

Hawaiian LSC Policies and Procedures Manual

April 2022

Revised: July 27, 2025

Article I. MISSION STATEMENT

Providing opportunities to learn competitive skills that create champions in life.

Article II. VISION STATEMENT

Hawaiian Swimming promotes the highest levels of swimming and personal excellence.

Article III. MODIFICATIONS AND AMENDMENTS TO THE POLICY AND PROCEDURES MANUAL

The Policy and Procedures Manual is composed of three parts: Part One: Rules and Regulations; Part Two: Policies and Procedures; and Part Three: Hawaiian Swimming LSC (HISI) Bylaws Interpretations and Clarifications. Each Part has its own process of modifications and amendments.

Section 3.01 Part One: Rules and Regulations:

These regulations cover those rules and regulations established by the HISI that govern the individual and member responsibilities as part of the LSC and which carry possible sanctions if not carried out. The USA Swimming Rules and Regulations and HISI Bylaws will be followed in any case where these Rules and Regulations conflict. Part One contains Article IV and Article V.

Section 3.01.1 Part One: Amendment Procedure

Section 3.01.1.a Before a vote on a proposed amendment to Part One is considered, said proposal must have been submitted in writing to the Board of Directors of HISI.

Section 3.01.1.b Proposed amendments to these Rules and Regulations shall be published for the members no later than the regularly scheduled Board meeting immediately prior to the House of Delegates meeting where the amendments are to be considered. The Board may modify the proposed amendment(s) at that Board meeting, provided the final version of the amendment(s) is posted to the website prior to the House of Delegates meeting. A quorum of the House of Delegates shall consist of 30 percent of the official members or a minimum of ten (10) members. A simple majority of the delegates present shall be required to amend the rules and regulations. No proxies will be accepted (See Bylaws).

Section 3.01.1.c Rules, policies and procedures adopted by the USA Swimming House of Delegates will take precedence over these rules and regulations. In such cases, the legislation passed by the USA Swimming House of Delegates shall be used to modify this document as needed.

Section 3.02 Part Two: Policies and Procedures

Part Two contains operational, fiscal, and governance policies and procedures not covered in the Bylaws or Part One. Part Two contains Articles VI to Article XXV.

Section 3.02.1 Part Two: Amendment Procedure

Section 3.02.1a All new policies, procedures and/or guidelines approved by the Board of Directors and/or House of Delegates shall automatically become part of this Policy and Procedures Manual as appropriate.

Section 3.02.1.b Modifications and amendments to Articles I, II, and III, and articles in Part Two may be accomplished at any Board of Directors or House of Delegates meeting, by simple majority vote of those attending and voting on the changes.

Section 3.02.1.c Rules, policies and procedures adopted by the USA Swimming House of Delegates will take precedence over these policies and procedures. In such cases, the legislation passed by the USA Swimming House of Delegates shall be used to modify this document as needed. The USA Swimming Rules and Regulations and HSI Bylaws will be followed in any case where these Policies and Procedures conflict.

Section 3.03 Part Three: HSI Bylaws Interpretations

Part Three is made up of materials that were part of the HSI Bylaws prior to the 2019 changes mandated by the USA Swimming Bylaws template. These materials provide details and definitions that the HSI has used in its implementation of the Bylaws over the years. The current USA Swimming Rules and Regulations and HSI Bylaws will be followed in any case where these interpretations conflict or where either document supersedes HSI's previous interpretations or practices. Part Three contains Article 26.

Section 3.03.1 Part Three: Amendment Procedure

Section 3.03.1a The modification and amendment procedure for changes to Part Three are the same as for changes to Part Two (Section 3.02.1b).

PART ONE: RULES AND REGULATIONS

ARTICLE IV. Policies and Best Practice Guidelines for Athlete Protection

Section 4.01 INTRODUCTION

In order to provide a positive experience and a safe environment for athletes, all non-athlete adult members of USA Swimming should maintain professionalism and avoid any appearance of impropriety in their relationships with athletes. Coaches, in particular, should recognize the influence, power and position of trust they have with athletes and should use these only in an athlete's best interest. This document provides specific mandatory policies and best practice guidelines that are strongly recommended.

Section 4.02 ATHLETE PROTECTION MANDATORY POLICIES

The following Policies from the USA Swimming Code of Conduct are mandatory for all USA Swimming members.

Section 4.02.1 Athlete Protection: U.S. Center for SafeSport and USA Swimming Rules and Regulations: Article 305, 306, and 307

The following links to USA Swimming Code of Conduct and policies for protection of Athletes

Minor Athlete Abuse Prevention Program:

<https://www.usaswimming.org/safe-sport/minor-athlete-abuse-prevention-policy>

Educational Documents on this site cover: General Requirement; Adult Participant; One-on-One Interactions; Electronic Communication; Locker Rooms and Changing Areas; Meetings and Individual Training Sessions; In-Program Travel and Lodging; and Massages and Rubdowns

Athlete Protection Training:

<https://www.usaswimming.org/resource-center/athlete-protection-training>

Safe Sport Club Recognition Program:

<https://www.usaswimming.org/safe-sport/safe-sport-recognition-program>

SafeSport Reporting Procedures:

<https://www.usaswimming.org/safe-sport/deal-with-a-safe-sport-concern>

USA Swimming Rules and Regulations:

305.1 Clubs shall establish their own action plans for implementing the Minor Athlete Abuse Prevention Policies.

305.2 Clubs shall establish their own anti-bullying policy. USA Swimming shall provide a model policy as an example, which shall serve as the default for any club that fails to establish its own policy. Club anti-bullying policies should be reviewed and agreed to annually by all athletes, parents, coaches and other non-athlete members of the club. See SafeSport Club Toolkit: Policies:

<https://www.usaswimming.org/safe-sport/club-tool-kit#policies>

305.3 Clubs shall establish their own photography policy. USA Swimming shall provide a model policy as a template, which shall serve as the minimum policy for all clubs. Club photography policies shall be reviewed and agreed to annually by all athletes, parents, coaches and other non-athlete members of the club. See SafeSport Club Toolkit: Policies: <https://www.usaswimming.org/safe-sport/club-tool-kit#policies>

306.1 Pursuant to federal law, it is every member's responsibility to immediately (i.e., within 24 hours) report any incident of child abuse, including physical or sexual abuse, to law enforcement and the U.S. Center for SafeSport. Reporting must occur when an individual has firsthand knowledge of misconduct or where specific and credible information has been received from a victim or knowledgeable third party. A report to the U.S. Center for SafeSport may be made via telephone at 720-531-0340 or online at

www.uscenterforsafesport.org/report-a-concern. Various state laws may also require reporting to law enforcement or to a designated child protection agency.

306.2 Filing a knowingly false allegation of child abuse and sexual misconduct is prohibited and may violate state criminal law and civil defamation laws. Any person making a knowingly false allegation of sexual misconduct shall be subject to disciplinary action by USA Swimming.

306.3 Neither civil nor criminal statutes of limitation apply to reports of cases of sexual abuse.

307.1 No Member shall retaliate against any individual who has made a good faith report under 306.1 or 304.3.14.

307.2 For the purposes of 307.1, there shall be a rebuttable presumption that any adverse action regarding the employment, membership, or other material rights of an individual who has made a good faith report under 306.1 or 304.3.14 within 90 days of a report is retaliatory. An adverse action includes, without limitation: discharge or termination; demotion or reduction in compensation for services; or the removal of or from, or restrictions on, access to facilities, team activities or team membership privileges.

Section 4.02.3: Athlete Protection: LSC Travel Policies

1. 305.6.1 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.
2. 305.6.2 Team managers and chaperones must be members of USA Swimming and have successfully passed a USA Swimming-required criminal background check.
3. 305.6.3 When only one athlete and one coach travel to a competition, the athlete must have his/her parent's (or legal guardian's) written permission in advance to travel alone with the coach.
4. 305.6.4 Clubs and LSCs shall develop their own travel policies. USA Swimming will provide a model club travel policy as an example. Club travel policies must be signed and agreed to by all athletes, parents, coaches and other adults traveling with the club.

Section 4.03 BEST PRACTICE GUIDELINES

The following Best Practice Guidelines are strongly recommended for all USA Swimming members.

1. **Parent Support for Athletes**

Parents should be encouraged to appropriately support their children's swimming experience.

2. **Practice open to parents**

All swimming practices should be open to observation by parents.

3. **Two-deep Leadership**

One coach member and at least one other adult who is not in the water should be present at all practices and other sanctioned club activities whenever at least one athlete is present. Clubs and coaches should evaluate their seasonal plans and map out how to best accomplish this strongly recommended guideline.

4. **Open and Observable Environment**

An open and observable environment should be maintained for all interactions between adults and athletes. Private, or one-on-one situations, should be avoided unless they are open and observable. Common sense should be used to move a meeting to an open and observable location if the meeting inadvertently begins in private.

5. **Invitations by coaches to athletes**

Coaches should not invite or have an athlete(s) to their home without the permission of the athlete's parents (or legal guardian).

6. **Two-deep Leadership during Travel**

During team travel, when doing room checks, attending team meetings and/or other activities, two-deep leadership and open and observable environments should be maintained.

7. **Coaches Transporting Athletes**

Athletes should not ride in a coach's vehicle without another adult present who is the same gender as the athlete, unless prior parental permission is obtained.

8. **Overnight Team Travel:**

During overnight team travel, if athletes are paired with other athletes they shall be of the same gender and should be a similar age.

- Where athletes are age 13 & Over, chaperones and/or team managers would ideally stay in nearby rooms.
- When athletes are age 12 & Under, chaperones and/or team managers may stay with athletes. Where chaperones/team managers are staying in a room with athletes, they should be the same gender as the athlete and written consent should be given by athlete's parents (or legal guardian).

9. **Attending Meets (One Coach with a single athlete)**

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.

10. **Proper Communications between adults and athletes**

Communications between non-athlete adult members and athletes should not include any topic or language that is sexual or inappropriate in nature.

11. **Respect Physical Privacy of Athlete/Non-Athlete Members**

Non-athlete adult members should respect the privacy of athletes in situations such as changing of clothes, showering, etc. Non-athlete adult members should protect their own privacy in similar situations.

12. Managing Appropriate Relationships

Relationships of a peer-to-peer nature with any athletes should be avoided. For example, coaches should avoid sharing their own personal problems with athletes.

13. Avoid Horseplay and Roughhousing

Coaches and other non-athlete adult members should avoid horseplay and roughhousing with athletes.

14. Touching an athlete as part of instruction

When a coach touches an athlete as part of instruction, the coach should do so in direct view of others and inform the athlete of what he/she is doing prior to the initial contact. Touching athletes should be minimized outside the boundaries of what is considered normal instruction. Appropriate interaction would include high fives, fist bumps, side-to-side hugs and handshakes.

15. Contact with Athletes Outside of Club Programs

Coaches should not initiate contact with or accept supervisory responsibility for athletes outside club programs and activities.

16. Sexual Intimacies with Former Athletes

Coaches should not engage in sexual intimacies with a former athlete for at least two years after the cessation or termination of professional services.

17. Coaches Responsibilities and Caution: Sexual Relationships with Former Athletes

Because sexual intimacies with a former athlete are frequently harmful to the athlete, and because such intimacies undermine public confidence in the coaching profession and thereby deter the public's use of needed services, coaches should not engage in sexual intimacies with former athletes even after a two-year interval except in the most unusual circumstances. The coach who engages in such activity after the two years following cessation or termination of the coach-athlete relationship bears the burden of demonstrating that there has been no exploitation, in light of all relevant factors, including:

- The amount of time that has passed since the coach-athlete relationship terminated;
- The circumstances of termination;
- The athlete's personal history;
- The athlete's current mental status;
- The likelihood of adverse impact on the athlete and others; and
- Any statements or actions made by the coach during the course of the athlete-coach relationship suggesting or inviting the possibility of a post-termination sexual or romantic relationship with the athlete or coach.
- Both the athlete and the coach must be 18 years of age or older.

Article V. NON-COMPLIANCE PENALTIES

Section 5.01 SWIMMING OUT OF CLASSIFICATION

The National Times Verification (NTV) Officer of Hawaiian Swimming has the right to confer penalties after the fact (subsequent to the meet) if, in the due course of time, violations come to his/her attention. The effect of this action will be:

- The Meet Referee, Admin Referee or Meet Director shall notify the NTV of any violations other than Flex swimmers to be investigated.
- No record will be recognized.
- Times will be voided.
- Responsible person(s) and/or group members are subject to consideration for punitive action. A twenty-five dollar (\$25) penalty per swimmer per meet for swimming out of classification will be imposed. If the Flex swimmer registers as a premium member within thirty (30) days from notification of the violation to the team by a meet official or NTV the twenty-five dollar (\$25) penalty may be waived.

Section 5.02 NON-REGISTERED SWIMMERS

The Registration Coordinator of Hawaiian Swimming has the right to confer penalties after the fact (subsequent to the meet) if, in the due course of time, violations come to his/her attention.

1. The penalty for a non-registered swimmer participating in a meet will be a hundred-dollar (\$100) fine per swimmer per event swum.
2. The penalty is in accordance with USA Swimming Rules and is payable within 30 days of written notification.

Section 5.03 POST MEET REQUIREMENT VIOLATIONS

The Age Group Vice-chair of Hawaiian Swimming has the right to confer penalties after the fact (subsequent to the meet) if, in the due course of time, violations come to his/her attention.

1. The penalty for not adhering to all post meet requirements set forth in Section IV, Sanctions and Post Meet Requirements, is a fifty dollar (\$50) fine per meet.
2. The penalty is payable within thirty (30) days of written notification from the Age Group Vice-chair.

Section 5.04 LATE ENTRY FEES

Fees for late entries will be established by the Age Group Committee.

Section 5.05 NON-REGISTERED COACHES

The Registration Coordinator of Hawaiian Swimming has the right to confer penalties after the fact subsequent to unauthorized coaching at a swim meet or other USA Swimming sanctioned events, including coaching at a USA Swimming team practice, if in the due course of time, violations come to his/her attention. Coaches are subject to the requirements and rules of USA Swimming, and are subject to all penalties, disqualifications, suspensions, disbarments, or censure as outlined in Article 401.1 of USA Swimming Rules and Regulations.

1. The Group Member will be assessed a fine of one-hundred dollars (\$100) per day for a non-registered person coaching in a USA Swimming sanctioned swim meet and/or swim practice.
2. The penalty is in accordance with USA Swimming Rules and is payable within 30 days of written notification.

Section 5.06 NON-CERTIFIED COACHES

The Registration Coordinator of Hawaiian Swimming has the right to confer penalties after the fact subsequent to unauthorized coaching at a swim meet or other USA Swimming sanctioned events including coaching at a USA Swimming team practice if, in the due course of time, violations come to his/her attention. Coaches are subject to the requirements and rules of USA Swimming, and are subject to all penalties, disqualifications, suspensions, disbarments, or censure as outlined in Article 401.1 of USA Swimming Rules and Regulations.

False certification – an individual that falsely claims they are a current certified coach (by statement, in writing, or by coaching) and participates in a USA Swimming sanctioned swim meet or other USA Swimming sanctioned events including coaching at a USA Swimming team practice shall be penalized as follows. Should the individual fail to pay the determined fine the responsibility of the fine will be the responsibility of the Group Member that the individual was coaching for.

1. The individual will be assessed a fine of one-hundred dollars (\$100) for the first offense and will not be allowed to coach for any Hawaiian Swimming registered club until the individual receives his/her coaching certification.
2. The individual and the Group Member Head Coach, each, will be assessed a fine of one-hundred (\$100) per event day and/or practice day for the second offense. In addition, the individual and the Group Member Head Coach will be suspended from coaching any Hawaiian Swimming registered athlete or club for not less than ninety (90) days and not more than one (1) calendar year from the time the penalty is declared.
3. For the third or subsequent offense, the Executive Board or its designated committee of three (3) members that will include the Senior Coaches Representative as the chair will hold a hearing to determine the penalty for the individual and the Group Member that was coaching without USA Swimming certification. The result of the penalty for the individual failing to coach with proper certification will include a minimum suspension from coaching under Hawaiian Swimming for a term not less than two (2) calendar years from the time the penalty is determined.
4. The penalties are in accordance with USA Swimming Rules and is payable within 30 days of written notification.

Section 5.07 COACHING REGISTERED AND NON-REGISTERED ATHLETES

The Registration Coordinator of Hawaiian Swimming has the right to confer penalties after the fact subsequent to simultaneously coaching both USA Swimming registered and non-USAS / non-USMS registered athletes, if in the due course of time, violations come to his/her attention. Coaches are subject to the requirements and rules of USA Swimming, and are subject to all penalties, disqualifications, suspensions, disbarments, or censure as outlined in Article 401.1 of USA Swimming Rules and Regulations.

1. A certified USA Swimming Coach training USA Swimming registered and non-USAS / non-USMS registered athletes (“mixed”) in violation of USA Swimming Rules and Regulations will be assessed a fine of one-hundred dollars (\$100) per day and an immediate suspension of thirty (30) days.
2. The penalties are in accordance with USA Swimming Rules and is payable within 30 days of written notification.

PART TWO: POLICIES AND PROCEDURES

ARTICLE VI. SANCTIONS

Section 6.01 Jurisdiction

The LSC Sanction Chair is responsible for approving and confirming requirements and conditions of competition within the jurisdiction of HISI. Procedures and requirements for Sanctioned Meets, Approved Meets, and Observed Swims are defined in Article 202 of the USA Swimming Rules and Regulations. Additional requirements and conditions established by Hawaiian Swimming follow. Failure to adhere to prescribed requirements and conditions may result in the withdrawal of the sanction if the violation occurs prior to the meet or referral to HISI Board of Directors for determination of punitive action against an individual(s) and/or group member(s).

Section 6.02 LSC Sanction Chair

The HISI Age Group Vice-Chair will serve as the LSC Sanction Chair. The LSC Sanction Chair may designate the ability to approve and post sanctioned events to other LSC members with notification to the LSC Board.

Section 6.03 GRANTING A SANCTION

Granting a Hawaiian Swimming sanction expressly confers on the requesting group member the responsibility of adhering to Hawaiian and USA Swimming Rules. Failure to adhere to prescribed rules will result in the withdrawal of the sanction if the violation occurs prior to the meet or referral to Hawaiian Swimming for determination of punitive action to be taken against an individual(s) and/or team(s).

Section 6.04 SANCTIONS ARE REQUIRED

All Hawaiian Swimming swim meets require a sanction.

Section 6.05 Additional Requirements/Conditions of Sanction:

The requirements and conditions for a sanction shall be consistent with Section 202.2 and 202.3 of USA Swimming Rules and Regulations and are summarized below:

1. Sanction requests are for the sole purpose of improving competitive swimming. Any income derived from sanctioned events must be used for the further promotion of the sport of swimming, an approved charity, or the general welfare of Hawaiian Swimming as a whole.

2. The sponsoring Group Member must be a “member in good standing”.
3. The title of the meet must be appropriate to/for Hawaiian Swimming.
4. Requests for sanction must be submitted using the approved LSC Sanction Request form.
 - a. Required Meet Announcement Information (must be submitted with Sanction Application):
 - i. Option 1 - Electronic document file including: i) Meet Director(s) name, phone, and e-mail, ii) Entry Coordinator name, phone, and e-mail, iii) venue information, iv) event/session schedule (times and listing), v) fees, who & where to send, vi) entry requirements and restrictions, vii) entry registration due date, ix) awards, x) and all other items required in the current USA-Swimming Rules and Regulations, §202.4.11.
 - ii. Option 2 - Reference prior meet announcement with similar meet/event format including the following information: i) Prev. Sanction#/Link: ii) Meet Director(s) Name, Phone and Email iii) Entry Coordinator Name, Phone and Email iv) How meet fees are to be paid.
 - b. An electronic Meet Management file and Meet Entry File shall be submitted with the Request for Sanction.
5. All sanctions must be signed by the Sanction Chair or designate and retained.
 - a. All sanction application forms and on all forms upon which official sanctions are granted shall have the clauses: “In granting this sanction it is understood and agree that USA Swimming shall be free from any liabilities or claims for damages arising by reason of injuries to anyone during the conduct of the event.”
 “Any swimmer 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.”
 - b. Unless approved in writing in advance of the competition by the Program & Events Committee Chair or designee, 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
 - c. Deck changes are prohibited.
 - d. Use of audio or visual recording devices, including a cell phone, is not permitted in changing areas, restrooms, or locker rooms.
 - e. Photography behind the starting area(s) is not permitted.

Application for sanction must include complete meet information, dates for event, statement of awards, schedule of lanes and times for all warm-up procedures, include a statement about the depth of the water at the start and turn ends of the pool. It will also indicate whether the pool has been certified by USA Swimming in accordance with 104.2.2C(4).
6. All meet directors, referees, starters, and stroke and turn judges, serving in an official capacity in a sanctioned event, must be currently registered members of USA Swimming or other FINA member organization.
7. All required certifications and background checks must be current.

8. All entrants into a sanctioned meet must be currently registered members of USA Swimming or other FINA member organization.

Section 6.06 APPLYING FOR A SANCTION

Requests for sanction will be sent to the Age Group Vice-Chair or designee using the Application for Sanction form. This application should be received 30 days prior to the meet. If confirmation of receipt of application is not provided within 48 hours applicant must send application and other required information to the LSC General Chair AND Admin Vice-Chair or approval of the application may be delayed.

Section 6.07 PROCEDURES FOR APPLYING FOR A SANCTION

1. Requests for sanction must be submitted using the approved LSC Sanction Request form. Electronic signatures or scanned signed forms are permitted. [The](https://www.teamunify.com/SubTabGeneric.jsp?team=hspsc&stabid=46575) form is posted on the Hawaiian Swimming Website <https://www.teamunify.com/SubTabGeneric.jsp?team=hspsc&stabid=46575>
2. The application shall include the meet announcement with all required information as stated above.
3. Unless otherwise requested, payment for the sanction fee, and the LSC's portion of entry and surcharge fees may be submitted with meet financial report.
4. Sanction fees shall be sent to the LSC Treasurer (or electronically transferred to Hawaiian Swimming account) and a copy to the Age Group Vice- chair.

Section 6.08 OPEN WATER SANCTION APPLICATIONS

Applicants for sanction of an open water competition shall complete the application approved by USA Swimming. Before an open water competition is sanctioned by the LSC, the LSC sanction officer shall submit the completed sanction packet to USA Swimming for review and approval.

Section 6.09 REQUEST FOR SANCTION DECISIONS

Decision on the request for sanction will be furnished to the requesting group member in writing.

1. If an application is denied, specific reasons for such action will be stated within 10 days of the receipt of the application. If the requesting group members can correct the deficiency, they may resubmit the application.
2. If approval is granted, the Age Group Vice-Chair or designee will notify the group member applying for the sanction, maintain a signed copy of the application and post the meet announcement on the Hawaiian Swimming website.

Section 6.10 POSTING MEET ANNOUNCEMENTS

Upon the granting of the sanction, the meet announcement and meet entry file will be posted on the Hawaiian Swimming Website.

1. Preparation for and conduct of the meet must adhere to the conditions of the sanction guidelines.

2. The group member must receive approval from the Age Group Chair (or designee) for any proposed changes. The sponsoring group member shall notify all appropriate group members and the meet referee of any changes prior to the start of the meet.

Article VII. MEET SCHEDULES, TIME STANDARDS, TYPES OF MEETS

Section 7.01 MEET SCHEDULES

7.01.1 Coordination

To ensure proper coordination and programming of available dates, the swim year schedule in its original form will show the Age Group, Senior, High School observed (ILH, OIA, MIL, BIIF, KIF) and national meets if and when a schedule is provided by the respective authorities representing the other swimming programs.

7.01.2 Club Sponsorship Requirements

With LSC-Region leagues coordinating meets for all islands, Group Members are expected to work with their Leagues to coordinate in the sponsorship or co-sponsorship of regular age group meets during the swimming year. Group Members whose athletes compete in less than five (5) Hawaiian Swimming age group program meets during the swimming year are exempt from this requirement.

7.01.3 Age Group Program Meet Schedule

Preliminary age group championship meet schedule(s) will be developed by the Age Group Committee (AGC) by the end of March prior to the upcoming swim year. The AGC will support the development of HSI athletes with priority for 14 & Under athletes and run the Age Group Championships and the Junior Age Group Championship.

1. The AGC will determine the (1) events, (2) schedule of events and (3) meet time management in alignment with the development of swimmers' progress to higher levels of competition including HSI Senior Championship, and USA Swimming events and championships.
2. The AGC shall establish time standards following each Olympic year for a quadrennium with annual review as necessary.

7.01.4 Senior Program Meet Schedule

Preliminary senior swimming championship meet schedule(s) will be developed by the Senior Committee (SRC) by the end of March prior to the upcoming swim year. The SRC will support the development of HSI athletes with priority for 12 & Over Senior level athletes and run the Senior Championships.

1. The SRC will determine the (1) events, (2) schedule of events and (3) meet time management in alignment with the development of swimmers' progress to higher levels of competition including USA Swimming events and USA Swimming championships.
2. The SRC shall establish time standards following each Olympic year for a quadrennium with annual review as necessary.

7.01.5 Primary Meets

"Primary" meets are meets included on the annual swim year schedule which meet the following objectives/criteria:

1. Part of a progression of meets leading up to the next season-ending championship meet(s).

2. Open to all Hawaiian Swimming members (except when restricted due to overall meet size).
3. LSC defined "Age Group Meet" class (i.e. unclassified, classified, BC, ABC, A+, AA+, etc).
4. Includes primarily standard events and standard format (i.e. not a novelty meet).

7.01.6 Scheduling Conflicts

In general, Hawaiian Swimming will not sanction meets for the same/similar level of athletes on the same day(s) without Region leagues approval and ensuring that sufficient equipment and officials are scheduled for the meets. Neighbor islands' meets are not considered in conflict with meets on other islands.

7.01.7 Awarding of Invitationals

The Age Group Committee, with the approval of the Board of Directors, will establish a procedure for the approving of bids for invitational meets.

7.01.8 Scheduling Restrictions Due to Conflicts:

1. No sanction is permitted for an event occurring on the same days as a Hawaiian Swimming Championship meet.
2. No sanction for an invitational class meet is permitted the weekend prior to or the weekend after an Age Group Championship meet.
3. No sanction is permitted for invitational meets on consecutive weekends.

Section 7.02 TIME STANDARDS:

The Age Group Committee and Senior Program Committee will review on an annual basis the time standards for their respective divisions.

1. Development of the standards is the responsibility of the respective committees. The Board has approval authority over the committee's work product. The Board may identify errors and typos and suggest changes. to event qualifying times if deemed necessary (e.g., the time standard for 11-12 100 butterfly is 42 seconds which is an obvious error that can be corrected during the Board approval process.). The Board may also decline to approve the entire proposal, at which time, the proposal would return to the appropriate Committee for further adjustments and considerations.
2. Proposed changes, if any, should be submitted to the HSIS Board of Directors for review and comment by July 15 for the next swimming season..
3. A final proposal will be submitted to the HSIS Board of Directors for vote by August 30th. Rejection by the Board of the final Committee proposal or return to the Committee requires a 2/3 (66%) majority vote.
4. Approved changes should be posted to the HSIS website by September 1st.
5. Western Zone and USA Swimming Senior standards should be included in postings when provided by their respective governing bodies.

Section 7.03 TYPES OF MEETS

To preclude any misunderstanding or wrong interpretation of the types of meets being held, the following definitions apply:

7.03.1 Championship Meets

A meet in which entry to the individual events is limited to swimmers who have achieved the relevant championship qualifying time in each event entered.

1. The Age Group/Senior Committee will establish the order of events.
2. The Age Group Championship and Senior Championship meets will determine the champions of the respective Hawaiian Swimming program and should be a preliminaries and finals meet.
3. Swimmers must have achieved championship qualifying times from the first day of the previous corresponding championship meet to entry deadline.
4. Swimmers may enter all qualified events but are limited to compete in a maximum of three (3) individual events per day and a maximum of eight (8) individual events for the meet.
5. Entry into age group championship meets is restricted to swimmers registered with Hawaiian Swimming.
6. Required notice to move a venue for a Hawaiian Swimming meet will be sixty (60) days prior to the start of the meet.
7. A maximum of two (2) "bonus entries" may be permitted. Bonus entries may be limited to a minimum entry time of the Hawaiian Swimming AA-time standard.

7.03.2 Hawaiian Swimming approved meets

1. The requesting group must meet the requirements for approval in accordance with USA Swimming rule (202.6 REQUIREMENTS FOR APPROVAL). Submit a "Request for Approval" form to the Age Group Vice-chair twenty (20) days prior to the meet for pre-approval before competition.
2. The High School League Championships and Hawaii High School State Championships are the only pre-approved meets, but each is subject to USA Swimming rule (202.8 REQUIREMENTS FOR OBSERVED SWIMS)
3. The completed "Request for Approval" form must be resubmitted within ten (10) days after the meet for the Board's final approval indicating the proper USA Swimming officials.

7.03.3 Invitational Meets

1. A meet for competition for those swimmers, organizations, and clubs invited by the host.
2. All registered Hawaiian Swimming Members, in good-standing, are invited by default.
3. The Hawaiian 'AA' time standard shall be used as the minimum entry time requirement. If the new-year time standards are not published when the sanction is approved, the current year time standards will be used.
4. All Open [division] events will be the [15-18] age group standard.
5. If non-standard age group/division events are offered, the Hawaiian Swimming time standards of the fastest age group for those events shall be used (e.g. 11-12 times standards to be used for 11&Un events).
6. The minimum age for entry into an Open division event shall be 11 years old or

- older.
7. The order and type of events offered shall be developed by the sponsoring group member and approved by the Age Group Committee.
 8. A maximum of two (2) "bonus entries" may be permitted. Bonus entries may be limited to a minimum entry time of the Hawaiian Swimming A-time standard. The anticipated meet timeline shall be considered when determining bonus entry limits and/or restrictions. Eligible athletes must be entered in at least one event for which they have achieved the Hawaiian Swimming AA time standard. Bonus events may be swum on the same or separate days and count towards event entry limits.

7.03.4 Prelims/finals Meets

Meets which offer prelims/finals events shall adhere to the requirements/policies/procedures of Invitational Meets.

7.03.5 A+ Meets

Entry times will be Hawaiian 'A' or better.

7.03.6 A/B/C Meets

Limited to swimmers who have achieved Hawaiian 'A' level times or slower in the event and distance offered. No individual shall be permitted to compete in more than three (3) individual events and one (1) relay per day.

7.03.7 B/C Meets

Limited to developmental swimmers who have not yet achieved the Hawaiian 'A' time in that event and distance. No individual shall be permitted to compete in more than three (3) individual events and one (1) relay per day.

7.03.8 Classified Meets

A meet in which entry to the individual events is limited to swimmers who have met or bettered the time standard in each event entered.

7.03.9 Unclassified Meets

A meet for which entry is not based on any minimum Hawaiian Swimming time standards.

7.03.10 Non-conforming Meets

A meet for which entry is not based on any minimum Hawaiian Swimming time standards and the events to be offered do not conform to nationally recognized events and age groups.

7.03.11 Intra-club Meets

A meet held within the group member's club. An intra-club meet cannot be in conflict with another sanctioned meet in the Region if it allows swimmers of the same/similar level as the sanctioned event.

7.03.12 Inter-club Meets

A meet held between two or more USA Swimming registered group member clubs. An inter-club meet cannot be in conflict with another sanctioned meet in the Region if it allows swimmers of the same/similar level as the sanctioned event..

7.03.13 Novice Meets

A single or multi-club meet for athletes new to the sport of swimming who have not achieved a Hawaiian Swimming 'A' time standard in any event (excluding 25 Y/M events). Meet events are limited 100 Y/M or shorter events and should be planned to be

no longer than one (1) hour in length. Novice meets are non-award no entry fee meets.

7.03.14 Senior Meets

1. The format of the meet, event types and order, and entry restrictions and/or requirements shall be developed by the sponsoring group member and approved by the Senior Program Committee.
2. Meets shall be open to all members of FINA recognized organizations.
3. The minimum age for entry into any event shall be 12 years old or older.

7.03.15 Western Zone Championships

The participation of Team Hawaii at the Western Zone Championships is currently the only “all-star” team participating in a USA Swimming sanctioned meet and is available to Hawaiian Swimming registered Age Group swimmers. The major task is to assemble the Hawaii contingent consisting of a coordinator, swimmers, coaches, and chaperones as well as coordinate all travel accommodations.

7.03.15.1 The Age Group Vice-chair will establish the planning team. The Team Hawaii Coordinator will be the Age Group Vice-chair or a designated appointee. The planning committee will consist of the following members: Team Hawaii Coordinator, LSC Treasurer, Chaperone Coordinator, Coaches’ Representative and/or previous year Team Hawaii Head Coach, and Swimmers’ Representative or previous Team Hawaii swimmer.

7.03.15.2 The Hawaii NTV person will maintain a database of Hawaiian Swimming meet results to create the required entry file for the Western Zone in coordination with the Team Hawaii Coordinator.

1. Team Hawaii Coordinator

- i. Will be responsible for the planning, organization, and coordination of the Team Hawaii participation and chair the Team Hawaii Committee
- ii. Will appoint a Travel Coordinator and Team Uniform Coordinator
- iii. Will be responsible for the following Western Zone requirements
 - i. Coordinate application process for swimmers, coaches, chaperones
 - ii. Team entries and fees
 - iii. Team and social activities
 - iv. Confirm attendees to the Western Zone meeting

2. LSC Treasurer

- i. Will be responsible for the collection and distribution of all funds. This includes swimmer deposits, payments, and subsidies, revenues and expenses that are specific and documented as a line item for the Western Zone program

3. Chaperone Coordinator

- i. Evaluates chaperone applications and forwards selection to the Team Hawaii Coordinator. The Committee will review the recommended candidates for approval. The recommended criteria for selection are a combination of experienced and competent new volunteers.
- ii. The group of chaperones will consist of the Coordinator and a

minimum of 2 chaperones. Additional chaperone(s) will be considered to have at least 1 chaperone for every 12 athletes.

- iii. The group will be responsible for the coordination of
 - i. Team meals
 - ii. Transportation during the competition (will work with the Travel Coordinator)
 - iii. Room and chaperone assignments
 - iv. Coordinate with the Head Coach on the room assignments for the coaches

4. Coaches' Representative

- i. Evaluate applications and forward recommendations to Coordinator. The Committee will review the recommended candidates for approval. The recommended selection will be for one (1) head coach and up to three (3) additional coaches depending on expected team size.
- ii. The recommended criteria for selection of the Head Coach will be an experienced Western Zone coach, with demonstrated ability to motivate swimmers of all levels and work with other coaches, the chaperones, and officials.
- iii. The recommended criterion for the selection of the additional three coaches is that at least one of the three have experience as a Western Zone coach.

5. Swimmers' Representative

- i. Review applications of swimmers and forward recommendations for the team captain(s) to the Coordinator. The Committee will review the recommended candidates for approval.
- ii. There will be at least two females and two males to be selected. The team captains will be experienced Western Zone swimmers who are responsible, respected by other swimmers, considerate, and will be supportive to the coaches, chaperones, parents, and ALL swimmers.

6. Travel Coordinator

- i. Will be responsible for the following:
 - i. Air travel
 - ii. Accommodations (room and board)
 - iii. Ground transportation to/from airport, to/from the competition venue, and to/from all extracurricular activities

7. Uniform Coordinator

- i. Will be responsible for obtaining the following:
 - i. Swimmer uniform to include competition suit and accessories
 - ii. Coach and chaperone uniform package

Article VIII. MEET ENTRY PROCEDURES AND ENTRY REQUIREMENTS

Section 8.01 MEET ENTRY PROCEDURES

1. Meet entry procedures and entry requirements are specified in the USA Swimming Rules and Regulations and the meet announcements for sanctioned/approved/observed meets.
2. The Age Group Committee is responsible for establishing meet entry procedures and entry requirements.
3. All procedures and requirements specified in the meet notice are to be adhered to for all meets.

Article IX. MEET DEADLINES, LATE ENTRIES, AND POST- MEET REQUIREMENTS

Section 9.01 MEET DEADLINES

1. The entry deadline for Hawaiian Swimming swim meets is not to exceed ten (10) days prior to the meet.
2. Once all the information for a meet is confirmed, the meet announcement should be posted a minimum of twenty-one (21) days prior to the entry deadline, otherwise the entry deadline may be reduced.

Section 9.02 LATE ENTRIES

1. Each meet announcement will clearly specify the closing date and time for all entries. Acceptance or rejection of late entries for meets is a prerogative of the sponsoring group member. If any late entries are accepted, the sponsoring group member may charge the requesting group member a late fee (established by the Age Group Committee).
2. For Championship Meets, Late Entries are the addition of any athlete, addition of events for entered athletes, change of entries for entered athletes, and/or the addition or relays, submitted after the Meet Entry Deadline specified in the Meet Announcement until 48 hours prior to the scheduled Scratch Deadline for the first session of the meet. Late Entries submitted later than 48 hours prior to the scheduled Scratch Deadline for the first session of the meet will not be accepted.
 1. The late entry fee will be \$100 PLUS twice what the fee would be for all added entries.

Section 9.03 POST MEET REQUIREMENTS

9.03.1 The sponsoring group member's responsibilities under the sanction continue, until the following post meet requirements are met:

1. Final results will be posted on the Hawaiian Swimming website no later than 5 days after the end of the meet unless discrepancies are being resolved.
2. A complete financial report with payment of appropriate LSC fees shall be sent within fourteen (14) days to the Age Group Vice- chair and a copy to the LSC Treasurer. Leagues that run multiple meets in a season (SCY & LCM) with only Entry Fees may submit payment before SCY or LCM Age Group Championships. Failure to

meet the deadline for the financial report may result in a fifty dollar (\$50) penalty. The penalty is payable within thirty (30) days of written notification.

9.03.2 The Meet Referee's responsibilities include the following post meet requirements:

1. The meet referee or designee will enter the officials' position(s) and session(s) worked into the OTS data within five days of the completion of the meet.
2. In the event the Referee conducted the meet under a formal protest, he/she will, subsequent to the meet and by direct correspondence, forward a complete report of the facts and circumstances to the General Chair to be placed on the agenda for the next scheduled meeting of the Board of Directors. (Refer to USA Swimming Rules 102.23 Protests)

Article X. AWARDS AND SCORING

Section 10.01 AWARDS

It is the responsibility of the sponsoring group member, except for State Championships, to provide appropriate awards for all meets in accordance with the following:

10.01.1 Non-Invitational Meets

1. Hawaii A, B, C meets, non-conforming meets, and unclassified meets. Awards will be ribbons only to the first eight (8) places for individual events and the first three (3) places for relays.
2. Classified meet individual events, ribbon first (1st) through eighth (8th) will be awarded by age group and classification. Relay events first (1st) through third (3rd) will be awarded by event.

10.01.2 At the discretion of the hosting group member, awards may not be given if entry fees are not collected.

10.01.3 Invitational Meets

1. Team and high point/outstanding swimmer awards are authorized.
2. Cost will not exceed that prescribed in the USA Swimming Rules.
3. Medals or non-ribbon awards will be awards for the first three (3) places for individual events, and for the first place for relays. Ribbons or medals (sponsoring group member's option) will be awarded for fourth through eighth places for individual events, and for second and third places for relays. Ribbons will be special invitational ribbons.

10.01.4 Championship Meets

1. Medals awarded to the first eight (8) places for individual events and first three (3) places for relays. Ribbons awarded to relays fourth (4th) through eighth (8th) places.
2. These shall be official championship medals of a design adopted by Hawaiian Swimming that shall be distinctly Hawaiian in design.
3. Cost of the medals will not exceed the amount prescribed in the USA Swimming Rules.
4. Championship team awards will be based on the point system as specified in the USA Swimming Rules.
5. Team awards will be provided for first (1st) through eighth (8th) place based on overall team points, boys and girls combined.
6. Individual, high point awards will be provided for by age groups. The cost will not exceed that prescribed in the USA Swimming Rules.
7. No other awards are permitted except by consent of the Board of Directors.

Section 10.02 SCORING

Individual awards will be based on the following point system unless the meet announcement defines different scoring from the schedule below:

First Place	Nine (9) points
Second Place	Seven (7) points
Third Place	Six (6) points
Fourth Place	Five (5) points
Fifth Place	Four (4) points
Sixth Place	Three (3) points
Seventh Place	Two (2) points
Eighth Place	One (1) point

- 10.02.1** Individual point values shall be doubled for relays for team scoring only.
- 10.02.2** Scoring for swimmer high point awards will be based on the point system for individual events.
- 10.02.3** When two or more swimmers are tied in their respective brackets for high point awards, duplicate trophies will be awarded.
- 10.02.4** Special Awards
1. Hawaiian Swimming swimmers tying or breaking a Hawaiian and/or National/American record will be given a special award.
 2. For championship meets, an additional nine (9) points shall be added to the swimmer's individual score for tying or breaking a Hawaiian/National record.

Article XI. ENTRY FEES

Section 11.01 Definition

All monies paid by the swimmer to compete in a swimming meet, including surcharges levied by the Board of Directors to defray extraordinary expenses.

Section 11.02 Controlling rules

All provisions of the USA Swimming Age Group Swimming Rules will apply.

Section 11.03 Entry Fees set by Board of Directors

Entry fees, including surcharges and late fees, will be established by the Age Group Committee and approved by the Board of Directors on an annual basis and posted on the Hawaiian Swimming website.

Article XII. ADMISSION FEES

Section 12.01 Admission Fees, Reporting, Free Admission Requirements

If there will be an admission fee for an event sanctioned by Hawaiian Swimming, it will be noted in the request for event sanction and in the event announcement. Gross receipts from admissions will be made part of the financial report. Where admission fees are charged, the following rules for required free admission will prevail:

1. All working volunteers, including officials, will be admitted free.
2. All swimmers whose names appear in the meet entry file will be admitted free.
3. Coaches, whose names are given to the Meet Director, will be admitted free.
4. In addition to the above, each team will be provided one free admission to an adult chaperone for each twenty (20) swimmers or fraction thereof, whose names appear in the meet entry file.

Article XIII. CONCESSIONS

The sponsoring group member may, at its discretion, operate concessions at Hawaiian Swimming swim meets. Concession receipts belong to the sponsoring group member. Concession receipts are not subject to USA Swimming levy, but must be reported on the financial report.

Article XIV. CHAMPIONSHIP MEET RESPONSIBILITIES

In the conduct of a championship meet, the LSC and the sponsoring group member have specific duties and responsibilities. When a group member submits a bid to host a championship meet, the group member must be able to satisfy all requirements before the Board of Directors will grant approval of the bid for the meet.

Section 14.01 LSC RESPONSIBILITIES

1. Officials – The arrangements and coordination of all officials, who will be working at the championship meet. The Officials Chairperson will do this and ensure that all official forms are available. Officials and volunteers include Referees, Starters, Head Judge, Head Timer, Stroke and Turn Judges, Timing Judge, Clerk of Course, and Announcer.
2. Meet Notice/Sanction – Handled by Age Group Committee
3. Entries verification and input by Age Group Committee.
4. Collection of all entry fees by Treasurer. Entry fees shall be retained and used by the LSC.
5. Purchase of all awards.
6. Coordination of heat sheets for coaches/officials
7. For LSC Sponsored Championship: Hospitality
8. All group members in the LSC are responsible for hospitality, which can be either monetary or food support. The sponsoring group member will provide a hospitality coordinator.
9. Responsible to get final results posted to the website.

Section 14.02 SPONSORING GROUP MEMBER RESPONSIBILITIES

1. Volunteers
2. Meet Director (approved by the LSC and must be a USA Swimming registered member)
3. Develop team assignments for Marshals and Timers and provide to all teams prior to the meet.
4. Provide runners for the meet and for posting heat sheets and results.
5. Coordination and set-up of the opening ceremonies.
6. Include National and Hawaiian Anthems
7. Short Program – Important to start meet on time
8. Coordinate with the Meet Referee the awards preparation and presentation.
9. Award label printout (2-3 people).
10. Presentation platforms for first through eighth places
11. Awards table/stand (to layout awards).
12. Other expenses, excluding the individual and team awards
13. Facilities
 1. Complete set-up of facility in accordance to USA Swimming standards and needs of officials. (Check with Meet Referee)
 2. Responsible for the use, access and rental of the swimming venue.

3. This includes securing permits, deposits, and all equipment necessary to hold a championship event (such as lane lines, start platforms, flags, etc.) according to Hawaiian Swimming and USA Swimming requirements.
 4. Responsible to provide adequate restroom facilities in accordance with health requirements
14. Equipment
1. Arrangements and the transportation of timing system/computers to and from storage facility.
 2. Secure timing system (includes set-up manpower).
 3. Manual back up watches.
 4. Tables/chairs for timing system console team.
 5. Public address system
 6. Overhead cover/chairs for timers (both sides for dual system)
 7. Copy machine
 8. Computers with meet software (LSC may assist)
 9. Printers compatible with computers (LSC may assist)
15. Supplies (computer and copy paper, pencils, pens, tape, stapler, paper cutter, scissors, etc.).
1. Clip boards/lap counters.
 2. Info box/tray for each swim team.
 3. Scratch box.
 4. Event board (optional)
16. Provide necessary manpower for set-up/take down of timing equipment daily.
17. Provide Hospitality Coordinator
1. Provide snacks/beverages (for all officials and coaches). Provide meals as necessary for officials.
 2. Provide meals after prelims or during timed finals.
 3. Only one session for coaches (2 per team)
 4. Provide meal on a session with timed final only events for officials and coaches (2 per team)
 5. Provide open hospitality area for coaches and officials.
 6. Manpower for hospitality.
 7. Hospitality fees are collected by the LSC for each swimmer participating in the meet (see RECAP sheet) and provided to the host team for hospitality expenses.
 8. Provide areas for meetings.
 9. Distribution of results.
 10. Printing of psyche & heat sheets per LSC requirements.

Section 14.03 REVENUE PROJECTS

1. T-shirt sales
2. Concessions (recommended)
3. Programs (optional) and Heat Sheets (psyche, Prelims/Finals)

Article XV. MEET CONDUCT

Section 15.01 WARM-UP/DOWN SAFETY PROCEDURES

15.01.1 Overview

Procedures are established to ensure safe swim-meet conduct. The purpose of procedures is to prevent accidents and to provide a safe environment for all participants. If necessary the Meet Referee and/or venue supervisor may close the warm-up and/or warm-down areas until a safe environment is provided. Although the Meet Referee, the Meet Director, and Safety Marshals are responsible for the safe conduct of all aspects of the meet, anyone seeing an unsafe condition or activity should stop/report the activity immediately.

1. Safety Marshals shall wear identifying attire and enforce warm-up/down procedures and maintain order in the swimming venue. The Safety Marshal shall have full authority to warn or order to cease and desist, and, with the concurrence of the Referee, to remove, or have removed from the swimming venue anyone behaving in an unsafe manner or using profane or abusive language, or whose actions are disrupting the orderly conduct of the meet. (USAS 2015 Rulebook 102.19)
2. The Meet Referee shall assign the Safety Marshals with specific instructions. (USAS 2015 Rulebook 102.11.4)
3. The Meet Director or designate of the meet host shall organize the Safety Marshals prior to the start of each session and assist the Meet Referee with directing the Safety Marshals and addressing any other safety concerns during the meet.
4. Safety Marshals are NOT required to be non-athlete members of USA Swimming. (USAS 2015 Rulebook 305.4)
5. Neither the Meet Referee, nor the Meet Director, can be designated as a Safety Marshal. Coaches should not be designated as a Safety Marshal unless their attention can be directed solely to active safety monitoring for all participants.
6. There should be at least one male and one female Safety Marshal. Safety Marshals should periodically check the bathrooms, locker rooms, and/or changing rooms for un-safe or suspicious behavior.
7. An announcer should be on duty for the entire session to announce lane and/or time changes and to assist with the conduct of the warm-up/down activities.
8. Athletes without a coach are assigned to the meet host Head Coach or other designated USAS Coach Member and must adhere to all procedures required of other athletes.
9. Venue personnel are responsible for assuring venue specific requirements are adhered to.
10. Marshals are responsible for assuring safety guidelines, warm-up/down procedures, and venue specific requirements are adhered to.
11. The Meet Director and/or Meet Referee may assign teams to specific lane and time for warm-up/down activities.
12. Warm-up/down procedures should be posted at the swimming venue during the meet.

15.01.2 Warm-up / Warm-down period definitions

During all time periods venue lifeguard monitoring requirements must be adhered to in ADDITION to the following requirements. Warm-up and warm-down activities are broken into three distinct time periods and have different supervision requirements as follows:

1. “General” or “Open-Lane” Warm-up is the time period specified as “Warm-up” in the Session Schedule of Meet Announcement where the competition pool and/or separate areas or pools are used. Typically this is from the time specified until the competition pool is cleared for equipment setup and/or races. Athletes must be supervised by their designated coach. At least one (1) Safety Marshal should be actively monitoring the competition pool during General Warm-ups. Depending on the number of athletes participating and/or other factors the Meet Referee may require additional Safety Marshals. Sprint and Start lane(s) times and procedures will be announced and may be specified in the Meet Announcement. If the competition pool is opened by the Meet Referee between races for warm-up/down activities procedures for General or Open-Lane Warm-up shall apply.
2. “Continuous” Warm-up/down is the time period after the competition pool is closed for General warm-up and is located in a separate pool and/or separate area of the competition pool. Continuous Warm-up/down pool areas should be actively monitored by a minimum of two (2) safety personnel at different vantage positions of the deck where at least one (1) shall be a designated Safety Marshal and at least one (1) shall be a certified Lifeguard or a USAS Coach Member. Depending on the number of athletes participating and/or other factors the Meet Referee may require additional Safety Marshals. The separate area/pool shall be closed for all activity if the required personnel are not present OR are not able to effectively monitor the area.
3. “Supervised” Warm-up/down is any time the venue facilitator and Meet Director permit such activities outside of the time periods of General or Continuous Warm-up - prior to the scheduled start of the meet, the time period after the races of one session complete and the start of General Warm-up for the next session, and after completion of the last race of the day. Athletes must be supervised by their designated coach as required during a regular practice.

15.01.3 Athletes/Coaches:

1. Coaches are responsible for instructing their athletes of safety guidelines, warm-up/down procedures, and venue specific requirements.
2. At meets where an identification band is issued to coaches, it must be prominently displayed at all times. At meets where no band is issued (e.g.; where there may be an “open deck”), coaches must show valid deck-pass certification to receive heat sheets, and must show certifications to any meet official (including meet marshals) when requested.

3. Athletes must adhere to the direction of the lifeguards, Safety Marshals, and other meet safety personnel.
4. Athletes must enter the pool from the starting end of the pool using a three-point entry. Race starts from blocks, deck, or backstroke starts may be done only in specified lanes at designated times.
5. Circle-swimming only except in designated start/sprint lanes where athletes must swim one-length only and exit at the opposite end unless permitted otherwise by the Meet Referee.
 1. No paddles, boards, fins, snorkels nor other training equipment (e.g. stretch cords) are allowed during General Warm-up.
 2. No playing or other non-warm-up/down specific activities.
 3. No stopping in the middle of a lane.
 4. No resting or hanging on lane lines.
 5. No resting or congregating at the walls of the pool or at the end of a lane unless receiving instruction from a coach.
 6. No swimming under bulkheads. Doing so may result in the immediate disqualification from the meet.
 7. No swimming in the area separating the competition area of a pool and the warm-up/down area.

15.01.4 Safety Marshals:

1. Recognize and appreciate the importance of your role and responsibilities.
2. Meet with the Meet Referee and/or the Meet Director for any specific instructions or assignments.
3. Be focused and actively monitor the warm-up/down areas assigned too.
4. Only coaches, athletes, and officials are allowed in the warm-up/down areas.
5. Remind athletes, as needed, the purpose of the warm-up/down area is to “warm up” and “warm down”.
6. Safety Marshals not assigned to the warm-up/down areas should patrol the locker rooms and other areas of the swimming venue.
7. Multiple Safety Marshals (or other safety personnel as needed) assigned to a warm-up/down area should be staged at different vantage positions of the pool deck.
8. Take turns with short breaks and rotate positions as directed by the Meet Referee.
 1. Never leave a warm-up/down area unattended when rotating positions.
9. Do not have your back to the pool when monitoring a warm-up/down area.
10. Cell phones should be set on silent or vibrate.
11. Do not make or take personal phone calls while assigned to a warm-up/down area.
12. Do not walk together unless a specific inspection requires a witness.
13. Report issues or potential issues that cannot be immediately resolved to the Meet Referee.

14. Read the Meet Announcement prior to the meet as meet specific language may vary or change from time to time.

Section 15.02 SMOKING

Smoking and the use of other tobacco products is prohibited on the pool deck, in the locker rooms, in spectator seating or standing areas, and in all areas used by the swimmers during the meet or during the warm-up periods in connection with the meet. (See USA Swimming Rules)

Section 15.03 ALCOHOLIC BEVERAGES

The sale and use of alcoholic beverages is prohibited in all areas of the venue, including, but not limited to, the pool deck, locker rooms, spectator seating or standing areas, and in all areas used by the swimmers. (See USA Swimming Rules)

Section 15.04 BANNED SUBSTANCES

The sale and use of controlled illegal substances or any banned substance is expressly prohibited in all areas of the venue, including, but not limited to, the pool deck, locker rooms, spectator seating or standing areas, and in all areas used by the swimmers.

Section 15.05 MEET PROTESTS

A written protest will be registered only with the Meet Referee within thirty (30) minutes of the alleged infraction. (See USA Swimming Rules re: Protests)

Section 15.06 OFF LIMITS

At no time will coaches and other persons enter upon the deck of the pool during a swim meet, except on official business.

Section 15.07 USE OF CELL PHONES

Use of cell phones, cameras, and other recording devices in bathrooms/locker rooms is STRICTLY PROHIBITED.

Article XVI. SWIMMING OFFICIALS

Section 16.01 OFFICIALS FOR MEETS

The sponsoring Group Member and designated Officials Committee representative shall coordinate to obtain the key certified officials required for the sanctioned event.

1. Key officials are defined in the USA Swimming Rule Book, Section 102.10.3-5.
2. Failure to provide key certified officials and other required officials is cause of conditional sanction or revocation of sanction.
3. Each participating Group Member is expected to provide officials AND timers commensurate with their number of athletes entered. Failure to comply may cause the participating Group Member to be deemed “not in good standing”.

Section 16.02 REIMBURSEMENT OF BACKGROUND CHECK FEES

1. Reserve for change to club responsibility and individual officials

Section 16.03 CLUB OFFICIALS QUOTA

Each club of is required to have registered a number of active certified officials relative to the club's number of competitive athletes. Clubs in violation of this quota are subject to an annual registration fee assessment of \$250 per official short of the quota.

16.03.1 Purpose

Each Hawaiian Swimming club is required to maintain a specified level of certified deck official support for meets on an ongoing basis or be subject to an annual registration fee assessment commencing with the annual 2016 club registration. Failure to comply shall cause the participating Group Member to be deemed "not in good standing". Region Leagues may have additional requirements to participate in League meets in their region.

16.03.2 Ratio

Each Hawaiian Swimming club is required to provide one (1) "active" certified deck official per sixteen (16) "competitive" athletes who compete in more than one (1) Hawaiian Swimming sanctioned meet during the swimming year (September 1 to August 31). This number is the club's "quota". The quota is rounded up for a partial quota of eight (8) or more athletes and rounded down for a partial quota of less than eight (8) athletes.

16.03.3 Active Certified Official

An "active" official is a registered certified deck or dryside official who provides at least ten (10) sessions of service at four (4) or more Hawaiian Swimming age group program or senior program meets throughout the swimming year. Intra-squad and inter-squad meets are excluded and shall not be applied toward the quota calculation. An official who meets or exceeds this level of service in a swimming year satisfies one quota unit for a given team.

16.03.4 Transfers

Officials who transfer from one Hawaiian Swimming club to another Hawaiian Swimming club during the swimming year shall have their first ten (10) sessions of the swimming year count towards their former team and their remaining sessions towards their current team.

16.03.5 Registration Fee Assessment

For each active official a club is short of the calculated quota, the club will be assessed a fee of \$250 due with their annual registration fee for the next swimming year.

16.03.6 Registration Fee Incentive

Clubs that exceed their quota by 20% (rounded up to the nearest whole number) will have their annual registration fee reduced for the next swimming year.

16.03.7 Exceptions – Active Duty Military Personnel

Active duty military personnel, or their spouse, who officiate less than ten (10) sessions per swimming year will have their quota prorated.

16.03.8 Exceptions – Family Emergencies

If an official has a family emergency and cannot fulfill their session requirement in a swimming year, another official on the club may step up and complete more sessions for the official who cannot because of the emergency. This exception must be approved by the Officials' Committee Chair.

16.03.9 Exceptions – Military Clubs

Clubs whose athlete membership comprises 80% or more athletes who are dependents of Active Duty Military Personnel shall have their Club Official Quota reduced by 50%.

16.03.10 Exceptions – Non-Competitive Clubs

Clubs whose athlete membership competes in less than five (5) Hawaiian Swimming age group program meets during the swimming year are exempt from the quota.

16.03.11 Apprentice Recognition

New volunteers receive credit for each session they train or "shadow". New members shall receive credit retroactively for each session they train or "shadow" once they are registered as a USAS non-athlete member.

16.03.12 Unattached Athletes

Athletes who compete as unattached, but do not need to compete as unattached per USAS rules, are allocated to the club they practice with for purposes of calculating the quota.

16.03.13 Reporting

Each club shall submit with their annual club registration form: 1) a report listing their competitive athletes (including the number of meets swum for each athlete), and 2) a report listing their deck officials (including sessions and meets worked for each registered deck official) from the USA Swimming Officials' Tracking System (OTS).

16.03.14 Failure to Comply

Group Members declared "not in good standing" for failure to have met their quota must increase their number of certified deck officials to the required level of their quota prior to their annual registration being approved for the next calendar year. (Doing this does NOT reduce their calculated registration fee.) It is recognized that new officials may not achieve the level of an "active" official as defined above prior to the start of the registration (calendar) year. As such, new officials must have completed all of the requirements to be added to the USA Swimming Officials' Tracking System (OTS) AND have started training as an "apprentice".

Article XVII. LSC FINANCIAL RULES AND RESPONSIBILITIES

Section 17.01 LSC REPORTING REQUIREMENTS

The LSC shall comply with the reporting requirements as found in the USA Swimming Rules and Regulations and with Federal and State requirements.

Section 17.02 REIMBURSEMENT FORMS

Reimbursement forms must be completed for each check written indicating the following information:

1. Name of payee
2. Reason or Purpose – reason for the expense or deposit – e.g. long course state championship meet; Team Hawaii gifts, etc.
3. Summary of each receipt
4. Total reimbursement amount

Section 17.03 TIME PERIOD FOR REQUESTING REIMBURSEMENTS

Requests for reimbursements should be received within 30 days from date expenses were incurred. Requests received after the 30 day period may be denied for reimbursement.

Section 17.04 DEPOSIT FORMS

Deposit forms should be consistently used for ALL transactions. Deposit forms need to be COMPLETELY filled out with the following information:

1. Name of the person or team that is providing the LSC with money for deposit
2. Purpose or reason – e.g. entry fees for Long Course State Championships
3. Title of person making deposit – e.g. General Chair, Age Group Chair, Team Hawaii Chair, etc.
4. Summary of deposit if multiple transactions
5. Total deposit amount

Article XVIII. MISCELLANEOUS REGULATIONS AND POLICIES

The following are intended to provide specific and definitive guidance in areas where experience has shown a need for standardization and resolution:

Section 18.01 ASSIGNMENT OF TIMERS FOR INITIAL DISTANCE AND LEAD-OFF LEGS OF RELAYS

Timers assigned by the Referee to take initial distance or lead-off leg of a relay times shall not be the coaches of the athlete being timed.

Section 18.02 HISI STATE RECORD TIMES

1. HISI State Age Group and Senior Record times must be achieved using either an automatic or semi-automatic timing system consistent with USA Swimming Rules and Regulations.
2. Initial distance times and lead-off leg of relays that are timed using an automatic timing system consistent with USA Swimming Rule 104.2.1.D may be submitted for records.

Section 18.03 LSC TRAVEL POLICY

Together with USA Swimming and in compliance to the requirements of the USA Swimming Rules and Regulations and US Center for, Hawaiian Swimming establishes the following mandatory policies for all LSC travel teams. Further, all Hawaiian LSC Club Members shall adopt these mandatory policies and such other policies that are consistent with these mandatory policies and appropriate to their experience and best practices. They shall submit their policy statements to the LSC Board of Directors for approval.

1. 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).
2. Team managers and chaperones must be members of USA Swimming and have successfully passed a USA Swimming-administered criminal background check.
3. When only one athlete and one coach travel to a competition, the athlete must have his/her parents' (or legal guardian's) written permission in advance to travel alone with the coach.
4. Hawaiian LSC travel policies must be signed and agreed to by all athletes, parents, coaches and other adults traveling with the club.
5. During LSC team travel, when doing room checks, attending team meetings and/or other activities, two-deep leadership and open and observable environments should be maintained.
6. The Hawaiian Swimming Team Hawaii Coordinator and current Team Hawaii Head Coach (or Head Coach of other LSC teams that may be formed) shall publish a Code of Conduct that will be signed and agreed to by all athletes, parents, coaches, and other adults traveling with the LSC team.
7. If Club Members do not submit their own club travel policies for approval by the House of Delegates, the LSC's travel policy will be their default policy.

Section 18.04 NOTIFICATION OF NAMES OF BOARD OF DIRECTORS AND COMMITTEE CHAIRPERSONS

The Secretary will make the names of the Board of Directors and Committee Chairpersons of Hawaiian Swimming available on the Hawaiian Swimming website within 30 days of the annual election meeting each year.

Section 18.05 GROUP MEMBER BOARD ROSTERS DECLARATION REQUIREMENT

The group member president or board chairperson shall make available a board roster including voting delegates and alternates to the Registration Chairperson by December 31st of each year. These names may be updated in writing during the year.

Section 18.06 ROSTER OF TEAMS SENT TO GROUP MEMBERS

An LSC team roster shall be posted by the Registration Chairperson or Secretary no later than January 31st of each year.

Section 18.07 REGISTRATION AND TRANSFER

To eliminate confusion and preclude the possibility of an inadvertent violation of USA Swimming rules, the procedures and requirements are set forth in the USA Swimming

Rulebook. Current procedures and regulations as set forth by the Hawaiian Swimming Registration Coordinator regarding transfers between local group members and from other associations are posted on the Hawaiian Swimming website.

Section 18.08 TIMELINE FOR POSTING REGISTRATION APPLICATIONS TO SWIMS

The general time frame for posting of completed registration applications submitted to the Registration Coordinator will be 14 days from the postmark (or electronic receipt) on the applications containing appropriate payment of registration fees.

Section 18.09 CONFIRMATION OF MEMBERSHIP ON CLUB PORTALS

All swimmers must be confirmed as members of USA Swimming prior to being allowed to participate in sanctioned meets. In general, if membership of a swimmer is disputed at the time of the meet, this confirmation will be done online either by DeckPass or through use of the USA Swimming Club Portals.

Section 18.10 COMMITTEE SUBMISSIONS TO BOARD OF DIRECTORS

All committees shall submit for approval by the Board of Directors their policies, procedures and/or guidelines annually or as needed.

Section 18.11 ADDITIONS AND CHANGES TO THE RULES AND REGULATIONS

All new policies, procedures and/or guidelines approved by the Board of Directors shall automatically become part of these rules and regulations as appropriate.

Section 18.12 REQUIREMENTS OF MEMBERSHIP

All members of the Hawaiian Swimming House of Delegates, Board of Directors, persons with password access to the USA Swimming database, and any committee, sub-committee, or division of Hawaiian Swimming, appointed or elected, must hold an individual membership in USA Swimming pursuant to the provisions of Article 502 USA Swimming Rules and Regulations, unless otherwise specified by the Hawaiian Swimming Board of Directors and USA Swimming Board of Directors.

Article XIX. CONFLICT OF INTEREST POLICY FOR THE HAWAIIAN SWIMMING LSC BOARD OF DIRECTORS AND HAWAIIAN SWIMMING LSC ADMINISTRATIVE REVIEW BOARD

Section 19.01 SCOPE

The following statement of policy applies to each member of the Board of Directors and Board of Review of Hawaiian Swimming LSC, members of the Hawaiian Swimming LSC House of Delegates, and Hawaiian Swimming LSC task force, committee and/or sub-committee members.

Section 19.02 RESPONSIBILITY

Covered Persons have an obligation to conduct all affairs of the institution in a manner consistent with their duties to the corporation under law and as required by the corporation. They are expected to meet the high standards of professional ethics required of their role in manner consistent with the rules and regulations of Hawaiian Swimming and USA Swimming, in particular the provisions of the USA Swimming Code of Ethics. All decisions are to be made solely on the basis of a desire to promote the best interests of USA Swimming, Hawaiian Swimming, and those they serve, and to avoid conflicts of interests or the appearance of conflicts of interests.

Section 19.03 CONFLICTS OF INTEREST

A conflict of interest involves a situation in which a covered person has a significant financial or personal consideration that may compromise, or have the appearance of compromising, their duty/responsibility to the organization. Only material conflicts of interest are covered under this policy. A conflict of interest is material if an ordinary person would or could reasonably be perceived as taking it into account in making a decision. Potential conflicts of interest or arrangements raising conflict issues include, but are not limited to:

1. Having any affiliation with a business or profession providing goods or services to the Hawaiian Swimming LSC as defined in Section 1.4 of this policy.
2. Holding ownership interest in any real or personal property leased or purchased by Hawaiian Swimming.
3. Having direct or indirect financial interest in Hawaiian Swimming's commercial leases or other transactions.
4. Providing preferential treatment to other covered members in exchange for goods and services.
5. Receipt of gifts, gratuities or excessive entertainment from vendors or other groups or individuals involved in a business relationship with the Hawaiian Swimming LSC or seeking same. With respect to gifts or gratuities not involving the above, the maximum value of any gift or gratuity is \$100.00. Gifts in excess of that amount, if they must be accepted, are accepted on behalf of Hawaiian Swimming and will be turned over to the Board for appropriate disposition.
6. Using information received in your capacity for actual or potential personal, family or corporate gain.
7. Making or accepting payment for referrals.

Section 19.04 MANAGING POTENTIAL CONFLICTS

Covered Persons may bring with them interests and affiliations that might raise actual or potential conflicts of interest. However, the potential impact of a conflict must be weighed against the useful and advantageous service that the member could provide to Hawaiian Swimming. Conflicts should be managed so as to ensure that unavoidable conflicts do not interfere with the integrity of the member's duties in the performance of Hawaiian Swimming obligations. Potential conflicts should be disclosed to ensure that such conflicts are properly reviewed and resolved.

Section 19.05 DISCLOSURE

The policy of Hawaiian Swimming requires that in the event the Covered Person must consider any transaction for the LSC which also involves 1) a covered person or a related other (which shall be, for purposes of this policy, a spouse, parent, siblings, children, grandparents and significant other, or member of his or her household or a hanai relationship); or 2) an organization with which a Covered Person is affiliated, such individual at the first knowledge of the transaction, shall disclose fully the precise nature of the interest or involvement.

1. Disclosure is further required of Covered Persons concerning all relationships and business affiliations that reasonably could give rise to a conflict of interest or the appearance of a conflict of interest involving the LSC. This disclosure shall be updated at least annually or at the time of any event causing a change in a significant relationship, e.g. changes in affiliation/s. For the purpose of this policy, affiliation is understood to prevail if the Covered Person or a related other:
 1. Is an officer, director, trustee, partner, employee or agent of such organization; or
 2. Is either the actual or beneficial owner of more than 5 percent of the voting stock or control interest of such an organization, or where it involves more than 10 percent of an individual's wealth; or
 3. Has any other direct or indirect dealing with such organization or other entity or individual from which he or she knowingly is materially benefited.
2. All disclosures required under this policy must be directed in writing to the LSC General Chair (for members of the Board of Directors, House of Delegates, and members of LSC task forces, committees or subcommittees) or LSC Board of Review Chair for members of the LSC Board of Review. The General Chair of Hawaiian Swimming is charged with administration of and compliance with this policy.
3. Matters under this policy shall be reported as required to the General Chair or Chair of the Board of Review for appropriate action. Information disclosed under this policy shall be held in confidence except when the best interest of Hawaiian Swimming would be served by disclosing the information to the appropriate Board in executive session.

Section 19.06 RESTRAINT ON PARTICIPATION/RECUSAL

Covered Persons who have declared or been found to have a conflict of interest or the appearance of a conflict of interest in any matter before the Board, its committees, or the Board of Review, shall recuse themselves from participating in consideration of the proposed transaction, unless for special reasons the Board requests information or interpretation from the person or persons involved. The Chair or appropriate official may also ask the person or persons involved to excuse themselves from the room at the time of vote or decision.

1. If there appears to be a direct violation of the conflict of interest policy and it has not been addressed through the existing channels, the General Chair may make a determination or convene the Executive Committee to deliberate on the matter. In the case of the Board of Review, the Chair of the BOR may convene an executive session to consider the matter.
2. Any Covered Person who is uncertain about a possible conflict of interest in any matter, should request the General Chair, committee Chair, or Board of Review Chair as

appropriate, to determine whether a possible conflict exists. If need be, the Board (or Board of Review in BOR cases) shall resolve the question by majority vote if time permits. If unable to address the matter timely, the Covered Person should treat the matter in the same fashion as if it were a possible conflict and therefore, as noted above, refrain from participating in the consideration of the proposed transaction.

When appropriate, the question of potential conflict should be referred to USA Swimming counsel for an opinion prior to determination.

Section 19.07 RECORDS

Meeting Minutes or other appropriate notation shall reflect any recusals based on a conflict of interest (a direct conflict or the appearance of a conflict) and that the individual did not participate in the consideration of or vote on the matter.

Section 19.08 Disclosure Statement Form

HAWAIIAN SWIMMING LSC BOARD OF DIRECTORS AND HAWAIIAN SWIMMING LSC ADMINISTRATIVE REVIEW BOARD CONFLICT OF INTEREST POLICY DISCLOSURE STATEMENT

In accordance with the Conflict of Interest Policy for Hawaiian Swimming, I make the following disclosure of affiliation as specified in Section 12.05 of the policy:

1. At this time, I am currently an officer, partner, employee or retiree of the following organization/s (if self-employed, so indicate):
2. At this time, I am a Board member, trustee, or committee member (please indicate which) of the following organizations (include both for-profit and non-profit affiliations):
3. In addition to those listed above, I have the following affiliations (including the affiliations of "related others") as defined in Section 4 of the Conflict of Interest Policy:

I certify that I have read and understand the Conflict of Interest policy and I agree to update this form as circumstances/situations change.

Name: _____ Signature: _____

Date: _____

(Please use and attach a separate sheet if needed.) (Please check one of the following)

Applies to: LSC Board of Directors or LSC task force, committee, and/or sub-committee -LSC
Administrative Review Board

Section 19.09 Gift Disclosure Reporting Form

CONFLICT OF INTEREST POLICY: GIFT DISCLOSURE REPORTING FORM

Purpose: Section 19.03.5 of the Hawaiian LSC Conflict of Interest Policy requires all members of the LSC Board of Directors or LSC task forces, committees and subcommittees, as well as LSC Board of Review Members to disclose:

1. Receipt of gifts, gratuities or excessive entertainment from vendors or other groups or individuals involved in a business relationship with the Hawaiian Swimming LSC or seeking same.
2. With respect to gifts or gratuities not involving the above, the maximum value of any gift or gratuity is \$100.00. Gifts in excess of that amount, if they must be accepted, are accepted on behalf of Hawaiian Swimming and will be turned over to the Board for appropriate disposition.

This means that all of the covered persons in the LSC should be aware of the real or potential conflict of interest when accepting any gifts, gratuities or excessive entertainment from any current or prospective vendors or other groups or individuals who have or want to have a business relationship with Hawaiian Swimming. **All such gifts, gratuities and excessive entertainment are discouraged so as to avoid even the perception of a conflict of interest and shall be reported below.**

All other gifts or gratuities that covered persons may receive as a result of their position or work within the LSC are limited to a value less than \$100.00. If the gift is clearly more valuable than that, and it can not be gracefully declined, the gift is accepted on behalf of Hawaiian Swimming and is turned over to the Board (through the General Chair) for appropriate disposition consistent with the mission and tax status of Hawaiian Swimming.

All such gifts or gratuities, regardless of value, shall be reported below.

NAME: _____ LSC Position: _____

Describe the gift, gratuity, or entertainment received:

Is this person, group, or vendor involved in or seeking a business relationship with the LSC?

Explain disposition of the gift (If it is a business meal and other entertainment, please indicate who was present and the business nature of the event.)

Date Received:

Disposition of the gift: ACCEPTED NOT ACCEPTED (circle one)

Estimated Value:

Article XX. APPROVED MEETS

Section 20.01 Definition and General Rules

Approvals for competition (as opposed to a sanction) may be issued to non-USA Swimming member clubs/organizations for meets conducted in accordance with USA Swimming technical rules. They may be given to member clubs for closed competitions conducted according to USA Swimming technical rules and may be given to member clubs/organizations for open competition that has been approved in advance by the USA Swimming Program Operations Vice President or his/her designee.

Section 20.02 Jurisdiction

The Hawaiian LSC may approve, withhold, or withdraw approval of competition in accord with Section 202.4 of the USA Swimming Rules and Regulations and applicable policies and procedures set by the LSC below.

Section 20.03 Application Process for Approved Meets

1. Requests for approvals are submitted to the Age Group Vice--Chair or Senior Vice--Chair and their respective committees as is appropriate for the level of competition.
2. The Age-Group or Senior Program Committee, as appropriate, shall recommend approval for competition to the Board of Directors who shall approve, withhold, or withdraw approvals for competition. The respective Vice--Chair shall sign the approval on behalf of the Board and shall be responsible for monitoring compliance with the approval.
3. Meet must be conducted under USA--Swimming technical rules, including time resolution.
4. All times achieved by USA Swimming members will be recognized by USA Swimming and eligible for incorporation into the SWIMS database. There are no requirements for membership in USA Swimming for participation in an approved meet.
5. Following acceptance by the Board of Directors, all approvals must be signed by the appropriate Vice--Chair for the Age Group or Senior programs and retained. The approval and all forms upon which approvals are granted shall have the clause: "In granting this approval it is understood and agreed that USA Swimming shall be free from any liabilities or claims for damages arising by reason of injuries to anyone during the conduct of the event."
6. Insurance: If hosted by a USA Swimming member club/organization, full insurance coverage is provided for all registered members of USA Swimming. General Liability coverage is provided for the hosting entity. If hosted by a non USA Swimming entity, full coverage is provided for the USA Swimming member coaches and athletes who are participating as a USA Swimming entity.
7. No competition shall be approved unless a sufficient number of USA Swimming officials, certified by the LSC at a minimum of Stroke and Turn level, are present to observe and certify that the conduct of competition and all times achieved in such competition were in conformance with all applicable USA Swimming technical rules.
8. Hawaiian Swimming LSC Policies and Procedures Manual – October 2, 2016 35

9. Applications for approval must include complete meet information, dates for event, statement of awards, schedule of lanes and times for all warm-up procedures, and include a statement about the depth of the water at the start and turn ends of the pool. It will also indicate whether the pool has been certified by USA Swimming in accordance with 104.2.2C(4).

Article XXI. Observed Meets

Section 21.01 Definition and Use of Times

Swims may be observed by assigned USA Swimming officials for conformance with USA Swimming technical rules in a meet conducted under other than USA Swimming rules. Times achieved as observed swims may be submitted for entry into the SWIMS database if the conditions set forth in Section 202.5 of the USA Swimming Rules and Regulations and policies and procedures set by Hawaiian Swimming that follow:

Section 21.02 Current Observed Meets

The LSC has approved observations for all of the High School varsity and junior varsity season culminating championships held in the state of Hawai'i.

Section 21.03 Requests for Observation of a Meet

Requests for any other observed meets shall be directed to the Age Group or Senior Vice-Chairs as appropriate. They may recommend the request to the Hawaiian Swimming Board of Directors for approval, but all such requests must be specifically approved by the USA Swimming Program Operations Vice President or designee.

Section 21.04 Observed Meet Regulations

A USA Swimming official must verify that all swims approved for USA Swimming purposes were in accordance with the requirements of 102.24 (Timing Rules), 103.3 (Racing Course Dimensions), and 103.14 (Starting Platforms).

1. Where the technical rules of the stroke differ from USA Swimming as defined in Article 101, at least two USA Swimming observers, who shall be certified Stroke & Turn Judges assigned or approved by the Hawaiian LSC, must be present, one at each end of the course, to verify compliance of the swim or swims with that part of the USA Swimming rule that differs from the organization's rule.
2. Where the technical rules as listed in Article 101 are identical to those of the organization under whose rules the meet is being conducted, the judgment of the organization officials shall be sufficient.
3. For an individual swim to be observed requires notification to the observers prior to the start of the competition.
4. The times may be entered, upon request, into SWIMS, the National Times Database.

Article XXII. Western Zone Athlete Travel Reimbursement

Section 22.01 Eligibility for Western Zone Swimming Championship reimbursement

1. Swimmer must have been a member of Hawaiian Swimming by January 15 in the year for which the reimbursement is requested.
2. Swimmer must be a current member in good standing of Hawaiian Swimming.
3. Swimmer must have participated in at least one Hawaiian Swimming Age Group State Championship meet during the season in which the reimbursement is requested.
 - For example: Requests for the 2010 Western Zone Meet require that the swimmer participated in one or both of the LSC championships from September 1, 2009 through August 31, 2010.)
4. Swimmer must have represented Hawaiian Swimming – Team Hawaii in the Western Zone Championship for which the reimbursement is requested. Swimmer **MUST** travel and stay with Team Hawaii from the date determined by the Team Hawaii Coordinator and until released by the Coordinator at the conclusion of the championship meet. All travel must have originated in Hawaii.
5. Swimmers may request to travel to and/or from the meet with approval by Team Hawaii Administrator and must include receipt of airline purchase with this form. Separate accommodation from Team Hawaii is not allowed.
6. Swimmer must complete the current form by the published deadline on the form and include all required receipts for reimbursement.

Section 22.02 Eligibility for Travel Reimbursements for Senior Program

1. Swimmer must have been a member of Hawaiian Swimming by January 15 in the year for which the reimbursement is requested.
2. Swimmer must have been a member in good standing of Hawaiian Swimming for a minimum of three (3) years.
 - Swimmer who is a military dependent who parent is stationed in Hawaii must have been a member in good standing of USA Swimming for a minimum of three (3) years.
3. Swimmer must have participated in at least one Hawaiian Swimming Age Group or Senior Meet during each of those 3 years, one of which must have been a State Championship meet.
 - Swimmer who is a military dependent whose parent is stationed in Hawaii must have participated in two (2) Hawaiian Swimming Age Group or Senior Swimming Championship Meets (one long course and one short course) prior to competing in the eligible meet.
4. Swimmer must have qualified, participated, and represented Hawaii in the meet(s) for which the reimbursement is requested.
5. Eligible meets are listed on the current Travel Reimbursement Form.
6. Travel to the meet must have originated in Hawaii.
7. Swimmers must present proof of participation in all meets selected.

8. Swimmer must complete the current form by the published deadline on the form and include all required receipts for reimbursement.

Section 22.03 Eligibility for Travel Reimbursements for Coaches in Senior Program

1. Coach must have been a member of Hawaiian Swimming by January 15th of the year for which the subsidy is requested.
2. Coach must be a member in good standing of Hawaiian Swimming and have been a member in good standing for at least 12 months prior to the meet(s) for which a subsidy is requested.
3. Coach must have been the designated coach of a Hawaiian Swimming registered athlete who qualified, participated, and represented Hawaii in the meet(s) for which the subsidy is requested.
4. Eligible meets are listed on the current Travel Reimbursement Form.
5. Travel to the meet must have originated in Hawaii.
6. Coach must present proof of attendance in all meets selected.
7. Coach must complete the current form by the published deadline on the form and include all required receipts for reimbursement.

Article XXIII. WHISTLE BLOWER PROTECTION

Section 23.01 Overview

USA Swimming forbids any form of retaliation against individuals for providing truthful information to a law enforcement official relating to actual or potential unlawful conduct. Such actions can result in immediate suspension from elected or appointed positions by the General Chair, with final action taken by the House of Delegates in accord with the Bylaws, Section 604.4.10, or in the case of officers who were not elected by the House of Delegates, final action may be taken by Board of Directors in accordance with the Bylaws, Section 605.6.10.

Section 23.02 Retaliation

If the General Chair is accused of retaliation, the House of Delegates will be convened to act on the charges within 60 days.

Section 23.03 Audit Committee

The audit committee will establish procedures for handling complaints, including anonymous ones, about accounting and financial matters.

Article XXIV. RECORDS RETENTION

Section 24.01 Overview

The Organization will retain records in an orderly fashion for time periods that comply with legal and government requirements. These procedures apply to all activities that generate business documentation.

Section 24.02 Storage

1. Files currently needed for day-to-day operational activities will be stored by the responsible parties and made available to the new officers/committee members during transitions in offices and committees. Members should be sensitive to keep confidential files or materials in secure locations. Files that are no longer needed for daily functions should be electronically archived, except when required by law to maintain original documents.
2. Storage of archived records falling within the records retention schedule below are maintained in electronic form in an LSC approved electronic cloud service. Original documents are stored at the permanent address of the LSC, or other designated site available to the LSC.

Section 24.03 Record Retention Guidelines

The following holding periods will be utilized for the maintenance of the documents listed below.

1. Accounting Records

- **Permanent Archive:** Audit Reports; Depreciation Schedules; Annual Financial Statements; Fixed Asset Purchases; General Ledger and general journals.
- **Seven year hold:** Accounts payable; Accounts receivable; Expense reports; Fulfillment records

2. Operations

- **Permanent Archive:** Tax returns & working papers; Trial balances (Annual); Correspondence (legal)
- **Seven Year Hold:** Loan payment schedules; Void Checks; Purchase orders & correspondence;
- **Two Year Hold:** Purchase requisitions; Correspondence (general);

3. Bank Records

- **Permanent Archive:** Checks for capital purchases & important contracts;
- **Seven Year Hold:** Bank reconciliations; Bank statements; Canceled checks; Electronic payment records
- **Three Year Hold:** Petty cash vouchers

4. Corporate Records

- **Permanent Archive:** Board minutes; Bylaws, charter, articles of incorporation; Business licenses; Contracts (major); Legal & tax correspondence; Patents/trademarks; Leases/mortgages; Insurance records, accidents, claims
- **Life of contract plus four years:** Contracts (minor); Insurance policies

5. Employee Records

- **Permanent Archive:** Benefit plans
- **Seven Year Hold:** Employee disability benefit records; Employee files (terminated); Employment taxes; Payroll records
- **One Year Hold:** Employment applications – 1 year HR Dept.

6. Real Property Records

- **Permanent Archive:** Appraisals; Construction records; Leasehold improvements; Lease payment records; Real estate purchases

Section 24.04 Record Destruction

After each year end, a review of the files in the LSC archive is performed by the Audit Committee, and any records falling outside the above retention schedule are destroyed.

- **Legal Counsel:** USA Swimming's legal counsel or legal counsel contracted by the LSC shall instruct to inform the General Chair and Audit Committee members when document destruction (planned or otherwise) should be halted. The General Chair will in turn notify the staff and board members. Violation of such orders can result in immediate suspension from office or committee membership, pending final action by the House of Delegates or Board of Directors consistent with the LSC Bylaws, sections 4.5.9 or 5.6.10 respectively.
- **Retaliation:** If the General Chair is accused of retaliation, the House of Delegates will be convened to act on the charges within 60 days.

Article XXV. Officials Certification Standards

Hawaiian Swimming Official Certification and Re-certification Requirements

TIMER (minimum age: 11)		
Education & Training	None except <i>pre-meet briefing</i> . monitored by Chief Timer and/or Referee during meet.	Performance
Evaluation & Certification	Certify after passing USA Timer's test and satisfactory performance at one meet.	
Renewal	Based on satisfactory performance.	
STROKE AND TURN (minimum age: 18*)		
Education & Training	<i>Formal clinic training. Must take</i> USA Swimming Stroke & Turn Judge test before apprenticing on deck. <i>On-the-deck apprenticeship</i> with at least two (2) trainers (who have a minimum of one (1) year certification as Stroke & Turn Judge) for a <i>minimum of four (4) sessions</i> . (cannot make a disqualification during those sessions).	
Evaluation & Certification	<i>Evaluation by</i> trainer and/or Meet Referee to be reported to LSC Officials Chair or their designee. <i>Must complete certification</i> within one year from date of clinic. <i>Must be a member of USA Swimming</i> before officiating as a Stroke and Turn Judge.	
Renewal	Require renewal test and clinic participation. <i>To maintain</i> certification, <i>must work a minimum of four (4) sessions per year</i> in Stroke & Turn or higher capacity. Based on continuing USA Swimming membership and satisfactory performance.	
*May not officiate at a session in which they are competing.		
RELAY TAKEOFF JUDGE (minimum age: 19)		
Education & Training	<i>Must be certified</i> Stroke & Turn Judge	
Evaluation & Certification	Considered <i>part of</i> Stroke & Turn Judge certification.	
Renewal	Same as Stroke & Turn Judge.	

CHIEF JUDGE (minimum age: 19)	
Education & Training	<i>Must be certified</i> Stroke & Turn Judge
Evaluation & Certification	Considered <i>part of</i> Stroke & Turn Judge certification. Must have a <i>minimum of one (1) year experience</i> as a <i>certified Stroke & Turn Judge</i> .
Renewal	Same as Stroke & Turn Judge.
STARTER (minimum age: 19*)	
Education & Training	<i>Must attend clinic. Must take USA Swimming Starters test</i> and be a <i>current member of USA Swimming</i>. <i>Must serve a minimum of five (5) sessions</i> on the deck <i>at two (2) different meets</i> with at least <i>two (2) different trainers</i> approved by the LSC Officials Chair. <i>Must have worked as certified Stroke & Turn Judge</i> for a <i>minimum one year or five sessions</i>, which ever is greater.
Evaluation & Certification	<i>Certification based on</i> recommendation of the trainer(s) and/or Referee(s)
Renewal	Require <i>completion of renewal test</i> at 80% or better and <i>participation in starter clinic</i>. <i>To maintain certification, must work</i> a minimum of <i>four (4) sessions per year in Starter or higher capacity</i>. Based on continuing USA Swimming membership and evaluation.
*May not officiate at a session in which they are competing.	
REFEREE (minimum age: 21)	
Education & Training	<i>Must attend referee's clinic</i> and <i>apprentice</i> on-the-deck for a <i>minimum of six (6) sessions at three (3) sanctioned meets</i> with at least <i>two (2) different referees</i>. <i>Previous certification as a Stroke & Turn Judge or Starter</i> for a minimum of <i>one (1) year</i>. Recommend be familiar with the positions of Announcer, Clerk of Course, Starter, Stroke & Turn Judge, Chief Judge, Timer, Timing Judge and Meet Marshall. <i>Must pass USA Swimming Officials test (all sections)</i> with a grade of at least 80% and be a <i>current member of USA Swimming</i>.
Evaluation & Certification	<i>Certification based on</i> recommendation of the trainer(s) and/or Referee(s)

Renewal	Require 80% or better scores on <i>renewal test every two years. To maintain certification, must work</i> a minimum of <i>six (6) sessions per year in Starter or higher capacity</i> with at least one session as Referee. Based on <i>continuing USA Swimming membership</i> and <i>evaluation by the LSC Officials Chair</i> or their designee.
Entry Contacts (minimum age: 18)	
	Registered USA-Swimming non-Athlete Member or Athlete Member in good standing An Active Official or Apprentice Official as defined in Club Official Quota policy

PART THREE: HISI Bylaws Interpretations

ARTICLE XXVI. HISI BYLAWS INTERPRETATIONS.

Section 26.01 Bylaws Interpretations

Part Three is made up of materials that were part of the HISI Bylaws prior to the 2019 changes mandated by the USA Swimming Bylaws template. These materials provide details and definitions that the HISI has used in its implementation of the Bylaws over the years. Deletions have been made where the material is in conflict with the current USA Swimming Rules and Regulations and HISI Bylaws. USA Swimming Rules and Regulations, and HISI Bylaws will be followed in any case where these interpretations conflict or where either document supersedes HISI's previous interpretations or practice.

Section 26.02 Bylaws Article Two

1. **Group Members** are organizations operating in the Territory which have, upon application, been granted membership in USA Swimming and Hawaiian Swimming and paid the fees established by USA Swimming and Hawaiian Swimming pursuant to Article 3.
2. An organization's status as a Group Member is subject to its continued satisfaction of the criteria for membership and compliance with its responsibilities under these Bylaws, the rules, regulations, policies, procedures and codes of conduct and ethics of Hawaiian Swimming and USA Swimming.
 - A **Club Member** is an organization which is in good standing as a Group Member of Hawaiian Swimming and USA Swimming, has athletes and coaches and participates in the sport of swimming. All athletes and coaches of the organization must be Individual Members in good standing of Hawaiian Swimming and USA Swimming.
 - An **Affiliated Group Member** is an organization which supports the sport of swimming and the objectives and programs of Hawaiian Swimming and USA Swimming, which is in good standing as a Group Member of Hawaiian Swimming and USA Swimming. All of this group member's athletes and coaches may not be Individual Members of Hawaiian Swimming and USA Swimming.

3. **Individual Members** are individuals involved in the sport of swimming in the Territory who have, upon annual registration, been granted membership in USA Swimming and Hawaiian Swimming and paid the dues established by USA Swimming and Hawaiian Swimming pursuant to Article 3.
 - Except for Life members, an individual who wishes to register as an unattached member of Hawaiian Swimming and is not affiliated with any Club Member of Hawaiian Swimming must reside within the geographical territory of Hawaiian Swimming.
 - An individual may be denied membership by the Membership/Registration Coordinator or by the Board of Directors for failure to satisfy the criteria for membership or for any reason for which an Individual Membership could be terminated. Any denial of membership may be appealed to the National Board of Review.
 - An individual's status as an Individual Member is subject to the Individual Member's continued satisfaction of the criteria for membership and compliance with the individual's responsibilities under these Bylaws the codes of conduct and ethics, policies, procedures, rules and regulations adopted by USA Swimming and HISI.
 - Except for Affiliated Individual Members and Life Members, Individual Members in good standing shall be entitled to participate in the program of swimming conducted by Hawaiian Swimming, and competitions sanctioned or approved by USA Swimming
4. An **Athlete Member** is an individual who participates or competes in the sport of swimming and is in good standing as an Individual Member of Hawaiian Swimming and USA Swimming.
5. A **Coach Member** is an individual, whether or not affiliated with a Group Member, who has satisfactorily completed all safety and other training required by Hawaiian Swimming and/or USA Swimming and who is in good standing as an Individual Member of Hawaiian Swimming and USA Swimming.
 - Any individual desiring to act in any coaching capacity at any competition sanctioned by USA Swimming must be a Coach Member in good standing of Hawaiian Swimming and USA Swimming.
6. An **Active Individual Member** is an individual other than a Coach Member or an Athlete Member who is a trainer, manager, official, meet director, marshal, Board Member, At-Large House Member, officer, coordinator or committee chairman or committee member of Hawaiian Swimming or a Group Member Representative or alternate and any other individual desiring to participate in the sport of swimming and who is in good standing as an Individual Member of USA Swimming and Hawaiian Swimming.
7. An **Affiliated Individual Member** is an individual interested in the objectives and programs of Hawaiian Swimming who resides, formerly resided, or formerly participated in the sport of swimming in the Territory and who is in good standing as an Individual Member of Hawaiian Swimming and USA Swimming.
8. A **Seasonal Athlete Member** is an individual who participates or competes in the sport of swimming and has joined for one or two periods of time not longer than 150 days

each in a registration year and is in good standing as an Individual Member of Hawaiian Swimming and USA Swimming.

9. A **Flex Athlete Member** is a category of individual membership that allows for limited meet participation over a given swimming year. See Registration information for current requirements, fees, and participation limits.
10. A **Life Member** is an individual who is a life member of USA Swimming and who resides, formerly resided or participated in the sport of swimming in the Territory and who is in good standing as a member of Hawaiian Swimming and USA Swimming.
11. Compliance: Each Group or Individual Member shall not take or allow to be taken, any action, or conspire with or instigate any other person to take or allow to be taken, any action which could bring the sport of swimming, Hawaiian Swimming or USA Swimming into disrepute.
 - By applying for and accepting membership in Hawaiian Swimming and USA Swimming, each Individual Member agrees to so abide and represents, except to the extent disclosed to Hawaiian Swimming and USA Swimming, that he or she has never been convicted of a crime involving sexual misconduct, child abuse, violation of a law specifically designated to protect minors, or similar offenses, or to have been found by an Administrative Review Board or the National Board of Review to have committed actions which would be the basis for conviction and that she or he has never acted in a manner which might bring into disrepute Hawaiian Swimming, USA Swimming or the sport of swimming.
 - Infractions of a Group Member include those committed or allowed to happen by its members, representatives, officials or coaches or by athletes who are competing as representatives of the Group Member or who are competing with the Group Member as unattached swimmers. Also included are infractions committed or allowed to happen by a person instigated by the Group Member or with whom the Group Member through any of those individuals conspired. Any Individual Member may be held responsible for any infractions committed or that were allowed to happen by the Individual Member. Also included are infractions committed or allowed to happen by a person instigated by the Individual Member or with whom the Individual Member conspired.

Section 26.03 Bylaws Article Three

1. Each Club Member and Seasonal Club Member shall pay an annual fee, consisting of a national club fee established by USA Swimming and a local club fee established by Hawaiian Swimming, together with any other charges, fees, etc. as may be established by Hawaiian Swimming.
2. The Board of Directors shall establish the annual membership fees and any other charges, fees, etc., for Affiliated Group Members.
3. Each Athlete member, Seasonal Athlete Member, or Flex Athlete Member shall pay an annual or seasonal fee, respectively, consisting of a national fee established by USA Swimming and a local fee established by Hawaiian Swimming.

4. Each Coach Member shall pay an annual fee consisting of a national fee established by USA Swimming and a local fee established by Hawaiian Swimming, together with any other charges, fees, etc., as may be established by Hawaiian Swimming.
5. Each Active Individual Member shall pay an annual fee consisting of a national fee established by USA Swimming and a local fee established by Hawaiian Swimming, together with any other charges, fees, etc., as may be established by Hawaiian Swimming.
6. The Board of Directors shall establish the annual membership fees and any other charges, fees, etc., for Affiliated Individual Members.
7. The Board of Directors shall establish the annual or other membership fees, if any, and any other charges, fees, etc., for Life Members.
8. A service charge may be established by the Board of Directors. It may be a flat amount, an amount related to the number of events swum, the number of individual swims, the number of athletes entered, the cost of equipment and pool time provided, a percentage of receipts or profits or a combination of one or more of these or other bases.
9. The failure of a Group Member, Coach Member or Active Individual Member to pay dues, fees, service charges, fines or penalties imposed by Hawaiian Swimming or USA Swimming within the time prescribed, as evidenced by a final decision of (i) a court of law, and/or (ii) the Hawaiian Swimming Administrative Review Board, or the National Board of Review, shall preclude the delinquent member from (a) participating in events sanctioned or approved by USA Swimming, (b) participating in any capacity in the affairs of USA Swimming, Hawaiian Swimming or any other LSC or (c) serving as a Group Member Representative, coach, manager, official, trainer or in any other capacity with any Club Member or with any group member of any other LSC until the debt is satisfied.
10. The failure of an Athlete Member, Seasonal Athlete Member, or Flex Athlete Member to satisfy any financial obligations to USA Swimming, Hawaiian Swimming or their former LSCs, within the time prescribed, as evidenced by a final decision of (i) a court of law, and/or (ii) the Hawaiian Swimming Administrative Review Board, the National Board of Review, shall preclude the delinquent member from (a) competing in any competition sanctioned by USA Swimming, (b) obtaining a reportable time achieved in events swum in any USA Swimming sanctioned, approved or observed meet, (c) participating in any capacity in the affairs of USA Swimming, Hawaiian Swimming or any other LSC, or (d) practicing, exercising or otherwise participating in the activities of any Group Member or any group member of any other LSC until the debt is satisfied.
11. If a Club Member or a Seasonal Club Member has secured: (i) a final court judgment against an Individual Member for non-payment of financial obligations owed to the Club Member, and (ii) a final decision of the Hawaiian Swimming Administrative Review Board or the National Board of Review suspending such Individual Member's membership rights as set forth below, then until the court judgment is satisfied, the Individual Member shall not (a) compete in any competition sanctioned by USA Swimming, (b) obtain a reportable time in events swum at any USA Swimming approved or observed meet, (c) participate in any capacity in the affairs of USA Swimming,

Hawaiian Swimming or any other LSC, or (d) practice, exercise or otherwise participate in the activities of any Group Member or any group member of any other LSC.

12. If an Individual Member has secured a final decision of (i) a court of law, and/or (ii) the Hawaiian LSC Administrative Review Board or the National Board of Review against a Club Member for non-payment of financial obligations (such as a refund of training fees) to the Individual Member, then until the decision or judgment is satisfied, the delinquent or offending Club Member shall be precluded from (a) participating in events sanctioned or approved by USA Swimming and (b) participating in any capacity in the affairs of USA Swimming, Hawaiian Swimming or any other LSC, including being represented in the House of Delegates by its Group Member Representative.
13. Continued failure to pay, within a reasonable period of time after a final decision of a court of law, the Hawaiian Swimming Administrative Review Board, or the National Board of Review, as determined by the Hawaiian Swimming Administrative Review Board or the National Board of Review, shall be cause for termination of membership.

Section 26.04 Bylaws Article Six Election Process for LSC Officers and Committee Chairs elected by the HOD

Section 26.04.1 Election Process

1. In order to encourage and allow the widest opportunity for the members of the House of Delegates to participate in the elections process, ballots will be sent by any secure method of distribution to the delegates which they may return to the Secretary to be counted at the designated annual meeting at which elections are being held.
2. Ballots will be distributed a minimum of 20 days prior to the designated annual meeting for the elections.
3. Ballots may be cast in two ways: they may be brought to the annual meeting and cast during the elections at that meeting, or they may be returned to the Secretary by email from the registered delegate's personal email account (or other approved secure means) or by U.S. mail so as to be received by the Secretary two days prior to the annual meeting. They will be counted at the annual meeting along with those ballots that are cast in-person at the meeting.
 - Delegates returning ballots by mail or other approved means may write-in qualified candidates for any of the available positions.
4. The candidate who receives the most votes of the ballots cast and counted for the respective office at the annual meeting shall be elected. In the case of a tie, the members of the House of Delegates who are present at the meeting will be asked to break the tie on a ballot issued at the meeting. Their vote will be considered binding.

Section 26.04.2 Duties and Powers of Officers

1. GENERAL CHAIR

The General Chair shall oversee and have general charge of the management, business, operations, affairs and property of Hawaiian Swimming and general supervision over its officers and agents, shall call meetings when and where deemed necessary, shall preside at all meetings, and, except as otherwise provided in these Bylaws and with the advice and consent of the Board of Directors, shall appoint committee chairs and

members of standing and special committees or coordinators as may be necessary to permit Hawaiian Swimming to effectively, efficiently and economically conduct its affairs. The General Chair shall report to the Board of Directors all matters within the General Chair's knowledge that the Board of Directors should consider in the best interests of Hawaiian Swimming.

2. SECRETARY

The Secretary, or a delegate, shall be responsible for keeping a record of all meetings of the House of Delegates and Board of Directors, conducting official correspondence, issuing meeting and other notices and making such reports to USA Swimming as are required by Article 608 of the Bylaws and shall perform the other duties incidental to the office of Secretary. The Secretary shall be custodian of the records and attest the execution of all duly authorized instruments. The Secretary shall cause to be kept copies of all minutes, official correspondence, meeting and other notices, and any other records of Hawaiian Swimming.

3. TREASURER

The Treasurer shall be the principal receiving and disbursing officer of Hawaiian Swimming. Except as otherwise directed by the Finance Vice- Chair or the Board of Directors, the Treasurer shall receive all moneys, incomes, fees and other receipts of Hawaiian Swimming and pay all bills, salaries, expenses and other disbursements approved by an authorized officer, committee Chair, coordinator, the Finance Vice-Chair, the Board of Directors or the House of Delegates, or required to be paid pursuant to Section 610.3.12. When authorized by the Board of Directors, income and expenses may be received and paid by a division, officer, committee or coordinator, provided that the division, officer, committee or coordinator promptly submits to the Treasurer an itemized report, duly attested by the division, officer, committee Chair or coordinator and either within the approved budget of such division, officer, committee or coordinator, or authorized by the Board of Directors or the House of Delegates. All reimbursement requests must receive the approval of the appropriate chair who has jurisdiction over the division from which the request originates prior to submission to the Treasurer. The Treasurer shall be a member of the Finance Committee but may not be its Chair. The Treasurer shall issue a monthly report listing the current budget variances by line item, all receipts, all expenditures and the current fund and account balances for the preceding month and for the fiscal year to date, together with such other items as the Finance Vice-Chair, the General Chair or the Board of Directors may direct. The Treasurer shall:

- have charge of and supervision over and be responsible for the funds, moneys, securities and other financial instruments of Hawaiian Swimming;
- cause the moneys, securities and other financial instruments of Hawaiian Swimming to be deposited in the name and to the credit of Hawaiian Swimming in such institutions as shall be designated in accordance with Section 606.11 or to be otherwise invested as the Finance Vice-Chair or the Board of Directors may direct;

- cause to be appropriately segregated and accounted for any endowment funds, scholarship or award funds and any similar special purpose funds or accounts;
- cause the funds of Hawaiian Swimming to be disbursed by checks or drafts, automated debits or wire transfer on the authorized depositories of Hawaiian Swimming, and obtain and preserve proper voucher for all moneys disbursed;
- cause to be kept in the safe-keeping of the Treasurer correct books of account and other financial records of all its affairs and transactions, and such duplicate books of account as the Board of Directors, the Finance Vice-Chair or the Treasurer shall determine. The Treasurer's custody of the books and records shall be as a fiduciary for Hawaiian Swimming and custody and fiduciary state shall end when the Treasurer leaves office and passes them on to the successor Treasurer;
- upon request and at reasonable hours cause such books or duplicates thereof to be exhibited to any member of the Board of Directors and upon application and at reasonable hours cause the monthly financial reports and the annual audited financial statement to be exhibited to any member of Hawaiian Swimming or USA Swimming;
- cause Hawaiian Swimming to be in compliance with the requirements of Section 608.4;
- have the power to require from the officers, committee chairs, coordinators or agents of Hawaiian Swimming reports or statements giving such information as the Treasurer may determine to be appropriate or helpful with respect to any and all financial transactions of Hawaiian Swimming;
- cause the annual audit of accounts of Hawaiian Swimming to be performed and cause the preparations and timely filing of all required federal, state and local tax returns, and other financial and tax reports with the applicable government official, and forward a copy of the annual financial statement and audit report and any federal tax return to the Secretary for submission to the Board of Directors and USA Swimming national headquarters in accordance with Article 8 of the HISI Bylaws;
- have the power to appoint one or more assistant treasurers and delegate to them one or more of the Treasury functions, or parts thereof; and
- in general, perform all the other duties incident to the corporate treasury function.

4. ADMINISTRATIVE VICE-CHAIR

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

administers Hawaiian Swimming business and affairs. The Administrative Vice-Chair shall aid in the development of policy and the coordination of the activities of the officers and committees within the division internally and with other divisions, committees and coordinators. The Administrative Division shall be responsible for the creation and maintenance of Hawaiian Swimming's Policies and Procedures Manual.

5. SENIOR VICE-CHAIR

The Senior Vice-Chair shall chair and have general charge of the affairs and property of the division that develops and conducts the senior swimming program of Hawaiian Swimming. The Senior Vice-Chair serves a liaison to the Athlete Representatives and the Athletes Committee, and shall be responsible to see that the Athlete Representatives elections are held in accordance with these Bylaws.

6. AGE GROUP VICE-CHAIR

The Age Group Vice-Chair shall chair and have general charge of the affairs and property of the division that develops and conducts the age group swimming program of Hawaiian Swimming including the awarding meet sponsorships to Club Members, facilities and equipment rentals and meet management for all swimming meets sponsored by Hawaiian Swimming.

7. FINANCE VICE-CHAIR

The Finance Vice-Chair is the chief financial officer of Hawaiian Swimming. The Finance Vice-Chair shall chair and have general charge of the affairs and property of the division that includes the Treasury function, the development and implementation of an investment program for Hawaiian Swimming's working capital, funded reserves and endowment funds and the development and implementation of a marketing and fund-raising plan for Hawaiian Swimming. The Finance Vice-Chair, with the assistance of the Budget Committee, shall prepare an annual budget for Hawaiian Swimming's operation and present the budget for approval by the Board of Directors and the House of Delegates. In addition, the Finance Vice-Chair shall cause to be conducted the audit required pursuant to Section 608.5 and shall review the annual audit report and recommend acceptance and appropriate action, if any with regard thereto by the Board of Directors and the House of Delegates. The Finance Vice-Chair is responsible for the adequacy of Hawaiian Swimming's system of internal financial and accounting controls. The Finance Vice-Chair is the Chair of the Finance Committee. Together with the Treasurer, the Finance Vice-Chair is ultimately responsible for Hawaiian Swimming's compliance with Article 8 of the HISI Bylaws.

8. ATHLETE REPRESENTATIVES

The Athlete Representatives shall serve as the liaison between the athletes who are members of Hawaiian Swimming and the Board of Directors and the House of Delegates.

9. COACH REPRESENTATIVES

The Coach Representatives shall serve as a liaison between the coaches who are members of Hawaiian Swimming and the Board of Directors and House of Delegates.

10. OFFICIALS REPRESENTATIVE

The Officials Representative shall serve as a liaison between the officials who are members of Hawaiian Swimming and the Board of Directors and House of Delegates.

11. AT-LARGE BOARD MEMBERS

In addition to their inherent powers as members of the Board of Directors, the At-Large Board Members shall have such powers and duties as may be delegated to them by the General Chair, the Board of Directors or the House of Delegates.

Section 26.05 Bylaws Article Six: Divisions, Committees and Coordinators

1. The seven divisions of Hawaiian Swimming shall each be chaired by a Vice-Chair, the Senior Athletes Representative, the Senior Coaches Representative, the Officials Representative, whose respective powers, duties, jurisdiction and responsibilities are described in Section 6.7. Under each division Vice-Chair there are officers, committees, coordinators and direct responsibilities as follows:

- **ADMINISTRATIVE DIVISION – Administrative Vice-Chair**
 - Awards Banquet Bylaws/Legislation/Rules Elections/Insurance/ Legal (General Counsel, if applicable)/ Public Relations Publications/Newsletter/Policies and Procedures Manual
 - Supervise Safe Sport Coordinator, Safety, New Club Organization
- **AGE GROUP DIVISION – Age Group Vice-Chair**
 - Awards, Meet Sanctions, Open Water, Program Development
 - Time Standards, Diversity, Disability and Outreach Programs (USA Swimming),
 - Parent and Athlete Education Programs
- **SENIOR DIVISION – Senior Vice-Chair**
 - Awards,
 - Meet Evaluations, Meet Management, Meet Sponsorship
 - Open Water
 - Time Standards, Swim Camps
 - Program Development
- **FINANCE DIVISION – Finance Vice-Chair**
 - Audit
 - Budget Marketing/Sponsorship, Swim-a-thon
 - Tax reporting and USA Swimming financial filings
- **ATHLETES DIVISION – Senior Athlete Representative**
 - Athlete Representatives, Athlete Committee
- **COACHES DIVISION – Senior Coach Representative**
 - Coaches Representatives, Coaches Committee
- **OFFICIALS DIVISION – Officials Representative**
 - Officials Representative
 - Officials Committee

2. NON-OFFICER CHAIRS, COORDINATORS AND APPOINTED ADMINISTRATORS

- **Membership/Registration Coordinator:** The Membership/Registration Coordinator shall be responsible for the registration of Group and Individual Members and shall make the reports required by Article 8 together with such additional reports as may be required by USA Swimming, the Board of Directors or the Administrative Vice-Chair.
- **Technical Planning Committee Chair:** The Technical Planning Committee Chair shall chair, and have general charge of the business, affairs and property of the Technical Planning Committee, which is responsible for long-range planning regarding the swimming programs conducted by Hawaiian Swimming, the continuing review and development of the Hawaiian Swimming philosophy and for advising other committees and divisions regarding the implementation of that philosophy in the context of Hawaiian Swimming's swimming program.
- **Athletes Committee Chair:** The Senior Athlete Representative shall chair and have general charge of the business, affairs and property of the Athletes Committee, which shall be responsible for the publication of an athletes' newsletter and shall undertake such other activities (a) delegated to it by the Board of Directors or the General Chair or (b) undertaken by the Committee as being in the best interest of the Athlete Members, Hawaiian Swimming, USA Swimming and the sport of swimming.
- **Coaches Committee Chair:** The Senior Coach Representative shall chair and have general charge of the business, affairs and property of the Coaches Committee, which shall undertake such activities (a) delegated to it by the Board of Directors or the General Chair or (b) undertaken by the Committee as being in the best interest of the Coach Members, Hawaiian Swimming and the sport of swimming.
- **Officials Committee Chair:** The Officials Committee Chair shall chair and have general charge of the business, affairs and property of the Officials Committee, which shall undertake such activities (a) delegated to it by the Board of Directors or the General Chair or (b) undertaken by the Committee as being in the best interest of the certified Officials, Hawaiian Swimming and the sport of swimming.
- **Times Administrator:** The LSC SWIMS Administrator is responsible for the LSC entries into the SWIMS Database, Top 16 reports, NRT, Records, Western Zone Entries, and other reportable times requirements.
- **Safe Sport Coordinator:** The Safe Sport Coordinator shall be responsible for the implementation and coordination of, and serve as the Hawaiian LSC liaison for, the Safe Sport Program established by USA Swimming. The Safe Sport Coordinator shall be a non-athlete member in good standing, and shall work with the USA Swimming Safe Sport staff, the USA Swimming Safe Sport Committee, and the Hawaiian Swimming Safe Sport Committee to implement pertinent aspects of the national Safe Sport Program within Hawaiian LSC. The Safe Sport Coordinator will:
 1. Serve as the primary contact for Hawaiian LSC to coordinate and oversee the implementation of effective safe sport educational

programs for all athlete members, their parents, coaches, volunteers and clubs, as provided by USA Swimming;

2. Be trained regarding the complaint reporting structure and refer all reports of a violation of the Athlete Protection policies directly to the local club, the General Chair, the USA Swimming Safe Sport staff, and/or other appropriate authority;
 3. Participate in workshops as provided by USA Swimming, collect and share information about what USA Swimming and other LSCs are doing to promote safe sport policies, and disseminate information on LSC best practices;
 4. Serve as an information resource for Hawaiian LSC clubs and membership, and will help to identify and connect them with local educational partners and resources;
 5. Receive feedback and suggestions on the Safe Sport policies and programs from the Hawaiian LSC clubs and membership, and provide feedback to the USA Swimming Safe Sport Committee and Safe Sport staff; and
 6. Perform other functions as necessary in the fulfillment of USA Swimming's continuing efforts to foster safe, healthy and positive environments for all its members.
- **Team Hawaii Administrator:** The Team Hawaii Administrator is responsible for the Western Zones team, Oceania team, FINA and other related competition events where swimmers will swim as representatives of the LSC.
 - **Special Events Administrator:** The Special Events Administrator will coordinate special competitions as initiated by the Board.

3. OFFICIALS COMMITTEE

The members of the Officials Committee shall be the Officials Committee Chair, who shall serve as the Chair, the Officials Representative, at least two (2) other members, each of whom shall be a certified official of Hawaiian Swimming, and a sufficient number of athletes appointed so as to constitute twenty percent (20%) of the voting membership of the Committee. The members of the Committee shall include the Officials Coordinators from the Neighbor Islands. The Officials Representative may be appointed to chair the Officials Committee.

4. SAFE SPORT COMMITTEE

The members of the Safe Sport Committee shall be the Safe Sport Coordinator, who shall serve as chair, and at least four additional members; at least one shall be a Coach Member, at least two shall be at-large non-athlete members, and a sufficient number of athletes appointed so as to constitute twenty percent (20%) of the voting membership of the Committee.

5. SAFETY COMMITTEE

The members of the Safety Committee shall be the Safety Coordinator, who shall serve as the Chair, and five additional members; one shall be a Hawaiian Swimming certified official, one shall be a Coach Member, two shall be Club Safety Coordinators, and a sufficient number of athletes appointed so as to constitute twenty percent (20%) of the voting membership of the Committee.

6. TECHNICAL PLANNING COMMITTEE

The members of the Technical Planning Committee shall be the Technical Planning Chair, who shall serve as Chair, at least six (6) additional members of whom at least fifty percent (50%) shall be Coach Members, and a sufficient number of athletes appointed so as to constitute twenty percent (20%) of the voting membership of the Committee. The Athlete Members and the additional members shall be appointed by the General Chair with the advice and consent of the Board of Directors.

7. The General Chair or the respective division vice-Chair may appoint the specified additional members and any other members deemed appropriate or necessary for any of the foregoing standing committees, except the Athletes and Coaches. Committee members appointed pursuant to the preceding sentence, shall hold their appointments at the pleasure of the appointing officer or successor.

Section 26.06 Duties, Responsibilities of Committees

1. FINANCE COMMITTEE

The Finance Committee is authorized and obligated to develop, establish where so authorized or recommend to the Board of Directors and supervise the execution of policy regarding the investment of Hawaiian Swimming's working capital, funded reserves and endowment funds, within the guidelines, if any, established by the Board of Directors or the House of Delegates. The Finance Committee shall also regularly review Hawaiian Swimming's equipment needs (both operation and office) and the various methods available to finance the acquisition of any needed equipment, make a determination of the best financing method for Hawaiian Swimming and make recommendations to the Board of Directors. When the Finance Committee functions as the audit committee, the Treasurer shall not act as a member of the Finance Committee (See Section 607.3.2). The Finance Committee is authorized to, and, in lieu of an independent auditor, it shall be its duty to, conduct an annual audit of the books of Hawaiian Swimming pursuant to Section 8.5 and present the results thereof to the Board of Directors.

2. OFFICIALS COMMITTEE

The Officials Committee is authorized and obligated to recruit, train, test, certify, evaluate, retest, recertify and supervise officials for Hawaiian Swimming and such other activities as may be necessary or helpful in maintaining a roster of qualified, well-trained and experienced officials of the highest caliber.

3. SAFE SPORT COMMITTEE

The purpose of the Hawaiian LSC Safe Sport Committee is to ensure implementation of the USA Swimming's Safe Sport policies, guidelines, educational programs, reporting and adjudication procedures which are intended to help provide as safe, healthy and positive environment as possible for all USA Swimming members. The Safe Sport Committee will:

- a. Coordinate and oversee the implementation of effective ongoing educational programs for all athlete members, their parents, coaches, volunteers and local clubs as provided by USA Swimming;
- b. Be the primary contact for the club members in Hawaiian LSC to share information about what USA Swimming and other LSCs are doing regarding Safe Sport policies and programs; and to collect, develop and disseminate information on LSC best practices;
- c. Serve as an information resource for clubs by, among other things, helping to identify and connect them with local educational partners and resources;
- d. Perform other functions as necessary in the fulfillment of USA Swimming's continuing efforts to foster safe, healthy and positive environments for all its members; and
- e. Be available to work on special projects, educational programs and assignments as needed.

4. SAFETY COORDINATOR

The Safety Coordinator shall be responsible for coordinating safety enhancement and training opportunities as needed and for the dissemination of USA Swimming safety education information to all Group Members, athletes, coaches and officials of Hawaiian Swimming. The Safety Coordinator shall develop programs and policies and their implementation to the applicable division Vice-Chair and the Board of Directors. When approved by the Board of Directors, the Safety Coordinator shall be responsible for the coordination of their implementation by the Club Member. The Safety Coordinator shall prepare and transmit the reports required pursuant to Section 608.7.

5. TECHNICAL PLANNING COMMITTEE

The Technical Planning Committee shall be responsible for long-range planning for the swimming programs conducted by Hawaiian Swimming and for advice regarding the technical aspects of those programs and of the sport of swimming generally.

SECTION 26.07 ARTICLE 8: ANNUAL AUDIT, REPORTS AND REMITTANCES

1. MINUTES

The Secretary shall, within thirty (30) days after each meeting of the Board of Directors and the House of Delegates, post the draft minutes to the Hawaiian Swimming website.

2. STATE AND LOCAL REPORTS AND FILINGS

The Administrative Vice-Chair shall cause to be made all reports and non-tax filings and pay any applicable fees required by its state of incorporation and by any other state or municipality in which it operates.

3. PUBLIC AVAILABILITY OF CERTAIN INFORMATION

Hawaiian Swimming shall cause to be made available at a reasonable location and time determined by Hawaiian Swimming to anyone requesting to see a copy of Hawaiian Swimming's federal income tax and information returns for each of the last three years, and a copy of the materials submitted by USA Swimming to include Hawaiian Swimming in USA Swimming's group exemption ruling as required pursuant to IRS Code section 6104 and any similar requirements of applicable state or local laws.

4. ANNUAL AUDIT

An annual audit of the accounts, books and records of Hawaiian Swimming shall be completed no later than the end of the third month following the end of its fiscal year. The audit, or review, shall be conducted by an independent auditor who shall be a certified public accountant or by the Finance Committee. The audit shall cover any federal, state or local income tax return that Hawaiian Swimming is required to file under the IRS Code or applicable provisions of state or local law, rules or regulations, the balance sheet, the statement of income and expenses, check register and bank statements and other records as is deemed appropriate. If the audit or review is conducted by the Finance Committee, the committee shall issue a report signed by all of its members and stating that the financial records and reports of Hawaiian Swimming have been reviewed and fairly present the financial condition of Hawaiian Swimming as of the date of the balance sheet and for the fiscal period of the statement of income and expenses and the report is true and correct to the best of the Committee's knowledge, information and belief. If the audit, or review, is conducted by an independent auditor, the report shall be in accord with generally accepted auditing practices applicable to the audit or review, as the case may be.

5. MEMBERSHIP AND REGISTRATION REPORTS

The Membership/Registration Coordinator shall forward in a timely manner all required reports to the Executive Director of USA Swimming. This report shall be accompanied by the remittance of the appropriate membership and registration fees due to USA Swimming. The Membership/Registration Coordinator shall make periodic summary reports to the Board of Directors and the House of Delegates.

6. SAFETY REPORTS: INCIDENT/OCCURRENCE REPORTS

An occurrence report providing all of the information requested by applicable USA Swimming form should be completed at the time of the occurrence by the meet director, officer, coach or club officer with copies to the USA Swimming national headquarters, the Safety Coordinator and the Administrative Vice-Chair.

7. SAFETY REPORTS: REPORT OF INJURIES

- a. The Safety Coordinator shall present a report concerning swimming-related injuries within the Territory at each House of Delegates and Board of Directors meeting.
- b. House of Delegates Reports: The report to the House of Delegates shall be written and shall provide in summary form the pertinent information including whether the injured party is a member of Hawaiian Swimming and USA Swimming, the location of the occurrence and a brief description of the incident, the resulting injury and the emergency-care steps taken, together with any recommendation for action by Hawaiian Swimming and its members to reduce the likelihood of a re-occurrence and the status of that recommendation. The written report shall include a review of the pertinent statistical information provided by USA Swimming national headquarters. The Safety Coordinator is responsible for distribution of this report to each Club Safety Coordinator. A copy of each House of Delegates report shall also be sent to the USA Swimming national headquarters.
- c. Board of Directors Reports: The regular report to the Board of Directors may be a summary addressing primarily any recommendation for action by Hawaiian Swimming and its members.

8. SAFETY EDUCATION

The Safety Coordinator shall be responsible for disseminating safety information flowing from USA Swimming Headquarters and with the assistance of the Committee members, exploring safety education opportunities and developing a safety education program tailored to Hawaiian Swimming and its members and Territory.

9. MAILING ADDRESS

Hawaiian Swimming shall notify in writing USA Swimming national headquarters of any change in its regular mailing address within 14 days of the change.

10. REPORTS GENERALLY

Hawaiian Swimming shall make all reports and remittances to USA Swimming as specified in the USA Swimming Code or by the National Board of Directors or the National House of Delegates, in such a manner and on such written forms as may be requested by USA Swimming national headquarters. The General Chair, the Membership/Registration Coordinator, the Secretary and the Treasurer shall be collectively responsible for seeing that all required reports and remittances are made.

SECTION 26.08 ARTICLE 9: TIMING FOR AMENDMENTS COME INTO FORCE

1. These By-laws shall be deemed amended ninety (90) days after the conclusion of any annual meeting of USA Swimming at which the corresponding provisions of Part Six of the USA Swimming Code of Rules and Regulations are amended to the extent that such amendment affects a provision required to be included herein or is itself required to be included herein, unless Hawaiian Swimming shall have requested permission of the USA

Swimming Legislation Sub-committee not to have such amendment take effect with respect to these Bylaws. LSCs are required to update their bylaws and send a copy to bylaws@usaswimming.org within 60 days of the effective date of any changes to the Required LSC Bylaws by the USA Swimming HOD or the LSC HOD.

2. Amendment Notice to members

Proposed amendments to these Bylaws, except as noted in 9.3, shall be published for the members no later than the regularly scheduled Board meeting immediately prior to the House of Delegates meeting where the amendments are to be considered. The Board may modify the proposed amendment(s) at that Board meeting, provided the final version of the amendment(s) is posted to the website prior to the House of Delegates meeting.

SECTION 26.09 ARTICLE 11: PARLIAMENTARY AUTHORITY

1. VOICE BUT NO VOTE

Where in the Bylaws an Individual Member is described as having voice but not the right to vote, that Individual Member may participate in debate and ask pertinent questions in the discretion of the presiding officer, but may not make or second motions, orders or other proposals

SECTION 26.10 ARTICLE 13: MEMBERS' BILL OF RIGHTS

1. INDIVIDUAL MEMBERS' BILL OF RIGHTS

Hawaiian Swimming shall respect and protect the right of every Individual Member who is eligible under Hawaiian Swimming and FINA rules and regulations to participate in any competition as an athlete, coach, trainer, manager, meet director or other official, so long as the competition is conducted in compliance with Hawaiian Swimming, USA Swimming and FINA requirements. Before any Individual Member is denied the right to participate in a competition, the individual shall have the right to request and have a hearing before, and a determination of, the Board of Review or the National Board of Review. If the Individual Member is permitted to participate subject to a protest, a hearing and determination may take place after the competition is concluded.

2. CLUB MEMBERS' BILL OF RIGHTS

Hawaiian Swimming shall respect and protect the right of every Club Member which is eligible under Hawaiian Swimming, USA Swimming and FINA rules and regulations to participate in any competition through its athletes, coaches, trainers, managers, meet directors and other officials, so long as the competition is conducted in compliance with Hawaiian Swimming, USA Swimming and FINA requirements. Before any Club Member is denied the right to participate in a competition, the Club Member shall have the right to request and have a hearing before, and a determination of, the Board of Review or the National Board of Review. If the Club Member is permitted to participate subject to a protest, a hearing and determination may take place after the competition is concluded.

SECTION 26.11 ARTICLE 14: CONVENTIONS AND DEFINITIONS

1. “Active Individual Member”

“Active Individual Member” shall mean an individual other than a Coach Member, or an Athlete Member or a Seasonal Athlete Member who is a trainer, manager, official, meet director, marshal, Board Member, At- Large House Member, officer or committee Chair or member, coordinator, or a Group Member Representative or alternate and any other individual actively participating in the affairs of Hawaiian Swimming or the sport of swimming and who is in good standing as an Individual Member of Hawaiian Swimming and USA Swimming.

2. “Affiliated Group Member”

“Affiliated Group Member” shall mean any organization which supports the sport of swimming and the objectives and programs of Hawaiian Swimming and USA Swimming, but which does not have Athlete Members and Coach Members, which is in good standing as a Group Member of Hawaiian Swimming and USA Swimming, and which is neither a Club Member of Hawaiian Swimming.

3. “Affiliated Group Member Representative”

“Affiliated Group Member Representative” shall mean the individual appointed to represent an Affiliated Group Member in the House of Delegates.

4. “Affiliated Individual Member”

“Affiliated Individual Member” shall mean any individual interested in the objectives and programs of Hawaiian Swimming who resides, formerly resided or participated in the sport of swimming in the Territory, who is in good standing as a member of Hawaiian Swimming and USA Swimming and who is not an Active Individual, Athlete or Coach Member.

Policies and Procedures Manual revision history:

April 10, 2022: Adopted this version of the P&P Manual. It combines the previous “LSC Rules and Regulations,” “Policies and Procedures Manual,” and interpretive materials from the Bylaws that was removed to comply with the mandatory USA Swimming template for Bylaws.

July 27, 2025: Amendments: Section 7.01.3 Age Group Program Meet Schedule prioritizing 14 & under athletes with goal of moving swimmers to qualification for the Senior Program Championships and USA Swimming events and championships. Section 7.01.4 Senior Program Meet Schedule prioritizing 12 & over Senior level athletes focusing on their developmental progress to higher levels of competition in the Senior Program and USA Swimming championships. Section 7.02 TIME STANDARDS establishing Age Group and Senior Committees as the authors of their respective time standards. Submission to Board for approval: disapproval of submitted time standards requires 2/3 negative vote. Change in timing for submission of new standards to July 15. New Section 18.01 restricts selection of timers to non-coaches of the athlete being timed. New Section 18.02 requires AG and Senior record times to be achieved using either an automatic or semi-automatic timing system.