commence apprenticeship on-deck as a Starter:

- Must be currently certified in the Gulf Swimming LSC as a Stroke & Turn Official.
- Must work a minimum of six (6) sessions as a certified Stroke and Turn official.
- Must attend a Starter clinic. Clinic availability will be posted on the Gulf Swimming website.
- Read and understand the “Professional Starter” document posted on www.usaswimming.org

- Sign onto your USA Swimming account, take and pass the open book Starter test on the USA Swimming site with a minimum 80% passing grade.

When the above criteria have been met, the Starter -AP will receive an email confirming the designation of “SR– AP”. Please allow USA Swimming 7-10 days to process this certification.

STARTER–QUALIFIED (Q)

In order to become certified as a Starter in the LSC the “AP” official must complete the following steps

- Work a minimum of ten (10) sessions in the role of an apprentice Starter on deck.
- Of the ten (10) sessions worked, there must be a combination of starting at various levels of meets including 12 & under and Senior meets.
- Please note that certification is not automatic after completion of the minimum ten (10) sessions. The Starter Apprentice must have proven themselves capable of handling the role and providing the best possible starts for the swimmers.
- The Starter-AP can request a recommendation for certification from a Meet Referee after completing the ten (10) minimum sessions.
- The Starter-AP must work 2 sessions of a meet in order to request evaluation for a recommendation.
- Please refer to the Starter Training log as a guideline for the skills required for certification.
- Must receive two (2) positive recommendations from a Gulf Swimming LSC Meet Referee, at least one of whom must be from the approved list of LSC Starter Evaluators, and at a minimum of two (2) meets, one of which must include 13 & Over age group sessions.
- Once the above criteria have been met, the LSC Officials Chair will review all the recommendations and may require an additional on-deck evaluation prior to certification. If required, you will be notified by email and an evaluation will be set up.

When the above criteria have been met, the Starter (AP) will receive an email confirming the designation of “SR– Q”. Please allow USA Swimming 7-10 days to process this certification.

Certified Starters must pass the Starter recertification test every two (2) years to maintain certification.

DECK REFEREE–APPRENTICE (AP)

The following prerequisites must be met in order to commence apprenticeship on-deck as a Deck Referee:

- Current certification as a Stroke & Turn and Starter in Gulf Swimming LSC.
- Sign onto your USA Swimming account, take and pass with a minimum 80% passing grade, the following tests:
 - Referee
 - Administrative Referee
 - Timing Judge
 - Clerk of Course
 - Starter Recertification-required if expired
- Must have worked a minimum of six (6) sessions as certified Starter.
- Read and understand the “Professional Deck Referee” document posted on www.usaswimming.org
- Must attend a Deck Referee Apprentice clinic. Clinic availability will be posted on the Gulf Swimming website.

When the above criteria have been met, the Deck Referee (AP) will receive an email confirming the designation of “DR-AP”. Please allow USA Swimming 7-10 days to process this certification.

DECK REFEREE-QUALIFIED (Q)

In order to become certified as a Deck Referee in the LSC the “AP” official must complete the following steps:

- Work on deck as a Deck referee apprentice under the guidance of other certified Deck Referees or Meet Referees for a minimum of ten (10) sessions.
- Must work a combination of both short and long course meets.
- Must work a combination of meets utilizing flyover starts and chase starts.
- Must work a combination of meets on behalf of different host teams.
- Please note that certification is not automatic after completion of the minimum ten (10) sessions.
- The Deck Referee Apprentice must have proven that you are knowledgeable and capable of fulfilling this position in a capable and professional manner.
- The Deck Referee-AP can request a recommendation for certification from a Meet Referee after completing the minimum ten (10) sessions.
- Please refer to the Deck Referee Training log as a guideline for the skills required for certification.
- Must complete certification as a Chief Judge before being certified as a Deck Referee.
- Must successfully obtain two (2) positive recommendations from a certified Meet Referee, at least one of whom must be from the approved list of LSC Deck Referee Evaluators, and from at least (2) separate meets.
- Once the above criteria have been met, the LSC Officials Chair will review all the recommendations and may require an additional on-deck evaluation prior to certification. If required, you will be notified by email and an evaluation set up.

When the above criteria have been met, the Deck Referee (AP) will receive an email confirming the designation of “DR-Q”. Please allow USA Swimming 7-10 days to process this certification.

Certified Deck Referees must pass the Referee recertification test every two (2) years to maintain certification.

MEET REFEREE L1 – APPRENTICE (AP)

The following pre-requisites must be met in order to commence apprenticeship on-deck as a Meet Referee:

- Must show a continuous active record of working as a certified Deck Referee to gain experience prior to being considered a Meet Referee Apprentice. This experience must include working a minimum of 16 sessions in the capacity of Deck Referee:
 - At least 4 of these sessions must be worked at short course meets using flyover starts.
 - At least 4 of these sessions must be worked at long course meets using chase starts.
 - At least 4 of these sessions must be worked at Prelims/Finals Championship format meets.
 - At least 4 of these sessions must be 12 & under age group sessions.
 - At least 4 of these sessions must be 13 and over age group sessions.
 - At least 4 of these sessions must be worked at meets hosted by unaffiliated clubs.

- Must notify the Gulf Swimming LSC Chair of desire to apprentice as a Meet Referee in writing via email after the minimum 16 sessions of working in the capacity of Deck Referee.
- Must be currently certified at Stroke and Turn, Starter, Chief Judge, and Deck Referee positions.
- Must pass the Deck Referee and Administrative Referee re-certification tests with a minimum 80% passing grade if expired.
- Must attend a Meet Referee Apprentice Workshop approved by the Officials Committee Chair.

When the above criteria have been met, the Meet Referee Apprentice will receive an email confirming the designation of “MR-AP”. Please allow USA Swimming 7-10 days to process this certification.

MEET REFEREE L1 – QUALIFIED (Q)

The Meet Referee L1 is eligible to be the meet referee for timed final intra club meets and timed final meets with three or less teams. Must have prior approval of the LSC Officials chair to be eligible to be the meet referee for prelim/final intra club meets and prelim/final meets with three or less teams. To finalize certification as a Meet Referee L1 in the LSC, the apprentice must:

- Work as an Assistant Meet Referee for at least two (2) full meets (may be dual and tri-meets, minimum 3 sessions) under the supervision of certified Gulf Swimming Meet Referees (with at least 2 years Meet Referee L2 experience). The Meet Referee-AP must request approval in advance to work each of these two meets as an assistant meet referee via email from both the meet referee and the Officials Committee Chair.
- Must attend an Administrative Official Clinic.
- Please refer to the Meet Referee L1 Training log as a guideline for requirements.
- After completing the two (2) meets as an assistant meet referee, the Meet Referee-AP can request via email a Meet Referee L1 certification recommendation before the meet from the Meet Referee L2 meet referee and the Officials Committee Chair.
- Receive a minimum of two (2) positive recommendations to certify from two (2) different Gulf Swimming Meet Referees (with at least 2 years MR L2 experience), one of whom must be from the approved list of LSC Meet Referee Evaluators. These recommendations must be based on positive performance by the apprentice while working in the capacity of Meet Referee.
- Once the above criteria have been met, the LSC Officials Chair will review all the recommendations and may require an additional on-deck evaluation prior to certification. If required, you will be notified by email and an evaluation set up accordingly.
- Final process for certification to include a recommendation from the Officials Committee chair and a majority vote from the Officials Committee.

When the above criteria have been met, the Meet Referee L1 will receive an email confirming the designation of “MR L1-Q”. Please allow USA Swimming 7-10 days to process this certification.

MEET REFEREE L2 – QUALIFIED (Q)

The Meet Referee L2 is eligible to be the meet referee for all timed final meets and all prelim/finals meets. To finalize certification as a Meet Referee L2 in the LSC, the apprentice must:

- Must be currently certified as Meet Referee L1.
- Must work a minimum of three (3) full multi session meets as a certified Meet Referee L1 to gain experience prior to sending email to Officials Committee Chair stating your desire to continue training as a Meet Referee L2.

- After completing the minimum three (3) meets as a Meet Referee L1, the Meet Referee L 1 can request via email a Meet Referee L2 certification recommendation before the meet from the Meet Referee L2 meet referee and the Officials Committee chair.
- Must work as a Meet Referee for a minimum of 2 full (minimum 3 sessions) meets with 4 or more teams under the supervision of a certified Gulf Swimming Meet Referee L2 (with at least 2 years MR L2 experience).
- Meets worked should include at least one long course meet with 4 or more teams using chase starts and at least one prelims/finals meet with 4 or more teams.
- Please refer to the Meet Referee 2 (AP) Training log as a guideline for requirements.
- Receive a minimum of 2 positive certification recommendations from 2 different Gulf Swimming L2 Meet Referees (with at least 2 years MR L2 experience), one of whom must be from the approved list of LSC Meet Referee Evaluators. These recommendations must be based on positive performance by the Meet Referee L1 while working in the capacity of Meet Referee.
- Once the above criteria have been met, the LSC Officials Chair will review all the recommendations and may require an additional on-deck evaluation prior to certification. If required, you will be notified by email and an evaluation set up accordingly.
- Final process for certification includes a certification recommendation from the Officials Committee Chair and a majority vote from the Officials Committee.

When the above criteria have been met, the Meet Referee L1 will receive an email confirming the designation of “MR L2–Q”. Please allow USA Swimming 7-10 days to process this certification.

Certified Meet Referee L1 and Meet Referee L2 must pass the Referee recertification test every two (2) years to maintain certification.

OPEN WATER JUDGE – APPRENTICE (AP)

Education & Training/Clinic:

- Must be currently certified in the Gulf Swimming LSC as a Stroke and Turn Judge.
- Apprentice Open Water Judge must work a minimum of 2 meets under the supervision of the Open Water Meet Referee before being considered for certification.
- You can request to be an Apprentice Open Water Judge at a Gulf LSC Open Water Event by emailing the Gulf Open Water Meet Referee on the meet announcement.
- After working 1 Open Water meet, you will receive an email notification of your certification as an “OJ-AP”. Please allow USA Swimming 7-10 days to process this certification.

OPEN WATER JUDGE - QUALIFIED (Q)

Evaluation & Certification:

- Apprentice Open Water Judges must work a minimum of 2 meets under the supervision of the Open Water Meet Referee or their designee before being considered for certification.
- Please refer to the Open Water Judge-AP Training log as a guideline for requirements.
- After working a minimum of 2 meets, the Open Water Judge-AP can request a recommendation for certifications from the Open Water Meet Referee.
- One (1) Meet Referee recommendation is required to be certified as an Open Water Judge.
- Must pass the USA Swimming Open Water Judge test with a minimum 80% passing grade.
- As soon as all data has been verified by the LSC Officials Chair or their designee, the applicant will be certified as an Open Water Judge.

- When the above criteria have been met, the Open Water Judge (AP) will receive email notification of your certification as “OJ–Q”. Please allow 7-10 days to process this certification.

Renewal:

- Must pass the USA Swimming Open Water Judge Recertification test with a score of 80% or better every two (2) years.
- To maintain certification, must work a minimum of one (1) Open Water Events every three (3) years in any of the Open Water Judge positions.
- Must be currently certified in the Gulf Swimming LSC as a Stroke and Turn Judge.

OPEN WATER REFEREE

Education & Training/Clinic:

- Must be currently certified as a Stroke and Turn official and as an Open Water Judge.
- Apprentice Open Water Referee must work a minimum of 3 meets under the supervision of the Open Water Meet Referee before being considered for certification.
- You can request to be an Apprentice Open Water Referee at a Gulf LSC Open Water Event by emailing the Gulf Open Water Meet Referee on the meet announcement.
- After working 1 Open Water meet as an Open Water Referee-AP, you will receive email notification of your certification as an “OR-AP”. Please allow USA Swimming 7-10 days to process this certification.

OPEN WATER REFEREE - QUALIFIED (Q)

Evaluation & Certification:

- Apprentice Open Water Referee must work a minimum of 3 meets under the supervision of the Open Water Meet Referee or their designee before being considered for certification.
- Please refer to the Open Water Referee-AP Training log as a guideline for requirements
- After working a minimum of 3 meets, the Open Water Referee-AP can request a recommendation for certifications from the Open Water Meet Referee.
- One (1) Meet Referee recommendation is required to be certified as an Open Water Referee.
- Must pass the USA Swimming Open Water Referee test with a minimum 80% passing grade
- As soon as all data has been verified by the LSC Officials Chair or their designee, the applicant will be certified as an Open Water Referee.
- When the above criteria have been met, the Open Water Referee-AP will receive an email notification of your certification as “OR–Q”. Please allow 7-10 days to process this certification.

Renewal:

- Must pass the USA Swimming Open Water Referee Recertification test with a score of 80% or better every two (2) years.
- To maintain certification, must work a minimum of one (1) Open Water Events every three (3) years in any of the Open Water Judge positions.
- Must be currently certified in the Gulf Swimming LSC as a Stroke and Turn Judge.

TRANSFER FROM OTHER LSC'S

The National Officials Committee has adopted a policy that expects LSC's to recognize the certified status of visiting and transferring officials from other USA Swimming LSC's. Specific expectations for

transferring officials and LSCs are described on the USA Swimming website. The information below provides our local LSC policy regarding transfers:

- Visiting officials are always welcome at all Gulf-sanctioned meets. Meet assignments for visiting officials will be determined by the Meet Referee. Visiting officials should always notify the Meet Referee in advance so that appropriate meet assignments can be scheduled.
- Officials relocating from other LSC's are highly valued and always welcome to join our team of officials. Relocating officials should contact the Gulf Swimming LSC Officials Chair to provide information such as name, contact information, new club affiliation, and current certification(s). The Chair will add the transferring official to the Gulf officials list.
- Any transferring official must register as a non-athlete with USA Swimming; if already registered in another LSC, the registration will need to be transferred to Gulf Swimming. The official must also have passed the Background Check and completed the online Athlete Protection Training.
- For each level of certification, the skills and experience attained before transfer must meet the minimum requirements for certification at that level as outlined in this document before the official can be certified at that same level in the Gulf Swimming LSC. If additional skills or experience are needed to meet the minimum standards, then the relocating official will be certified at one level below their previous certification level, and the LSC will provide the needed opportunities for any training and/or meet experience so that the prior certification level can be reinstated in the Gulf Swimming LSC as soon as possible.
- For transferring Stroke & Turn officials, the existing certification will be recognized automatically and transferred to Gulf Swimming. For all other positions (Starter, Chief Judge, Deck Referee, Meet Referee) certification transfer(s) will be made after a positive assessment of prior skills and experience has been completed.

REINSTATEMENT OF EXPIRED CERTIFICATION

Officials with expired USA Swimming certifications who wish to be reinstated are always welcome back and should contact the Gulf Swimming Officials Chair to provide information such as name, contact information, club affiliation, and previous expired certification(s).

Reinstatement requirements will be handled on an individual basis by the GULF Swimming LSC Officials Chair. However, in general, for certifications that have only been expired for a short period of time, the official will simply need to re-register, pass the required background check and athlete protection training (if expired) and take the recertification test(s) for the position(s) being reinstated.

For reinstatements of certifications that have been expired for lengthy periods of time, the official will need to work enough meets/sessions to demonstrate minimum skills; in this case, a positive assessment of skills will also be required.

ANNUAL AWARDS BANQUET

To honor Gulf swimmers and outstanding performances, Gulf Swimming holds an Awards Banquet each year. The Banquet is organized as follows:

1. The Annual Awards Banquet is held on the weekend between the USA Swimming National Convention and the Texas Swimming Association annual meeting. This is normally the first weekend in October.
2. The Banquet will be held in a hotel or country club with a large ballroom. An effort should be made to rotate the site of the Banquet around the city.

Dress is semi-formal.

Awards shall be given to Gulf Swimming registered swimmers on USA Swimming Teams, for swims during the previous Short Course and Long Course Seasons. Awards will only be given to swimmers who are graduating high school seniors or younger.

Awards are tabulated based on performances from the year of the banquet and the fall of the prior year (i.e.: awards presented at the 2014 banquet are based on performances from 9/1/2013 through 8/31/2014 from both the short course and long course seasons), EXCEPT the USA Swimming Top Ten awards are tabulated from performances from the prior year's short course and long course seasons (i.e.: USA Swimming Top Ten awards presented at the 2014 banquet are based on performances from 9/1/2012 through 8/31/2013). The awards are given to athletes as follows:

1. Qualification Award (Q Award): One award with appropriate recognition for:
 - a. Texas Select All Star Camp Participant
 - b. National Diversity Camp Participant National Open Water Camp Participant
 - c. Gulf Open Water Team Participant
 - d. TAGS Individual Finalist (10&U through 8th place, 11–12 & 13–14 through 16th place)
 - e. TAGS Relay Finalist (through 8th place)
 - f. Sectionals Individual Finalist (through 16th place)
 - g. Sectionals Relay Finalist (through 16th place)
 - h. National Championships Relay Participant US Open Championships Relay Participant
2. Achievement Recognition Award 1st Level of Achievement - One award plaque, in addition to the above Q Award, for individual performances recognizing each for:
 - a. Zones Select Camp Participant
 - b. Speedo Junior National Championships Qualifier
 - c. TAGS, Senior Zones, or Sectionals Champion
3. Achievement Recognition Award 2nd Level of Achievement - One award plaque, in addition to the above Q Award, recognizing each for:
 - a. National Select Camp Participant
 - b. Gulf, or Senior Zones Record (Individual & Relay)
 - c. Speedo Junior National Championships Finalist
 - d. National Championships Qualifier
 - e. US Open Championships Qualifier
 - f. National Open Water Top 8 Finisher
 - g. USA Swimming Top 10 (awards from prior season's performances. USA Swimming publishes the official Top Ten lists in November. See language in item 5, above)
4. Achievement Recognition Award 3rd Level of Achievement- One award plaque, in addition to the above Q Award, recognizing each for:

- a. National Championship Finalist
 - b. US Open Championships Finalist
 - c. National Age Group Record (Individual & Relay)
 - d. National Open Water Champion Olympic Trials Qualifier
 - e. World Championships Trials Qualifier
5. Achievement Recognition Award Achievement Recognition Award 4th Level of Achievement- In addition to the above Q Award, a Special Recognition award for the following performances:
- a. National Junior Team Member
 - b. Speedo Junior National Championships Champion
 - c. National Championships 18 & Under Champion
 - d. US Open Championships 18 & Under Champion
6. Achievement Recognition Award 5th Level of Achievement- In addition to the above Q Award, a Special Recognition award for the following performances:
- a. National Team Member National
 - b. Championships Champion
 - c. US Open Championships Champion
 - d. Olympic Team Member
 - e. World Championships Team Member
7. The award recipients shall be determined with the cooperation from:
- a. Age Group Vice-Chair
 - b. Senior Vice-Chair
 - c. Coaches Representative
 - d. Records Coordinator
8. Other awards are given as follows:
- a. Pauline Phillips Award
 - b. Phillips 66 Outstanding Service Award
 - c. R. S. "Bob" Stallings Award
 - d. Age Group Coach of the Year
 - e. Coach of the Year
9. The Awards Banquet should also include:
- a. A slide show or a variety of shots of teams for the past year
 - b. A guest speaker (It may be possible to hold a Gold Medal Clinic on the same weekend as the Banquet, and then use the Clinician as the featured speaker of the Banquet.)
10. Special Recognition Award is to be determined.

THE PAULINE PHILLIPS AWARD

The Pauline Phillips Award is presented annually to the Gulf swimmer at the Senior level (a high school student in his Sophomore, Junior, or Senior year), whose continued devotion to the sport of swimming, citizenship, and selfless support of his/her teammates best exemplify the selfless contributions of Pauline Phillips to the sport of swimming in general and more specifically to Gulf Swimming. An individual may receive this award only one time during his swimming career.

It is the intent of the sponsors of this memorial award that the recipient not necessarily is selected based on achievement at the National level. Rather to be consistent with the attitude and motivations of Pauline Phillips, whose name this award bears, the selection should be made based on the development of his talents to the maximum extent possible through sheer hard work. The winner of this award should also be recognized as a teammate whose encouragement of his/her team members and whose personal example serves as a major inspirational factor in the accomplishments of others, moreover, to be consistent with the memory of Pauline Phillips, the winner of this award must be recognized by his/her adversaries as a swimmer possessing the utmost qualities of sportsmanship.

NOMINATION PROCESS

From April 1 through July 15 of each year, registered Gulf Swimming Members may nominate qualifying Gulf Swimming athletes. This nomination must be made by a Gulf Swimming Member by completing an award nominating form. Additionally, each nominated swimmer will be required to complete a questionnaire provided by the award governing committee.

AWARD GOVERNING COMMITTEE

Members of the award governing committee shall be named by the Gulf Swimming General Chair and the Gulf Swimming Junior Athlete Representative. The award committee should represent a cross-section of Gulf Swimming. There shall be at least five (5) members named to this committee.

SELECTION PROCESS

The award governing committee shall then select the award winner based on the information supplied by the nominator and the athlete questionnaire.

FORM OF RECOGNITION

The winning athlete shall receive a plaque citing him/her as the winner for the designated year. The award shall be presented at the Annual Gulf Awards Banquet, and if at all possible, the previous year's winner should make the presentation to the next winner.

WINNERS OF THE PAULINE PHILLIPS AWARD

<i>Year</i>	<i>Recipient</i>	
1991	Tina Schweiger	ALAC
1992	Scott Jones	SCAT
1993	No Nominations	
1994	Rachel Doyle	ALAC
1995	Devin Howard	ATEX
1996	No Nominations	
1997	No Nominations	
1998	No Nominations	
1999	No Nominations	
2000	Amy Allen	AGS

2001	No Nominations	
2002	No Nominations	
2003	No Nominations	
2004	Emily Fletcher	BTA
2005	Kristine Kelly	COOG
2006	Elizabeth Gormley	CFSC
2007	No Nominations	
2008	Ryan Littlefield	FCST
2009	Laura Burt	LSST
2010	No Nominations	
2011	Hayden Duplechain	AGS
2012	Matthew Power	NEHA

R. S. “BOB” STALLINGS AWARD

The R.S. ‘Bob’ Stallings Award was established in 2008 to recognize a swim official for his/her invaluable contribution to Gulf Swimming. The award is named after Bob Stallings, a former Texas A&M swimmer and longtime Gulf Swimming, high school, and collegiate official. Bob was a dedicated supporter of swimming at all levels and his dedication to the sport is epitomized by his death while officiating at the 2007 USA Swimming Junior National Championships.

The R.S. ‘Bob’ Stallings Award is presented annually to the Gulf Swimming official, who has distinguished himself in the current year through his or her service to Gulf Swimming. Meet Referees are not eligible for this award. Selection criteria include:

1. The position worked and the number of Gulf Swimming LSC meets and sessions worked as an official during the current year;
2. Participation in USA Swimming meets outside of the Gulf Swimming LSC, including championship level meets (Sectionals, Zones, Grand Prix, Nationals, etc.);
3. The level of meets and position worked at non-USA Swimming meets during the year (high school, collegiate, disability, masters, etc.);
4. Past and current dedication to the improvement of Gulf Swimming officiating through participation in clinics, recruiting and mentoring other officials, and service to the Gulf Swimming Officials Committee; and
5. Additional service in support of swimming.

The candidates for this award are nominated by the Gulf Swimming Officials Committee Chair. The award is voted on by the Gulf Swimming Officials Recognition Committee, which is appointed by the Gulf Swimming Officials Committee Chair. The award is presented at the Annual Gulf Swimming Awards Banquet, held during the fall of each year. Winners may not receive this award in consecutive years.

RECIPIENTS OF THE R. S. “Bob” STALLINGS AWARD

<i>Year</i>	<i>Recipient</i>
2008	Ron Lusk
2009	Mary Eberhardt
2010	Louis Davis
2011	Matt Sale
2012	Donna Lai-Dormiani
2013	Mike Swaim

PHILLIPS 66 OUTSTANDING SERVICE AWARD

The Outstanding Service Award was established in 1981 to recognize volunteers for their invaluable contribution to USA Swimming. The award, sponsored by Phillips 66, is presented annually to an honoree named by each of the fifty-nine Local Swimming Committees. Selection criteria consider quality, level, and years of volunteer service in elected or appointed positions.

USA Swimming and Phillips 66 take great pride in honoring the role of the volunteer as an important investment in the future of all swimming athletes and the growth of the programs they represent.

Volunteers have been the heart and strength of American swimming, and their special gifts of time, talent, and devotion to local swimming programs make USA Swimming what it is today.

The Phillips 66 Outstanding Service Award is presented annually to the Gulf Swimming volunteer, who has distinguished himself in the past years through his service to Gulf Swimming. The recipient of this award shall be selected by an Award Governing Committee. The members of the Award Governing Committee shall be named by the Gulf Swimming General Chair. The award is presented at the Annual Gulf Swimming Awards Banquet, held during the fall of each year.

RECIPIENTS OF THE PHILLIPS 66 OUTSTANDING SERVICE AWARD

<i>Year</i>	<i>Recipient</i>
1992	Jim McDwyer
1993	Steve Jones
1994	Paul Peacock
1995	David Howard
1996	Annette Leach
1997	Herb Schwab
1998	Maureen Lankford
1999	Les Schoppe
2000	Rose Eide
2001	Rick Kehlenbach
2002	Gary Baker and Tom Hasz
2003	Linda Brenneke and Bill Phillips
2004	Kathryn Bloodworth
2005	Sharon Bourne
2006	Scott Byrum
2007	Jay Cookingham
2008	Rick Tobin
2009	Henry Clark
2010	Chris Day
2011	Cathy Bleasdel
2012	Nicole Rembach
2013	Ron Lusk

AGE GROUP COACH OF THE YEAR

The Age Group Coach of the Year Award is presented annually to the outstanding Age Group Coach for the past year. The candidates for this award are nominated by the Gulf Swimming coaches and voted on by the coaches by secret ballot. The award is presented at the Annual Gulf Awards Banquet, held during the fall of each year.

The Head Coach and an Age Group Coach from each team are entitled to vote for this award, for a total of two (2) votes for each team.

Gulf Swimming will reimburse up to \$400 of travel expenses for the Age Group Coach of the Year to attend the annual ASCA Convention in the year after his selection as the recipient of this award. At the time of the request for reimbursement, the Age Group Coach of the Year must be registered in Gulf Swimming, and still be employed by a Gulf Swimming Club Member, to be eligible for reimbursement.

WINNERS OF THE AGE GROUP COACH OF THE YEAR AWARD

<i>Year</i>	<i>Coach</i>
1992	Seth Huston
1993	Joel Engel
1994	David Harbach
1995	Tim Bauer
1996	Travis Sandifer
1997	Steve Wilson Travis Sandifer
1998	Steve Wilson
1999	Steve Wilson
2000	Mark Cresswell
2001	John Dissinger
2002	Shana Trabona
2003	Bill Bailey
2004	Bill Bailey
2005	Derek Howorth
2006	Derek Howorth
2007	Shana Trabona
2008	Shane McCauley
2010	Shana Trabona
2011	Shana Trabona
2012	Jason Devine
2013	Shana Trabona

COACH OF THE YEAR

The Coach of the Year Award is presented annually to the outstanding Head Coach for the past year. The candidates for this award are nominated by the Gulf Swimming coaches and voted on by the head coaches by secret ballot. The award is presented at the Annual Gulf Awards Banquet, held during the fall of each year.

The Head Coach from each team is entitled to one vote each for this award.

Gulf Swimming will reimburse up to \$400 of travel expenses for the Coach of the Year to attend the annual ASCA Convention in the year after his selection as the recipient of this award. At the time of the request for reimbursement, the Coach of the Year must be registered in the Gulf Swimming, and still be employed by a Gulf Swimming Club Member, to be eligible for reimbursement.

WINNERS OF THE COACH OF THE YEAR AWARD

<i>Year</i>	<i>Coach</i>
1992	John Vogel
1993	Mark Boerner
1994	Betsy Graham / Daphne Colbert
1995	Clayton Cagle
1996	John Little
1997	Clayton Cagle
1998	John Little
1999	Mike Yearwood
2000	Clayton Cagle
2001	Travis Sandifer
2002	Steve Wilson
2003	David Harbach / Steve Wilson
2004	Tim Bauer
2005	Travis Sandifer
2006	Clayton Cagle
2007	Clayton Cagle
2008	Clayton Cagle
2009	Tim Bauer
2010	Allison Beebe
2011	Allison Beebe
2012	Steve Bultman
2013	Allison Beebe

LADDER OF SUCCESS

Age Group Eligibility

The top five (5) Gulf swimmer times in each age group/event are included. The age groups are: 9-10, 11-12, 13-14, 15-16, and 17-18. Events NOT recognized are:

- Ages 9-10: 200's of stroke, 400 IM, 1000 Free, and 1650 Free
- Ages 11-12: 400 IM, 1000 Free, 1650 Free
- Ages 13 & Over: 100 IM

Qualifying Times

1. The Ladder of Success includes all sanctioned meets starting September 1 and ending August 31 of the following year.
2. Times must have been loaded into the USA Swimming SWIMS database.
3. For all non-Gulf sanctioned meets to be considered for inclusion in the tabulations, the swimmer/parent/coach/club is responsible for supplying the meet results to the Gulf Swimming Age Group Vice-Chair. The Age Group Vice-Chair will be responsible for obtaining results from TAGS, Zones, Senior Circuit Meets, and National Championships.
4. Only the following swims will be considered: individual swims, time trials, and lead-off relay splits. Splits from longer distances will not be recognized.

Awards

1. Recognition/awards will be given for each Short and Long Course Season.
2. Distribution of awards for the Short Course Season will normally be in September and in December for the Long Course Season.

Results to be considered for the Ladder of Success should be sent to the Age Group Vice-Chair:

For the contact information for the current Age Group Vice-Chair refer to GulfSwimming.org.

MEET DIRECTORS INFORMATION

SUGGESTED MEET TIMELINE

Time Frame	Task
Annually	Inform parents of meet dates and communicate to parents that everyone is expected to help
3 months	Designate Meet Director Secure pool contract
10 weeks	Obtain commitment from Meet Referee and Administrative Referee/Official Start soliciting ads and donations
8 weeks	Apply for meet sanction Request Gulf equipment (if needed)
7 weeks	Order awards Set up events in MEET MANAGER
6 weeks	E-mail announcement and EV3 set up file to Gulf Swimming web page
4 weeks	Get donated goods from local businesses Contact Officials about working at the meet
2 weeks	Entry deadline After receipt of the entries, reconcile the entries with the athlete registration file
Monday before the	Send tentative timeline and warm-up schedule to the Gulf Swimming web page
0 days	Run the meet On a daily basis, reconcile the on-deck entries with the athlete registration file
Within 3 days after	Send results to the Gulf Swimming web page. Send a zipped MDB file, a zipped CL file, and a PDF file of the Final Results.
Within 2 weeks after	Send printed Final Results to any teams requesting a paper copy Send reports to Gulf Swimming Treasurer and Technical Planning Chair

MEET DIRECTORS' CERTIFICATION

Gulf Swimming Rules require that Meet Directors understand USA Swimming and Gulf Swimming rules concerning swim meet management and operation, and that they be certified annually based upon requirements set out by the Gulf Swimming Technical Planning Committee to ensure this knowledge and skill. In order to become a certified Meet Director, candidates must (1) attend a Gulf Swimming Meet Director's Clinic of approximately three hours in length, and (2) pass an open-book test (80% passing grade) of their knowledge of USA Swimming and Gulf Swimming rules prepared by the Technical Planning Committee. The Meet Director's Clinic will be given at least once annually between the end of long course season and the beginning of short course season. Candidates that are unable to attend this clinic may substitute a viewing of a videotape of that year's clinic or, as approved in advance by the Technical Planning Committee Chair, work a full (minimum three hours) meet session with a certified meet director. Candidates who fail to achieve a passing grade on a test may re-take a test upon completion of working a full (minimum three hours) meet session with a certified meet director approved by the Technical Planning Committee Chair.

Once certified, Meet Directors may recertify annually by attending the Gulf Swimming Meet Director's Clinic, viewing a videotape of that year's clinic, or as otherwise approved by the Technical Planning Committee Chair. Exemptions, waivers, or supplements to these procedures may be granted by the Technical Planning Committee Chair, as necessary.

A meet host must have a certified Meet Director to receive a sanction and all Gulf Swimming meets must have a Meet Director on deck. Meet Directors must also be registered as USA Swimming Non-Athlete Members to receive a sanction for a meet and to work on deck.

BASIC MEET MANAGEMENT

Under the current Gulf Swimming rules, Gulf Swimming schedules the dates and types of championship meets to be held during the year. Clubs may host any other meets, as long as the meets do not conflict with the Gulf championship meets. Clubs may bid to host the championship meets, using the current bidding process determined by the Technical Planning Committee.

The Technical Planning Committee will determine the format for each championship meet.

The Technical Planning Committee will determine the entry fees for each championship meet.

OFFICIALS

It is the responsibility of the Meet Director to secure the necessary officials for the meet. Gulf rules require a minimum of four (4) officials to run a meet. It is the responsibility of the Meet Director to identify the Meet Referee and the Administrative Referee/Official eight (8) weeks in advance of the meet at the time that the meet sanction application is made.

At all meets, there should be as many On-Deck Trainees as possible. Officials do not have to be the same individuals for Friday, Saturday, and Sunday.

KEY PERSONNEL

No one person can successfully execute all of the tasks involved in planning and running a swim meet. A good meet director delegates responsibilities to others on the host team. Plans and assignments for every aspect of meet operations should be made well in advance, even though some of the functions will not be performed until the day of the meet. Good communication between the Meet Director and key personnel is vital. The meet director should establish specific deadlines for the tasks of key personnel.

Key personnel include:

Meet Referee – Full authority over the actual conduct of the meet

Administrative Referee/Official – Full responsibility for the dry side of the meet

Meet Director – General coordination of the meet

Safety Marshal – Enforces the warm-up procedures and maintains order in the venue

Awards Ordering – Orders the awards

Entry Chair – Receives and inputs the entries for the meet

Heat Sheet Ads – Contacts vendors and businesses and solicits ads and donation

Computer Operator – Runs the software, including seeding and printing results

Electronic Timing System Operator – Controls the timing console and timing system

Announcer – General purpose announcements

Timing Judges – Receive all results and checks for validity

Clerk of Course – Receives on-deck entries and maintains control over the event entries

Chief Timer – Maintains control over lane timers and starts 2 backup watches on each race

Ready Area Marshals – If needed, control the area behind the starting blocks

Hospitality Chair – Supervises and organizes the hospitality room

Concessions Chair – Supervises the purchasing and sales of concessions

Runners:

From Computer to Awards and Posting Results

From Computer to Lane Timers

From Lane Timers to Timing Judges

From Computer to two Starters, two Ready Area Marshals, Posting Lane Assignments, and Flipping Event Numbers

Heat Sheets/Awards – Sells heat sheets and distributes awards

Extra Volunteers (to fill in for each shift as needed)

Equipment Pick-Up – Obtains timing equipment from Gulf Swimming

Equipment Set-Up – Sets up the timing equipment at the venue

Clean Up – Maintains a clean and orderly venue

Return Equipment – Delivers timing equipment to Gulf Swimming

SANCTIONS AND APPROVALS

Meet sanctions and approvals shall be applied for at least eight (8) weeks before the meet, except for meets awarded on an emergency basis. If the Sanction Coordinator receives the application later than this time, a \$100.00 fine will be levied against the team. Meets not on the Official Gulf Schedule, such as invitational meets, will be sanctioned only when they do not conflict with the Gulf Championship Meets.

Consult the GulfSwimming.org website for the current procedures and fees for submitting the Sanction Application and associated sanction fees.

GULF SWIMMING TIMING EQUIPMENT

The Gulf Swimming equipment is available to any Gulf Member Club sponsoring a swim meet. Consult the GulfSwimming.org website for the current procedures and fees for renting the timing equipment.

TEAM ENTRIES

The use of the current version of the HY-TEK MEET MANAGER Software is required to seed the meet, tabulate the times, and publish the results.

As each team's entry arrives, check the data against their master entry sheet. If they do not match up or if the entry fees are incorrect, try to contact that team's coach or representative.

MEET ENTRIES RECONCILIATION

It is the responsibility of the meet host team to submit the MEET MANAGER database to the Gulf Swimming Registration Coordinator to reconcile the athlete registration. This athlete reconciliation must be performed before the meet begins.

MEET TIMELINES

Meet timelines are used to help swimmers and coaches plan their warm-up/rests/swims, assist meet hosts in scheduling facilities and volunteers, provide meet director and meet referee with a measure of how the meet is running, and allow swimmers and their parents to plan the weekend. In publicizing the meet timeline, though, everyone should realize that it is merely an estimate and that no meet can ever be expected to run exactly on the timeline. That said, it is important that meets not run significantly ahead of the timeline, as it will cause swimmers and coaches to not be prepared. To maximize utility and provide a standard basis, Meet Hosts will generate timelines for posting on the Gulf Swimming Website and other publication on the following basis:

Short Course – meets using “flyover starts” shall be based on 20-second intervals (plus a 15-second backstroke interval) and all other meets shall be based on 30-second intervals between heats.

Long Course – meets using "chase starts" shall be based on 0-second intervals and meets using "flyover starts" shall be based on 10-second intervals between heats.

Email your meet timeline to the Gulf Swimming Webmaster at least by the Monday before the first day of your meet. If your meet features split session warm-up, you should also send a warm-up schedule for posting on the website. You may also post timing assignments, parking, or other information.

MEET PREPARATIONS

Advise your Food Concession Chair of the number of swimmers to facilitate ordering the proper amount of food. Do not forget Officials.

Be sure that you have adequate change for heat sheets. Suggested amount - \$40.00 in small bills. The individual selling heat sheets should arrive one (1) hour before the start of the meet.

Make sure that you have all necessary equipment for the Electronic Timing System. Identify backup computers and printers, connections, cables, extension cords, and batteries.

Secure Electronic Timing System console paper and computer paper (regular and ribbon labels).

Set up ready benches, chairs for timers, etc.

Keep records of expenses for the club treasurer.

Keep a record of all meet entries for the Meet Director's Financial Report.

If your pool has movable bulkheads, measure your pool before the meet and confirm after each session! Every lane should be measured by a steel tape or other acceptable measuring device with the touchpads in place. The distance should measure exactly (within the tolerance of plus (+) 0.03 meters (1 and 3/16^{ths} of an inch)) in a vertical plane extending 0.3 meters (12 inches) above and 0.8 meters (2 feet, 7 and 1/2 inches) below the surface of the water at all points of both end walls. If your measurement is off, then

you should adjust the bulkhead, touchpads, etc., until your distance is correct. If you find that you cannot adjust to the correct measurement, you should contact the Technical Planning Chair immediately. If your pool does not have any movable bulkheads, the pool should be measured as above, and a certification of measurement should be filed with USA Swimming.

CLERK OF COURSE TIPS

Remember, the purpose of the meet is to let the kids swim, not to keep them out. Every effort that is legal should be made to allow them to swim.

Be sure that you have a current *USA Swimming Rules and Regulations* Book and read it.

Know the scratch rules for Prelim and Finals meet and enforce them. Know scratch rules for seeding on the deck. The Meet Referee is the ultimate authority.

Tell announcer, referee, and starter of any changes in heats, such as combinations, excessive scratches, failure to check in, etc.

If you post the heat sheet on the wall in your area for swimmers to look at, there will be less interruptions for questions.

Keep lists of scratches by age group and days. You may be able to work ahead and see possible heat combinations, especially for relays and distance events. (This is important at a long meet, where time is a factor.)

Keep the original team entry sheets in alphabetical order at your desk. If swimmers say that they are in an event, but are not listed on the heat sheet, verification is simple. If you have made an error, ask the Meet Referee how to put the swimmer in the event. It may be necessary to re-seed the event. If there is any other reason why the swimmer is not on the heat sheet, talk to the Meet Referee.

MEET DIRECTOR'S DUTIES DURING THE MEET

Prepare the physical facilities around the pool.

Area or board to post event numbers and lane assignments.

Timers' Chairs

Table and Chairs for Clerk of Course, Timing Judge, Awards, and Gate.

PA system and table and chairs. Table for Colorado Timing System.

Ready bench area.

Introduce yourself to the Referee and be sure that (s)he knows the Clerk of Course, Timing Judge, and Chief Timer.

Be available during the meet to the Meet Referee and the key personnel.

Check with your key personnel regularly and act as a helping hand, if necessary.

Watch for unruly behavior by swimmers around the grounds and in the restrooms. Contact team coaches, if necessary.

If the meet is held in the winter, have a place for swimmers and parents to go to be out of the weather.

Set aside heat sheets for the coaches, officials, and timers (one for each lane).

Give entry worksheets from teams to the Clerk of Course to have during the meet.

Be sure clean-up work is started.

Write a report on the meet and include any suggestions to the next Meet Director on areas that need improvement.

Prepare the Meet Director's Financial Report (available on the GulfSwimming.org website). Submit this form with surcharge check and the MEET MANAGER Team Report to the Gulf Swimming Treasurer within two (2) weeks of the date of the meet.

Prepare the Meet Financial Statement (available on the GulfSwimming.org website). Submit this form to the Gulf Swimming Treasurer within two (2) weeks of the conclusion of the meet. This form is required by *USA Swimming Rule and Regulations*.

MEET RESULTS

As soon as the meet is concluded, email the MEET MANAGER Backup File and the Exported Meet Results File to the Gulf Swimming Registrar.

Entry information, results, and timers' sheets shall be maintained by the host team for one (1) year from the date of the meet. The host team shall be responsible for promptly resolving any inaccuracies in the results and re-submitting any results, which have been revised.

POST-MEET REPORTS

The Meet Director is responsible for completing and submitting the following reports in a timely fashion:

The Meet Summary Report Form is available on the GulfSwimming.org website. This report will help determine, among other things, whether the meet is too small or too large. The Meet Director also has the opportunity to offer suggestions for making the meet better.

The Meet Director's Financial Report Form is available on the GulfSwimming.org website. This form is used by the Meet Director to determine the amount of fees due to Gulf Swimming, based upon the number of entries in the meet.

The Meet Financial Statement is available on the GulfSwimming.org website. This form is required of all USA Swimming teams that host any sanctioned meet.

SAMPLE MEET ANNOUNCEMENT FOR GULF SWIMMING

ITALICS ARE FOR INFORMATION ONLY AND DO NOT APPEAR IN THE FINAL ANNOUNCEMENT.

Title of Meet HOSTED BY

Club hosting meet

Type of meet

Date(s) of meet

SANCTION #GU (*Number issued by Sanction Coordinator*)

LOCATION: *Insert name of facility where meet is held.*
Insert address of facility.
Insert city where meet is held.
 Directions: (*Insert directions to venue*)

COACHES: *Insert Name* Head Coach
Insert Name Head Age Group Coach
Insert Names as appropriate Assistant Coach

POOL: *Eight lane, (25 yard or 50 meter as appropriate), ("indoor" or "outdoor" as appropriate) pool with non-turbulent lane lines. (Identify separate warm-down facilities as appropriate.)*

TIME AND DATE: (*Insert type of meet, e.g., "This is a timed-finals meet."*)
 Friday: warm-up at 5:00 p.m., meet starts at 6:30 p.m. (TIMED FINAL EVENTS)
 Saturday and Sunday: warm-up at 7:30 a.m., meet starts at 9:00 a.m. (TIMED FINAL EVENTS)
(Note: If split warm-ups are going to be used, it must be mentioned in the announcement with a note stating, "Split warm-ups will be in effect, with assignments posted on the Gulf Swimming web site.") (Note: For certain Long Course meets with split sessions, include "This meet is scheduled to be run in split sessions, but depending upon the number of entries, it may be changed to run in a single session each day. If a change is made, a notice will be posted on the Gulf Swimming website by the Tuesday before the meet.")

Use these times for prelim/final meets:

Saturday:	- Prelims	7:30 a.m. warm-up. meet starts at 9:00 a.n
	- Finals	5:30 p.m. warm-up, meet starts at 6:30 p.n
Sunday:	- Prelims	7:30 a.m. warm-up, meet starts at 9:00 a.n
	- Finals	5:00 p.m. warm-up, meet starts at 6:00 p.n

Lane assignments for warm-ups and timing will be designated in the heat sheet, and posted on the Gulf Swimming website at least by the Monday (*enter date*) prior to the start of the meet.

MEET TYPE: (*For Short Course Meets*) This meet will be run utilizing the "Flyover Starts" procedures unless a waiver is received from the Technical Planning

Committee Chair. At the conclusion of each heat, the swimmers shall remain in the water until after the next heat is started. Coaches, please remind your swimmers of the "Flyover Start" procedures.

(For Long Course Meets) This meet will be run utilizing chase starts. Girls and boys will swim alternating heats with the girls starting from one end and the boys starting from the opposite end. Unless a waiver is received from the Technical Planning Committee Chair, "Flyover starts" will be used for 50 meter events, if starting 50 meter events from both ends of the pool.

MEET REFEREE: *Name*

ADMINISTRATIVE REFEREE/OFFICIAL (as appropriate): *Name*

MEET DIRECTOR: *Name, including phone number, and e-mail address*

SAFETY MARSHAL: *Name*

(All of the above must be registered members of USA Swimming.)

SAFETY GUIDELINES AND WARM-UP PROCEDURES: See attached Safety Guidelines and Warm-up Procedures. *(Note: Attach to the announcement the standard Gulf Swimming "SAFETY GUIDELINES AND WARM-UP PROCEDURES".*

SEEDING: The meet will be a pre-seeded meet for events of 200 yards/meters or shorter.

For certain championship short course yard meets (that is, this rule shall apply only to Gulf championship meets which include solely events for senior swimmers (and not age group events)), add this paragraph: Seeding shall be in the following order: Conforming course entries in time order, followed by non-conforming long course entries in time order, followed by non-conforming short course entries in time order.

For certain championship long course meter meets (that is, this rule shall apply only to Gulf championship meets which include solely events for senior swimmers (and not age group events)), add this paragraph: Seeding shall be in the following order: Conforming course entries in time order, followed by non-conforming short course meter entries in time order, followed by non-conforming short course yard entries in time order.

SCRATCHES: *(For certain championship short course yard meets, add this entire section:)*
Procedures: Scratches prior to the seeding of heats shall be confirmed by properly filling out a scratch card and depositing in the scratch box. *(Meet hosts are encouraged to also provide an email, fax or phone line for first day scratches.)* After the heats have been seeded, any swimmer who fails to compete in an individual event heat in which they have been entered and have not been scratched will be barred from further individual and relay events that day. No shows will also result in the swimmer being assessed a \$5.00 fine, payable to Gulf Swimming Administrative Vice-Chair, for each event in which he/she fails to appear.

Deadlines: The scratch deadline for the first days' events shall be fifteen minutes after the general meeting is adjourned. The scratch deadline for all subsequent days' events shall be (insert appropriate deadline).

Location of the Scratch Box: The scratch box shall be located at (*insert appropriate location*).

Relays: Properly completed relay cards must be turned in to the Clerk of Course by (*8:15 AM if relays are first, otherwise as appropriate*), or the entry will be considered scratched.

CHECK-IN:

(*For all meets, other than certain championship meets, add this section:*) All swimmers must positively check-in with the Clerk of the Course for events of 400 yards/meters or longer. Swimmers are required to positively check-in by (*enter check-in time*). After the events are officially closed, no one may check-in or scratch. After checking-in, failure to appear at the starting blocks will result in the swimmer being assessed a \$5.00 fine, payable to Gulf Swimming Administrative Vice-Chair, for each event in which he/she fails to appear. Relay cards must be turned in to the Clerk of Course by (*8:15 AM if relays are first, otherwise as appropriate*), or the entry will be considered scratched.

FINALS AND SCRATCHES: *For Prelim/Final Meets, add this entire section:*

The administrative rules for the conduct of Gulf Swimming meets shall follow the Administrative Conduct of USA Swimming Championships, USA Swimming rules 207.11.6D and 207.11.6E, as modified below.

Any finalist who fails to compete in finals or consolation finals, or any other bonus final heat, for which he has qualified and failed to scratch with the Clerk of Course prior to the scratch deadline, shall be banned from further competition in the meet in accordance with the *USA Swimming Rules and Regulations* and will be assessed a fine of \$50.00. A Club, which has not paid the fine, will not be allowed to register for membership in Gulf Swimming until the fine is paid.

In a Prelim/Final meet, the finalists and alternates for finals shall be announced and shall have thirty (30) minutes after the announcement to scratch from finals. Any qualified swimmer in the event (a swimmer is qualified for finals or consolation finals or any other bonus finals if he has successfully completed the event in Prelims) may be moved into finals due to scratches, therefore all swimmers who will not be present at finals must scratch to avoid a possible suspension from the meet and a fine of \$50.00. Thirty (30) minutes after the announcement, no further scratches shall be accepted, the existing scratches will be tabulated and the finalists and two (2) alternates for the event shall be set.

Only the finalists set at this point may be subject to the above fines and banishment from competition, even though any qualified swimmer may be moved into finals. The alternates, after the existing scratches are tabulated, will not be penalized if they are unavailable to compete in finals.

The USA Swimming National Championships Meets "reserve the right to scratch" rule is not applicable to any Gulf Swimming meet. The "intent to scratch" rule is not applicable to any Gulf Swimming meet.

ON-DECK ENTRIES: Late entries will be accepted each day up to 45 minutes before the start of each session. Those swimmers missing the 6:00 p.m. Tuesday deadline may enter the meet on-deck in the following manner:

1. Swimmers must pay double the entry fee at the time of entry.
2. Swimmers must supply completed entry forms. The swimmers will be seeded into open lanes.
3. Swimmers must enter all events for the session forty-five (45) minutes prior to the start of the session's first event.
4. Swimmers must be qualified to swim the event entered.
5. Swimmers must not exceed the allotted number of events allowed each day.
6. A heat will be added, if necessary and if the timeline permits.

ENTRY INFORMATION:

Entry Times: Swimmers must enter at their best time. Entry times must be submitted in the course at which the best time was achieved – short course yards (Y), short course meters (S), or long course meters (L). Do not convert *meter (yard)* times to *yard (meter)* times. *(Note: Except at certain championship meets, entries are to be made at a swimmer's best time, no matter what the course in which the time was achieved. Entry times should not be converted by the entrant – they will be converted to the proper course by the host team using the default conversions in HY-TEK MEET MANAGER.)* If entries are made by paper (not using HY-TEK), swimmers should indicate on their entry the course at which the entry time was made (i.e., Y, S, or L). If swimmers have never competed in a USA Swimming meet before, put NT where a seed time is requested. *(For spring and summer championship meets, delete the preceding sentence about NT, and add "Swimmers must have swum each event entered at some time previous to this meet. Swimmers may not enter with no time (NT)".)*

Cut-off Times: *(If using cut-off times, add this statement.)* Swimmers must not have bettered the cut-off times attached. Cut-off times are 202x Gulf *"(insert appropriate standard)"* times and are included with this announcement.

Qualifying Times: *(If using qualifying times, add this statement.)* Swimmers must be qualified to swim the events entered. Qualifying times are 202x-202y Gulf *"(insert appropriate standard)"* times and are included with this announcement.

(If appropriate, add the following.) Gulf Swimming allows all 13 and older swimmers to qualify for an event with at least a "BB" time, even if that swimmer has not achieved a "BB" time.

Age: As of *(insert the date of the first day of the meet)*.

Number of Events: Swimmers may compete in up to *(enter the appropriate limit, check with the Technical Planning Committee Chair)* individual events per day and up to one (1) relay event per day. *(For prelim/final meets, the maximum number is three individual events per day.)*

Deadline: Entries must be in the hands of the Meet Entry Chair no later than 6:00 p.m. on Tuesday, *(insert a date which is the Tuesday, at least 7 days before the start of the meet)*. No late entries will be accepted. Do not send entries via Federal Express, etc., that require a signature; if you must send your entries by express mail, please indicate that a signature is NOT required. Mail or hand deliver entries to the Meet Entry Chair at:

Name of Meet Entry Chair

Address

Telephone Number

e-mail address

Entries: All teams entering 10 or more swimmers MUST submit their entries on a diskette or electronically via e-mail, using the HY-TEK MEET MANAGER/HY-TEK TEAM MANAGER computer software, along with a hard copy printout of the entries. Teams without HY-TEK should submit their entries on the enclosed Entry Form. A \$25.00 fee must be included with the entry fees for teams that enter 10 or more swimmers using an entry form only (without sending HY-TEK files). Include relays and relay-only swimmers on your completed entry form, diskette, or electronic submission.

Teams may electronically mail their MEET MANAGER files. Payments for the electronic entries and a hard copy print-out of the entries must be submitted or postmarked no later than 24 hours after the entry deadline as stated in the Meet Announcement.

Eligible Teams: *(If this is a zoned meet, list the teams eligible to compete.)*

Only swimmers attached to these Gulf Swimming Group X Teams, or swimmers in the documented process of transferring to one of these Group X Teams, may participate in this Invitational meet.

Fees: X dollars (\$X.XX) per Individual Event and X dollars (\$X.00) for each Relay event. Make checks payable to *Team Name*. Entry fees must accompany entries, if delivered by any method other than email. *(See the Gulf Swimming website, for appropriate fee.)*

AWARDS:

(As a minimum, the following should be awarded.) Individual events: ribbons 1-8 place. Relay events: ribbons 1-3 place. *(As appropriate, the following may also apply.* Medals for individual 1-3 place and 1 place for relays. Plaques will be awarded to the boy and girl in each age group earning the highest points. A team high point trophy will also be awarded.)

SCORING: *(If appropriate, include SCORING.) (This is an example for an 8-lane pool.)*

Individual Events: 9-7-6-5-4-3-2-1

Relay Events: 18-14-12-10-8-6-4-2

(If appropriate, include: Any swimmer that fails to make the qualifying time shall not score points.)

1650 FREE: *(If included in a prelim/final meet, add the following.)*

This event will be swum as a Timed Final event. The fastest heat will be swum in the finals at night as the FIRST event; all remaining heats will be swum at the END of Prelims, going from fastest to slowest, alternating girls then boys.

(With approval of the Technical Planning Committee Chair, swimmers in the 1650/1500 Freestyle may elect to swim in prelims. If approved, add the following.) The 1650/1500 Freestyle will be swum as a timed final event and will be combined into one event for girls and one event for boys. Each event will be seeded by entry time and scored separately by age group. For the 1650/1500 Freestyle check-in, swimmers may elect to swim the event during prelims. The fastest 8 girls and the fastest 8 boys who check-in, and who do not elect to swim in prelims, will swim during Sunday's finals. All other heats will be swum, fastest to slowest, alternating girls and boys, as the final event in Sunday's prelim session.

RULES AND SANCTIONS: The 202x-2x USA Swimming and Gulf Swimming rules will apply. The meet will be held under the sanction of USA Swimming and Gulf Swimming. It is understood and agreed that USA Swimming and Gulf Swimming shall be free from any liabilities or claims for damages arising by reason of injuries to anyone during the conduct of the event. No entries can be accepted unless the entrant is a registered member of USA Swimming as provided in Article 302. On-deck USA Swimming membership registration will not be permitted. *(For zoned meets, add the following: Gulf Zone x teams are not eligible to swim at this meet.) (For "BB/B" meets and other meets with cut-off times, add the following: The three (3) event rule and up/down rule do not apply. Swimmers are not eligible to swim an event, if they have times equal to or better than the listed cut-off times for that event. Once swimmers have qualified for a particular division in an event, prior to the entry deadline stated in the meet announcement, they may not swim that event in a slower division. Swimmers entering events in a slower division are subject to disqualification from the meet by the Referee.)*

POOL MEASUREMENT: *(Include one of these statements, as appropriate.)*

The competition course has been certified in accordance with USA Swimming Rule 104.2.2C(4). The copy of such certification is on file with USA Swimming.

The competition course has not been certified in accordance with USA Swimming Rule 104.2.2(C). The pool will be measured before the competition begins to ensure that the course length is correct.

(Include the correct water depth in the following paragraph.)

The water depth of the competition course is *XX (insert the correct water depth)* feet measured from 1 meter to 5 meters on the starting end of the course, and *XX (insert the correct water depth)* feet measured from 1 meter to 5 meters on the turning end of the course.

TIMING SYSTEM: *(Alternative suggested for BB and above and non-zone meets.)*

A Colorado Gen 7 electronic timing system with electronic scoreboard will be used. Two watches per lane will be used as a back-up. Teams will be required to furnish timers based on their percentage of swims at the meet. Timing assignments will be published in the heat sheet.

(Alternative suggested for 10 & Under and B & Under Meets.)

Three watches per lane. Teams will be required to furnish timers based on their percentage of swims at the meet. Timing assignments will be published in the heat sheet.

POOL DECK RESTRICTION: Because of USA Swimming Insurance Safety Regulations, the swimming pool deck, during the operation of all Gulf Swimming sanctioned meets, is closed to all persons except swimmers, coaches, marshals, officials, meet personnel, and timers. All registered non-athletes are required to display their current USA Swimming registration card. If you are asked to leave the deck by any registered personnel, please do so. It is for your safety.

Coaches and Officials must present their membership cards in order to receive complimentary Heat Sheets and for admission to the Hospitality Room.

DECK CHANGING PROHIBITION: Deck changes are prohibited.

AUDIO/VIDEO RECORDING DEVICES: Use of audio or visual recording devices, including a cell phone, is not permitted in the area behind the starting blocks, in changing areas, restrooms, showers or locker rooms. Violators may be reported to law enforcement or other governmental authorities and/or may be barred from the facility during the sanctioned event.

DRONES: Operation of a drone, or any other flying apparatus, is prohibited over the venue (pools, athlete/coach areas, spectator areas and open-ceiling locker rooms) any time athletes, coaches, officials and/or spectators are present.

PROOF OF TIME: Any swimmer that cannot prove that he/she was eligible to swim an event will be fined \$20.00 for each event he/she fails to prove. The fine or proof of time is sent to the Administrative Vice-Chair, *(Insert current name)*.

UNACCOMPANIED SWIMMERS: Any swimmers entered in the meet must be certified by a USA Swimming member coach as being proficient in performing a racing start or must start each race from within the water. When unaccompanied by a member coach, it is the responsibility of the swimmer or the swimmer's legal guardian to ensure compliance with this requirement.

SWIMMERS WITH DISABILITIES: Coaches and/or swimmers are responsible for notifying the Meet Referee of any disability prior to the competition and for providing their own assistant or equipment. However, Coaches/Swimmers may contact the Meet Director at least two weeks in advance of the meet to reserve Gulf Swimming equipment (remote strobe).

CONCESSIONS: Concessions will be available ... *(fill in as appropriate)*

HOSPITALITY: A hospitality room will be available ... *(fill in as appropriate)*

MERCHANDISE: *(Vendor Name)* will be at the meet selling swim apparel and swim gear.
(fill in as appropriate)

MEET RESULTS: Meet results will be posted on the Gulf Swimming Web Page (GulfSwimming.org), within three days after the conclusion of the meet.

(Add any specific information relating to this specific meet or venue.)

Attach Meet Format, Entry Verification Form, Gulf Safety Guidelines and Warm-up Procedures, and Official Meet Entry Form.

ENTRY VERIFICATION

I, the undersigned coach or team representative, verify that all of the swimmers and coaches listed on the enclosed entry forms or entry disk are currently registered with USA Swimming. Additionally, I verify that the on-deck coaches have met the current certification requirements.

Signature

Title

SAFETY GUIDELINES AND WARM-UP PROCEDURES

WARM-UP PROCEDURES

- A. General warm-up (Initial portion [1/2] of the warm-up session or with the agreement of all of the coaches in a particular lane.)
 - 1. **NO DIVING OR RACING STARTS** allowed from the blocks edge of the pool. Swimmers must enter the pool feet first cautiously.
 - 2. **NO SPRINTING OR PACE WORK** allowed during this general warm-up session.
- B. Specific warm-up (Last portion [1/2] of the warm-up session or with the agreement of all of the coaches in a particular lane.)
 - 1. **RACING STARTS ONLY, either from blocks or from backstroke starts.**
 - 2. **Lanes are ONE WAY-ONLY.**

SAFETY GUIDELINES

- A. Swimmers Responsibilities
 - 1. All swimmers without a registered coach to observe them at the meet, and/or their coaches, should arrange, prior to their arrival at the meet, for a registered coach to observe them during the warm-up, competition and warm-down. Any unattached or unattended swimmers who have not made previous arrangements with a coach to observe them at the meet should contact the Meet Director, Safety Marshal or Meet Referee for assistance in making such arrangements prior to their participating in the warm-up.
- B. Coaches Responsibilities
 - 1. Coaches shall instruct their swimmers regarding safety guidelines and warm-up procedures as they apply to conduct at meets and practice.
 - 2. Coaches shall stand near the starting end of the pool when starting swimmers on sprint and pace work.
 - 3. Coaches shall actively supervise their swimmers throughout the warm-up session.
 - 4. Coaches shall maintain as much contact with their swimmers as possible, both verbal and visual, throughout the warm-up period.
 - 5. Registered coaches of unattached swimmers and registered coaches of non-Gulf teams should notify the meet host by the entry deadline if they will be at the meet, so that they may be assigned to a warm-up lane.
- C. Safety Marshals
 - 1. Appointed Safety Marshals are members of USA Swimming and have the authority to remove from the deck for the remainder of the warm-up session, any swimmer or coach who is in violation of safety guidelines or warm-up procedures. **THE MEET REFEREE MAY EXERCISE ADDITIONAL ADJUDICATION AUTHORITY AS NECESSARY.**
- D. Miscellaneous
 - 1. Swimmers should be reminded by coaches that breaststrokes need more lead time than freestyle or butterfly swimmers.
 - 2. Backstrokers shall ensure that they are not starting at the same time as a swimmer on the blocks. Swimmers shall not step up on the starting blocks, when a backstroker is waiting to start.
 - 3. Swimmers shall not jump or dive into the pool to stop another swimmer on a recalled start.
 - 4. Swimmers are required to exit the pool upon completion of their warm-up to allow other swimmers adequate warm-up time. The pool is not for visiting or playing during warm-up periods.
 - 5. Warm-up procedures shall be enforced for any breaks, scheduled or otherwise, during the competition.
 - 6. All diving boards and equipment are **OFF LIMITS.**
- E. Pool Rules

1. Smoking or use of other tobacco products is not allowed on the grounds of USA Swimming meets.
2. Glass containers are prohibited.
3. Swimmers, coaches, and spectators are expected to observe all rules and regulations included in the announcement.