



Policies & Procedures Manual

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**GEORGIA SWIMMING
POLICIES AND PROCEDURES MANUAL**

Preface:

As the principal and most democratic organ of government for Georgia Swimming, the House of Delegates is charged with overseeing the “establishment of policies, procedures and programs” for Georgia Swimming, Inc. (*GASI Bylaws* 4.5). The Board of Directors is charged with acting “for GASI and the House of Delegates during the intervals between meetings of the House of Delegates,” and is given the power to “establish and direct policies, procedures and programs for GASI” (*GASI Bylaws* 5.6 and 5.6.1).

Taken in concert, these two directives indicate that the Board is meant to fulfill an executive function within the LSC, with oversight from the House of Delegates. As such, the Board is responsible for ensuring that the day-to-day operation of the LSC are carried out in accordance with its governing documents. Flowing from its power to “establish and direct,” Board Meetings are the appropriate venue for the policies, which have been formulated by the LSC’s various committees, to be discussed and approved. However, the Board is answerable to the House of Delegates in these matters under the latter’s power to “ratify or prospectively modify or rescind policy and program established by the Board of Directors” (*GASI Bylaws* 4.5.6). Thus, the House of Delegates can, under specific conditions, reconsider policy rejected by the Board. Furthermore, because the House of Delegates alone has the power to “amend the Bylaws of GASI” (4.5.8), it follows that it should also bear primary responsibility for amending this manual, which is an extension of the *GASI Bylaws*. So, while the Board has the power to act on behalf of the House of Delegates in between meetings, the House of Delegates is the final arbiter of the policies, procedures, and programs of Georgia Swimming.

The Georgia Swimming *Policies and Procedures Manual* consists of two sections. The first, titled “General Policies,” is to provide a repository for the usual and customary practices and procedures to be followed while carrying out the various aspects of competitive swimming as determined and adopted by Georgia

Swimming, Inc. (GASI). The second section, titled “Rules and Regulations,” sets forth the instructions related to competition in the Georgia Swimming LSC. In the event of conflict between any provisions in this Manual and the *GASI Bylaws*, the Bylaws take precedence.

Mission Statement

Georgia Swimming will increase opportunity, recognition and growth in competitive swimming. We believe that swimming provides life-changing experiences for young people.

Vision Statement

Strong clubs, successful athletes, supported by Georgia Swimming.

GEORGIA SWIMMING LSC

General Policies

1.0 Georgia Swimming

Georgia Swimming also known as Georgia Swimming Inc. (GASI), is one of 59 Local Swimming Committees (LSCs) that operate under the jurisdiction of USA Swimming. The LSC is a separate and independent corporation to whom USA Swimming has delegated certain governing and supervisory responsibilities within the geographic boundaries designated by USA Swimming. Each LSC shall have jurisdiction over the sport of swimming as delegated to it in the USA Swimming Rules and Regulations to conduct swimming programs consistent with the policies and procedures of USA Swimming and to sanction, approve, observe, oversee and conduct on behalf of USA Swimming competitive swimming events within the LSC boundaries. Georgia Swimming operates under Bylaws approved and enacted. It is governed by a House of Delegates, a Board of Directors, and various other officers and committees outlined in the Georgia Swimming Bylaws, the Board of Directors Manual, and this document.

2.0 Safe Sport

Georgia Swimming is dedicated to fostering a safe, fun environment for athletes participating in the sport of swimming. It is the responsibility of coaches, officials, volunteers, and parents to ensure that this objective is carried out. In order to create a positive experience and a safe environment for athletes, USA Swimming's Code of Conduct provides specific, mandatory policies that must be followed at all levels of the organization. Policies are enforceable by the National Board of Review process. Consequences for breaking a policy include but are not limited to, revocation of membership.

2.1 Code of Conduct

Georgia Swimming, subscribes to USA Swimming's Code of Conduct, which outlines specific policies governing athlete protection. Sections applying to Safe Sport are contained in Article 304. Article 305 covers Athlete Protection Policies for the Safe Sport Policy. Article 306 covers the mandatory reporting requirements for Athlete Protection and the Safe Sport policy ([USA Swimming Rulebook](#)).

2.2 Best Practice Guidelines

Georgia Swimming recommends that all clubs follow [USA Swimming's Safe Sport Best Practice Guidelines](#):

2.3 Anti-Bullying Policy

Georgia Swimming will not tolerate bullying behavior in any form, and as such, has adopted [USA Swimming's Model Action Plan to Address Bullying](#).

2.4 Recognizing, Responding, and Reporting Sexual Misconduct

Georgia Swimming will not tolerate behavior that violates Safe Sport protocols. Any person with credible and specific information of inappropriate behavior, misconduct, or abuse of a sexual nature is required to report such to the [US Center for Safe Sport](#).

2.5 Travel Policy

As part of USA Swimming's enhanced athlete protection efforts, USA Swimming rules now require Local Swimming Committees (LSCs) to have published policies for team travel. Team Travel is defined as overnight travel to a swim meet or other team activity (such as a camp) that is planned and supervised by the LSC. Travel policies must be agreed to and signed by all athletes, parents, coaches, and other adults traveling with the team. Georgia Swimming and club travel policies are incorporated into the [Georgia Swimming LSC Travel Team Agreement and Code of Conduct](#). Requirements may change from time to time by approval of the GASI Board.

3.0 Membership

There are two categories of membership in Georgia Swimming: Group (or Club) membership and Individual membership. Different types of membership may be established within each of these categories. All of Georgia Swimming memberships are predicated upon membership in USA Swimming. The different categories of membership are described below:

- 3.1 Group Membership** - Group Members are organizations operating within the geographic territory of Georgia Swimming which have, upon application, been granted membership in USA Swimming and paid the fees established by USA Swimming and Georgia Swimming, pursuant to Article 3 of the Georgia Swimming Bylaws. To become a Group Member of Georgia Swimming, a Club Application Form must be submitted to the Georgia Swimming

Registrar with the applicable fees which are listed below. An application form can be obtained from the Georgia Swimming website (www.gaswim.org). The specific types of Group Members are:

3.1.1 Club Member - A Club Member is Group Member that has athletes and coaches and who participate in the sport of swimming year-round. A Club Membership starts September 1 of the current year and lasts to December 31st of the following year (15 months). All athletes and coaches of the Club Member must be Individual Members in good standing of USA Swimming.

Seasonal Club Member - A Seasonal Club Member is a Group Member that has functions as a club for one or two periods not longer than 150 days each in a registration year. There are two options for Seasonal Club Membership:

Season 1: Starting October 1st and continuing 150 days thereafter;

Season 2: Starting March 1st and continuing 150 days thereafter.

3.1.2 All athletes and coaches of the Seasonal Club Member must be Individual Members in good standing of USA Swimming.

3.1.3 Fees for Group Members

Club Member: \$130.00 Annual Fee

Seasonal Club Member: \$75.00 Seasonal Fee

3.1.4 Past due financial obligation of Group Members (clubs)

Group members with outstanding balances of greater than \$50 older than 60 days shall not be eligible: 1) To have athletes or coaches on the Zone team, 2) Receive national travel reimbursement for athletes or coaches, 3) Receive reimbursement for USA Swimming Workshops and clinics, or 4) Receive any Georgia Swimming group member scholarships or awards.

3.2 Individual Memberships - Individual Members are people who wish to participate in the sport of swimming within the jurisdiction of Georgia Swimming who have, upon registration, been granted membership in USA Swimming and paid the dues established by USA Swimming and Georgia Swimming pursuant to Article 3 of the Georgia Swimming Bylaws. To become an Individual Member of Georgia Swimming, members or their legal guardians must register online – a registration link will be provided by the member's club

– unattached swimmers will get a registration link from the Registrar. The different types of Individual Memberships are listed below:

- 3.2.1** Athlete Member – An Athlete Member is an individual who participates in the sport of swimming year-round and is an Individual Member in good standing of USA Swimming. A full year membership starts January 1 of the current year and lasts to December 31st of the same year.

Outreach Athlete Membership - Outreach membership offers individuals who meet specific guidelines the opportunity to become a USA Swimming year-round athlete member at a reduced fee. The goal is to provide opportunities in swimming to under-represented and/or economically disadvantaged youth in Georgia. An Outreach Athlete membership conveys the same rights and privileges afforded a standard Athlete membership. Applicants for Outreach Membership must be eligible for food stamps, or similar need-based programs. The athlete's club shall submit the application for membership (as either a new or renewing member), to the Georgia Swimming Board of Directors, or their designee, together a copy of the documentation proving eligibility for participation in the Outreach Program. The club shall also provide documentation demonstrating its contribution of any scholarship or fee reductions being given.

- 3.2.2** Individual Season Athlete Member - An Individual Season Athlete Member is an individual who participates in the sport of swimming, who has joined for a period of time not longer than 150 days in a registration year, and is an Individual Member of USA Swimming in good standing

This membership type may begin at any point in the current membership year. By rule, an athlete may only register for one seasonal membership per registration year. The cost of an Individual Season Membership may be applied to the cost of year-round Athlete Membership, provided the individual makes the transition to full time within the same membership year.

- 3.2.3** Flex Members – The Flex Membership is designed to provide athletes a bridge from part-time activities (such as learn-to-swim lessons, pre-team programs, and summer league programs) to full time participation in the sport of swimming. Flex Members receive benefits such as the ability to participate in two USA Swimming sanctioned events each year and USA Swimming insurance coverage. The cost of

a Flex Membership may be applied to the cost of year-round Athlete Membership, provided the individual makes the transition to full time within the same membership year. Flex Members are not allowed to compete in season-ending championship events such as Divisional Championships or LSC Championships.

- 3.2.4** Coach Member - A Coach Member is an Individual Member in good standing of USA Swimming, who has also satisfactorily completed all safety and other necessary training required by USA Swimming. Any individual desiring to act in any coaching capacity at any competition sanctioned by USA Swimming must be a Coach Member of USA Swimming. Coach Members are required to successfully complete a background screening check, which can be initiated through USA Swimming. A full year membership starts January 1st (or the date of registration) and lasts to December 31st of that year, or the earliest expiration date of any of the required registrations, whichever comes first.
- 3.2.5** Junior Coach Member - The Junior Coach Membership is designed to allow current or former swimmers, ages 16 and 17, to serve as assistant coaches on-deck and at swim meets. This type of membership requires supervision by a Coach Member, who is 18 or older, at all times, as well as pre-employment screening.
- 3.2.6** Non-Athlete Member - A Non-Athlete Membership is designed for any individual desiring to participate in the sport of swimming who does not fall under the classification of athlete or coach. This includes:
- Adult employees of USA Swimming, Local Swimming Committees (LSCs) and member clubs;
 - Adults serving on the board of directors of USA Swimming, LSCs and member clubs;
 - Individuals in a position of oversight over the operations of a member club;
 - Adults with an ownership interest in a member club;
 - Referees, starters, administrative officials, chief judges, stroke and turn judges, meet marshals; and
 - Other volunteers who interact directly and frequently with or have authority over athletes (as defined in the SafeSport Code for the Olympic and Paralympic Movement) as a regular part of their duties.

Non-athlete members such as officials and other club personnel are required to successfully complete a background screening check, which can be initiated through USA Swimming. A full year membership starts January 1st (or the date of registration) and lasts to December 31st of that year.

3.2.7 Life Member - A Life Membership may be awarded by the Board of Directors to an individual who has been a member of the Georgia Swimming LSC for a minimum of 10 years. One Life Membership may be awarded each year. Prospective nominees must hold or have held a leadership position within Georgia Swimming as a member of the Board of Directors, active committee member, or other such position as deemed appropriate by the Board of Directors. Award nominations will be solicited at a time determined by the Board of Directors.

3.2.8 Fees for Individual Members

National Fees are set by the USA-Swimming House of Delegates. When registering online, members will pay both the National fee - available at the registration page on the Georgia Swimming website (<https://www.teamunify.com/team/lscszgs/page/resources>) - and the GASI fee at the same time. GASI fees are as such

Athlete Member: \$19.00 Annual Fee

Outreach Athlete Member: \$2.00 Annual Fee

Seasonal Athlete Member: \$11.00 Seasonal Fee (one season only)

Flex Member: \$10.00 Annual Fee

Non-Athlete Member: \$8.00 Annual Fee

Dual members (e.g. Athlete and Non-Athlete) pay only one USA Swimming Member Fee. If the dual membership is in the same category (e.g. Coach and Official), the member will pay only one LSC fee. If the dual membership is in two different categories (e.g. Athlete and Non-athlete), the member will pay both LSC fees.

3.2.9 Past due financial obligation of Individual Members

Individual members with outstanding balances of greater than \$50 older than 60 days shall not be eligible: 1) to participate on the Zone Team, 2) receive

national travel reimbursement, or 3) receive any Georgia Swimming group member scholarship or awards.

4.0 Governance

The Georgia Swimming LSC is governed by its House of Delegates and Board of Directors, whose powers and responsibilities are delineated in the *GASI Bylaws*. Part of good governance involves ensuring that all members of the LSC are made aware of proposed legislation and given ample time for comment and review before voting occurs. As such, deadlines for notice and reporting are established in this *Policies and Procedures Manual* and recorded in Appendix D.

4.1 House of Delegates

The GASI bylaws stipulate that the annual meeting of the House of Delegates occurs in the spring. It is customary for the Georgia Swimming House of Delegates to meet in the fall as well.

4.1.1 The dates for meetings of the House of Delegates are to be proposed by the General Chair (in consultation with the Board of Directors) and set by the House in the fall for the subsequent spring, and the spring for the following fall.

4.1.2 Meetings of the House of Delegates may be conducted through internet conference software under the provisions laid out in GASI Bylaws 4.8. Participation by such means shall constitute presence at a meeting.

4.1.3 An agenda for the House of Delegates shall be published to the Georgia Swimming website no less than five (5) days prior to any meeting.

4.1.4 Minutes of the House of Delegates shall be published to the Georgia Swimming website within twenty (20) days of the meeting's conclusion.

4.2 Board of Directors

The GASI bylaws state that regular meetings shall be held in accordance with a schedule adopted by the Board of Directors. Current Board practice is to meet monthly via Zoom and in person prior to the spring and fall House of Delegates meetings.

- 4.2.1** A Board Meeting agenda containing Old and New Business shall be published to the Georgia Swimming website no less than five (5) days prior to any scheduled meeting.
- 4.2.2** Minutes of Board meetings shall be published to the Georgia Swimming website within ten (10) days of the conclusion of said meeting.

4.3 Divisions

4.3.1 Administrative

The Administrative Division shall be directed by the Administrative Vice Chair. Areas over oversight include the Administrative, DE&I, Governance, Officials, Operational Risk, and Safe Sport Committees.

4.3.2 Age Group

The Age Group Division shall be directed by the Age Group Vice Chair. Areas of oversight include the Age Group, Open Water, and Disability Swimming Committees, and the Georgia Zone Teams and select camps.

4.3.3 Senior

The Senior Division shall be directed by the Senior Vice Chair. Areas of responsibility include the Senior, Sanctioning, National Travel, Technical Planning committees.

4.3.4 Finance

The Finance Division shall be directed by the Finance Vice Chair. Areas of responsibility include the Finance and Personnel committees, and providing oversight for the Treasurer and LSC finances.

4.3.5 Athletes

The Athlete Division shall be directed by the Senior Athlete Rep. Areas of responsibility include Athlete Leadership and giving the athlete voice on all appropriate committees.

4.3.6 Coaches

The Coaches Division shall be directed by the Senior Coach Rep. Areas of responsibility include Coaches Summits and giving the coaches' voice on all appropriate committees.

4.4 Standing Committees Established by the LSC

The Board of Directors and House of Delegates are authorized to establish additional committees not specified in the Bylaws to meet programming needs (GASI Bylaws 7.3). The following committees have been established to assist in carrying out the business of Georgia Swimming.

4.4.1 Disability Committee

The mission of the Disability Committee is to oversee and promote Para Swimming and ensure the inclusion of athletes with disabilities in the life of the LSC. The Committee Chair shall be appointed by the General Chair with the advice and consent of the Board of Directors and serve a two (2) year term. The Disability Committee shall consist of:

The Disability Committee Chair

A minimum of two additional members (including appropriate athlete representation) selected by the Committee Chair

4.4.2 Open Water Committee

The Open Water Committee exists to promote and disseminate information about Open Water Swimming, to ensure that Open Water competitions are scheduled for the Georgia LSC, and to oversee the selection of the Open Water Zone Team. The Committee Chair shall be appointed by the General Chair with the advice and consent of the Board of Directors and serve a two (2) year term. The Open Water Committee shall consist of:

The Open Water Chair

A minimum of two additional members (including appropriate athlete representation) selected by the Committee Chair

4.4.3 Sanction Committee

The Sanction Committee shall have the authority to approve, reject or revoke a meet sanction in accordance with Article 202.1 of the USA Swimming Rules and Regulations. The Sanction Committee shall consist of:

The Sanction Committee Chair
The Admin Vice-Chair
The Officials Chair
The Senior Committee Chair
The Age-Group Committee Chair
The Senior Athlete Representative

4.4.4 Divisional Committee

The Divisional Committee exists to promote the mission of Divisionals within Georgia Swimming, oversee the Divisional Championship meets, and realign or create new Divisions when necessary. The Committee shall consist of:

The Technical Planning Chair (or a designee)
The Divisional representatives
One representative each from the Age Group and Senior Committees
Athletes to meet the requisite 20% representation.

4.4.5 Senior Travel Fund Committee

The Senior Travel Fund Committee is charged with overseeing the Senior Travel Fund. Its membership shall consist of:

The Senior Committee Chair
The Age-Group Committee Chair,
The Finance Vice-Chair
A Senior Athlete (selected by the Senior Committee)

The Senior Committee Chair will serve as the chair of this committee.

4.4.6 Personnel Committee

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

Other duties include:

- Creating job descriptions for all GASI full-time positions and passing them on to the Board of Directors for review.
- Making recommendations as to which staff positions are needed to best serve the needs of GASI.
- Conducting annual performance reviews of GASI full-time employees.
- Posting job openings.
- Handling all applicant screening and interviewing.
- Making hiring recommendations to the Board of Directors.

4.5 Elections

The GASI Bylaws make basic provisions for the election of two Athlete Representatives and two Coach representatives. Specific procedures for each are outlined below.

4.5.1 Athlete Representatives

Georgia Swimming Bylaws stipulate that the Athlete Representatives elected shall be determined by majority vote, with each of the teams present at the Senior Long Course LSC Championship receiving one athlete vote (GASI Bylaws 6.2.1). Any athlete who meets the criteria laid out in the GASI Bylaws may run. Nominations must be submitted to the Business Manager prior to the established deadline. The athlete who receives the most votes will become the new Junior Athlete Representative. The athlete who receives the second most votes will become the new Junior At-Large Athlete Representative. After the election of new Athlete Representatives, the previous year's Junior Athlete Representative and Junior At-Large Athlete Representative will become the new Senior Athlete Representative and Senior At-Large Athlete Representative.

4.5.2 Coach Representatives

The Georgia Swimming Bylaws state that that election of a new Coach Representative shall take place either by electronic vote or at a meeting for that purpose by the Senior Coach Representative, or other authorized parties (GASI

Bylaws 6.2.2). The process for nominating new Coach Representatives shall be determined by the Coaches Committee.

5.0 Legislation

The Board of Directors and House of Delegates are responsible for enacting legislative change in the LSC. Legislation should be thoroughly vetted and rooted in consensus; thus, the appropriate course for establishing new rules, policies, and bylaws, or amending those that already exist, is to ensure they originate in committee, are reviewed by the Board of Directors, and then voted on by the House of Delegates. There are occasions where the Board may need to act on behalf of the House; in such instances the Board must present its action to the House for subsequent review. Likewise, there may be occasions where the Board votes against proposed legislation; in such cases the House, using its power of oversight, may revisit said legislation, provided certain conditions are met. To ensure the best outcomes, the following procedures have been established.

5.1 GASI Bylaws and Policies and Procedures

5.1.1 Form and Notice

Any member of Georgia Swimming may initiate legislative change. To begin the process, one should fill out the GASI Legislative Change form (Appendix C) and return it to the Governance Chair. The Governance Chair, in consultation with the Administrative Vice Chair, will evaluate the proposal and forward it to the appropriate committee along with a recommendation on which section of the Bylaws or Policies and Procedures it addresses.

5.1.2 Legislation in Committee

If, after adequate deliberation, a committee chooses to recommend a proposal for Board consideration, the Chair shall have it written up in a form suitable for insertion into the relevant document. The committee should also determine whether it will be asking the Board to follow the normal or the expedited legislative process (see 5.1.3 below). Once the language and form have been established, the proposal shall be taken before the Board at the next available opportunity.

5.1.3 Legislation before the Board

Legislation that has been recommended by a GASI committee should be brought before the Board by the appropriate Committee Chair. The Committee Chair shall inform the Board whether the committee recommends following the normal legislative process (meaning legislation that is approved will go to the House of Delegates for passage before taking effect), or whether it recommends following the expedited legislative process (meaning the Board is to act on behalf of the House of Delegates and legislation that is passed will be effective immediately). It is expected that most legislation will follow the normal course; if the Board chooses to expedite legislation, sufficient rationale must be given to the House of Delegates when the matter comes up for review.

- Under the normal legislative process, if a vote is taken by the Board and the motion passes, the legislation shall be brought before the House of Delegates at the next scheduled meeting. If a vote is taken by the Board and the motion fails, any Georgia Swimming delegate may request that the motion be brought before the House for further consideration, provided he or she notifies the Governance Chair no less than ten (10) days prior to the scheduled House of Delegates meeting. It shall be noted that any proposal brought before the House under this provision did not receive Board approval but is being reviewed by the House under its power of oversight.
- If the Board is expediting legislation under the powers granted to it in in GASI Bylaws 5.6, it must meet appropriate deadlines (i.e. 10 days) for notice (see 5.1.4.2 below) and reporting (4.2.2 above). Any action taken by the Board under this provision must be brought before the House of Delegates for review at the next scheduled meeting.

5.1.4 Legislation before the House

- Changes to the GASI Bylaws require twenty (20) days' notice and passage by a 2/3 vote of members present and voting.
- Changes to the GASI *Policies and Procedures Manual* require ten (10) days' notice and passage by a simple majority of members present and voting.

5.2 Board of Directors Manual

- 5.2.1** The Board of Directors Manual may be amended by processes established by the Board and laid out in the Manual.

- 5.2.2** Any amendment to the Board Manual must be reported in the minutes and published to the Georgia Swimming website within the time frame established for reporting (see 4.2.2 above).

6.0 Finance

The financial dealings of Georgia Swimming are the responsibility of the Finance Vice Chair and Treasurer with oversight from the Board of Directors. Because financial controls and procedures are essential to protect the interests of Georgia Swimming, the following procedures shall be in effect.

6.1 Monetary Policy

The Treasurer and/or Finance Vice Chair shall reconcile all active accounts by the 10th day of each month and provide a Balance Summary, Profit and Loss versus Budget report, and Reconciliation report to the General Chair by the 15th of each month. The Treasurer shall insure that the General Chair and Finance Vice Chair have real time access for viewing activity on all checking accounts. All checks exceeding \$2000.00 dollars with the exception of those written to USA Swimming will be communicated to the General Chair. The Treasurer shall pay all invoices or requests for reimbursements within 15 days of receipt. The General Chair shall be notified of any exceptions to reimbursement procedures for approval by the Board of Directors.

6.2 Reports and Budgeting

6.2.1 Proposed Budget

No less than 10 days prior to GA Swimming's Fall HOD meeting, the Treasurer or Finance Vice Chair shall transmit a projected budget to the LSC webmaster for publication on the Georgia Swimming website. The Treasurer or Finance Vice Chair will present this proposed budget to the House of Delegates at the Fall LSC meeting. This presentation must include a fiscal year-ending Balance Summary and Profit Loss versus Budget information.

6.2.2 Annual Review Audit

A year-end review audit will be conducted by three members of the Board of Directors and a year-end balance summary, 990 form, and letter of audit shall be submitted to USA Swimming no later than one month after the submission of LSC

tax documents to the IRS. This information shall be reported to the House of Delegates at its subsequent meeting.

6.2.3 USAS Registration Income and Expense

The LSC Treasurer and Finance Vice Chair, with input from the Registrar, will provide a projected budget amount for Registration Income and Expenses by August 1st of the current fiscal year. The Registrar will also submit on that date a projected request for payment of services to General Chair and Board of Directors. The Actual amount will be approved by the House of Delegates at the Fall LSC meeting.

6.2.4 Meet Sanction Income

The LSC Treasurer and Finance Vice Chair, with input from the Sanctions Chair, will provide a projected budget amount for Meet Sanction Income by August 1st of the current fiscal year. Host clubs conducting sanctioned meets will provide a financial form, splash count and reimbursement to the LSC Treasurer in accordance with sanctioning deadlines.

6.2.5 Zone Team Travel Budget

The Zone Team manager, in conjunction with the Age Group Chair, will determine and submit a projected budget amount for Zone travel expenses by August 1st for the next fiscal year. Actual amounts will be approved by the House of Delegates at the Fall LSC meeting

6.2.6 Zone Select Camp

The Age Group Chair shall submit a projected budget for the Zone Select Camp by August 1st for the next fiscal year. Actual amounts will be approved by the House of Delegates at the Fall LSC Meeting. The coaches of accepted athletes will submit reimbursement requests with itemized receipts for expenses to the LSC Treasurer. The budgeted amount must be divided by the number attending and cannot exceed \$200.00.

6.2.7 USA Swimming Workshop and Business Meeting

By August 1st each year, the General Chair will submit a budget request for travel to the USA Swimming Workshop. Actual amounts will be approved by the House of Delegates as part of the budget at the Fall LSC meeting.

6.3 Reserves, Endowments, and Investment Policy

Financial reserves act as a safeguard and permit Georgia Swimming to adjust to seasonal variances in expenses and income. Market forces, economic downturns, natural disasters, or other unexpected expenses cannot be controlled, but expenses related to them can and should be managed. Reserve funds allow us to continue activity when income falls unexpectedly. These funds also allow us to seize an unprecedented opportunity, such as expanding a program or service outside of the budget cycle.

6.3.1 Reserves

- **Operating Reserve:** a financial objective of Georgia Swimming is to establish an operating reserve to provide for 8 months of operating income. Operating income, excludes pass-through revenue (e.g. All-Star Towels, zone team, etc). The board needs to authorize any disbursements from this fund. The funds for the operating reserve fund will come from the surplus from operations, or the net operating excess for each fiscal year.
- **Strategic Reserve:** a strategic reserve of \$20,000 shall be maintained for the purpose of allowing the Board to seize an unprecedented opportunity to explore time sensitive programs and services not envisioned in the annual budget cycle. Strategic reserves should not be used to fund existing programs that are running over budget. Strategic reserves need not be used during any given year. Requests for use of strategic reserves should include a detailed business plan presented to the Board. Funds allocated from the reserve shall be replenished from general reserves or through expense allocation in the following fiscal year.
- **Program Reserves:** the Board or HoD is authorized to establish program specific reserves. These reserves may be funded through income derived from specific sources or from Georgia Swimming operating funds. The

source and use of funds must be explicitly defined in the program charter or other governing documents. Any program revenue or expense shall be in strict compliance with any relevant federal and state statute and rules, policies and mission of USA Swimming and Georgia Swimming. The amount of program reserves cannot cause overall reserves to fall below the Operating Reserve.

6.3.1..1 National Travel Reserve: Georgia Swimming shall establish a Program Reserve to support athlete and coach travel to the national level events. The reserve is managed by the Travel Fund Committee; composed of the Senior Vice-Chair, Age Group Vice-Chair, Finance Vice-Chair, and a 10 year plus athlete. The Senior Vice-Chair shall serve as the chair of this committee and will provide quarterly reports to the Board of Directors and an annual report to the House of Delegates. The reserve will be funded by a swimmer surcharge defined in Policies and Procedures and by monies allocated by the Board of Directors. Reimbursements to athletes and coaches from the reserve shall be budgeted and managed by the Travel Fund Committee

6.3.2 Endowments

Georgia Swimming may accept private or public donations as permanently restricted endowments. The source, use and management of endowments must be explicitly defined in the program charter or other governing documents. Expenditures from endowments should be restricted to endowment account interest, unless the endowment charter specifically defines principle expenditures.

6.3.3 Investments

The investment assets of Georgia Swimming are intended to support a broad array of activities in support of our mission. The primary goal is to invest the financial assets of the organization, in excess of funds needed for current operations, to provide optimum earnings growth, based on a total return approach, consistent with a policy of prudent investment and protection of assets. The Board has delegated to the Finance Committee the responsibility for

overseeing its long-term investment program operating. Investments shall consist of short-term and long-term investments:

- Short-Term Investments and cash equivalents - The following investment vehicles are acceptable: 1) Checking, Savings, or money market accounts issued by U.S. banks in an amount not to exceed the current maximum insurance payable by the FDIC, or 2) money market mutual funds.
- Long-Term Investments - A portion of the investment balances may be invested in readily marketable U.S. mutual funds or exchange traded funds, with a conservative risk tolerance.

6.4 Travel Reimbursements

Georgia Swimming is committed to providing travel reimbursement for eligible members attending certain meets and events. Special priority in the budget is given to National level meets, Zone competition and USA-Swimming Workshop.

6.4.1 General Chair Allowance

The General Chair shall have a discretionary fund of \$500 annually, which may be used to defray any necessary travel cost.

6.4.2 Travel Allowance for National Meets

In order to support athletes and coaches attending National level meets, Georgia Swimming will establish a National Travel Fund. To maintain this fund, the following surcharges will be charged per swimmer at all sanctioned meets:

- **\$3.00** surcharge for all Georgia Swimming athletes
- **\$6.00** surcharge for all out-of-state swimmers

All money collected through this surcharge will be placed in an account separate from the General Fund which shall be controlled by the Georgia Travel Fund Committee.

- The Travel Fund Committee will present a report quarterly to the Board of Directors. The report will include the following: total balance, amount spent, the amount allotted to each eligible meet, and the amount collected.
- The allocated amount per meet and maximum allowance per swimmer (including the number of meets allowed for reimbursement) for a fiscal year will be established by the Georgia Travel Fund committee and presented at the Fall House of Delegates meeting.
- The following meets will be eligible for reimbursement:
 - Futures Championships
 - Winter Junior Nationals
 - Winter Nationals
 - US Open
 - Summer Junior Nationals
 - Summer Nationals
 - Olympic Trials
 - Para Nationals
 - Para Trials
 - Other National Team Selection Meets determined by the Travel Fund Committee
- **Athlete Reimbursement Eligibility**

All 19 and under athletes currently representing Georgia Swimming and not currently enrolled in a college program are eligible for travel reimbursement.

College swimmers that have represented a Georgia Swimming club for at least 2 years prior to enrolling into college will be eligible. This includes athletes attending college or a university out of state but representing a Georgia Swimming club at National Level meets.

College swimmers attending an in-state university without previously representing a Georgia Swimming club are eligible for reimbursement for one (1) meet every fiscal year. Swimmers must attend at least one (1) meet within the LSC to be eligible for reimbursement.

Sponsored athletes or National Team athletes are not eligible for reimbursement

- **Coach Reimbursement Eligibility**

Coaches from a Georgia Swimming club who are credentialed to be on deck at any of the aforementioned meets are eligible to be reimbursed. See the specific meet information for the formula on coaches credentials.

6.4.3 Travel Allowance for the Zone Select Teams

The assistance provided by the LSC to Zone Team Members will not be in excess of \$500 per swimmer, regardless of the location of the meet. This applies to both Pool and Open Water Zones.

6.4.4 Travel Allowance for Officials

Officials may receive reimbursement for travel to workshops and other events deemed necessary by the Officials' Chair. The Officials' Chair shall submit to the LSC Treasurer an annual budgeted amount by August 1st for next fiscal year. Actual amounts will be approved by the House of Delegates at the Fall LSC meeting and are subject to budgetary constraints. Requests for reimbursement must be approved in advance by the Officials' Chair and then sent by the Chair to the LSC Treasurer along with itemized expense receipts. All requests for reimbursement are due by September 15th for next fiscal year.

- **Travel to National Meets**

Officials who have been selected to work a National Level Meet and wish to apply for reimbursement should notify the Officials' Chair of their appointment. Eligible meets are established annually by the Georgia Swimming Board of Directors.

- **Travel to other Meets**

Reimbursement for travel to other meets (e.g. Sectional Meets, Zone Meets, Grand Prix, or Ultra Swim) will be determined by the Officials'

Committee each year. Reimbursement will only be granted if the meet in question is a last-chance opportunity for officials whose N2 or N3 certifications will expire soon. Application for reimbursement must be made to the Officials' Chair at least one month prior to the meet. Proof of acceptance to officiate (letter or e-mail) should accompany the request. The reimbursement amount shall be listed in the annual LSC budget. Officials seeking reimbursement for meets that are not one of the National Level Meets are only allowed to receive such reimbursement once every two years and must meet the 24-session GA Swimming requirement.

- **Travel for Trainers**

Officials Trainers who are requested by the Officials' Coordinator or Officials' Chair to conduct a clinic or workshop at locations one hundred miles or more each way from their residence may be reimbursed for their travel at the standard IRS mileage rate established for that year. Reimbursement for such travel will be limited to situations where local trainers are not available to conduct a clinic or workshop in a timely manner. The Officials' Chair shall be advised prior to the travel to ensure budgetary conditions support said travel. There will be no reimbursement for clinics or workshops conducted in conjunction with LSC meetings.

6.4.5 USA Swimming Workshop Travel

Georgia swimming will support as many attendees to the USA-Swimming workshop as the budget allows, with priority given to the following officers and staff:

General Chair
Administrative Vice-Chair
Age Group Vice-Chair
Senior Vice-Chair
Senior Athlete Representative
Junior Athlete Representative
Coaches Representative
Officials' Chair

Officers whose position is being prioritized by USA-Swimming on a rotating basis
LSC Admin or Registrar
Other LSC delegates as approved by the General Chair and Board of Directors
USA Swimming National Committee members, if funds are still available and not covered by USA-Swimming

The following expenses are to be paid by the LSC:

- Registration fees, if applicable, for USA Swimming Workshop
- Airline tickets (to be purchased by each individual and the receipt turned in to the Treasurer and Finance Vice Chair; all reservations must be made in a timely manner to obtain the lowest cost and must include Saturday night stay; mileage reimbursement, in lieu of air travel, applies for meetings held in close proximity to Georgia)
- Lodging (miscellaneous costs charged to the room must be paid by the attendee upon checkout)
- Long term airport parking (convention site transportation will not be refunded)
- A per diem of \$50.00 will be paid in cash to those in attendance.

6.5 Credit Card Policy

Corporate credit cards are the property of GASI and shall not be used for personal purchases. Credit cards provide GASI staff and volunteers with the ability to effectively and efficiently make purchases in accordance with this policy and the approved budget.

6.5.1 Issuance

- Credit cards may be requested by officers, directors and employees who need corporate credit cards to execute financial transactions to conduct the business of the corporation.
- The Finance Committee shall review all applications for completeness and business need; then make a recommendation to the board of directors.
- The board of directors is authorized to approve the issuance of credit cards to individuals.

- Credit cards shall only be issued to officers, directors, and employees. Except the treasurer who shall administer the credit relationship and not be issued a credit card.
- Credit cards will be issued in the name of the employee or board member.

6.5.2 Use

- The card may only be used for the purchase of budgeted goods or services for official business of GASI.
- Allowable expenses include lodging, transportation, meals (excluding alcohol), and registration/entry fees. Other types of expenses require written pre-approval from the treasurer
- Use of the card for personal or non-business expenses is prohibited.
- Use of card for cash advances, bank checks, traveler's checks, electronic cash transfer and similar activities are prohibited.
- The person issued the card is responsible for its protection and custody, and shall immediately notify the credit card company and treasurer if it is lost or stolen or unauthorized transactions are incurred.
- Unauthorized credit card purchases and charges without appropriate documentation are the responsibility of the cardholder, including any related late fees or interest.
- Any person using a credit card for purchases that cannot be substantiated as a necessary purchase for official business will be subject to disciplinary action.
- The person issued the card must immediately surrender the card to the treasurer or general chair when there is no longer a business need or upon a resolution of the board of directors. The treasurer is responsible for closing the card with the issuer.

6.5.3 Spending Limits

- Each card will have a credit limit of \$1,000.
- Permanent or temporary increases in individual credit limits may be requested in writing to the treasurer. The request should include the requested increase amount, the budgeted business need and the duration for the increase. Increases up to \$5,000 for up to 60 days may be approved by the finance committee. Increases of higher limits or longer durations require approval from the board of directors.

6.5.4 Documentation and Reconciliation

- Credit card statements and expense reports will be submitted to the treasurer on a monthly basis. Expense reports must show the date, purpose, and name(s) for which the expenses were incurred.
- The finance committee shall prepare a quarterly report to the board of directors on credit card usage.

6.5.5 Enforcement

- The person using a credit card for purchases that cannot be substantiated as a necessary purchase for official business will be subject to disciplinary action as well as any necessary charges including any related late fees or interest.
- Violations of this policy will result in disciplinary action, up to and including termination of employment, filing a petition of removal with the Administrative Review Board, and criminal prosecution.

7.0 Zone Team Selection

Georgia Swimming is committed to fielding a Zone Team as outlined in USA-Swimming Rules and Regulations 205.6 and 205.7. The LSC follows USA-Swimming guidance in viewing the Zone Meet (as opposed to the Sectional concept) as being the appropriate season culmination for Age Group swimmers in Georgia.

7.1 Pool Zones

There are three processes for Georgia Pool Zone Team selection, one for swimmers 14 and under, another for swimmers 15 and over, and another for disability athletes.

7.1.1 Pool Zone Selection for Swimmers 15-18 years old

Swimmers who wish to be considered for the Zone Team must submit a registration form and pay the application fee prior to the posted deadline. The registration form will be posted on the Georgia Swimming website no later than April 1st. Swimmers will be notified when forms are available. Eight male and

eight female 15-18 year-old athletes will be selected based on the criteria below. Once selected, a swimmer must submit a deposit by the established deadline.

Selection Criteria

Available spots will be will be allotted to the individuals who have the highest aggregate scores based on their six (6) best events. The [Zone Team Scoring Chart](#) will be used to determine scores. All times must come from an approved or sanctioned meet that took place between August 1st and March 31st, and be able to be verified in SWIMS. Only Short Course times may be used. Swimmers who achieve a Summer Junior National time standard more than 10 days before the start of the Zone meet will be disqualified from team selection and will receive their deposit back. In the event of a swimmer becoming ineligible, the next ranking alternate will take his or her place.

7.1.2 Pool Zone Selection for Swimmers 14 & Under

Swimmers who wish to be considered for the Zone Team must submit a registration form and pay the application fee prior to the posted deadline. The registration form will be posted on the GA Swimming website no later than April 1st each year. Swimmers will be notified when the registration forms are available. Eight male and eight female athletes from the 11-12 and 13-14 age groups will be selected based on the criteria below.

Selection Criteria

Of the swimmers who apply, the highest-ranking finalist in the 100 Free, 100 Back, 100 Breast, and 100 Fly for each age group will be selected as an automatic qualifier. In the event of a tie for the top spot between two or more applicants in Finals, the automatic berth will be awarded to the swimmer who had the fastest time in Prelims. If, after the first automatic berth is awarded, the same individual wins any of the other 100s, no automatic berth will be awarded in that event. Instead, the next highest-ranking individual will earn the equivalent of 2nd place points (9) in to the at-large selection process. The remaining spots will be scored to 10th place (8, 7, 6, 5, 4, 3, 2, 1).

Depending on how many automatic qualifiers there are, the remaining 4 to 7 spots in each age group will be will be determined by aggregate individual scores. Points will be awarded based on a swimmer's ranking among the other applicants

using their best finishes in Finals. Scoring will be to 10th place (11, 9, 8, 7, 6, 5, 4, 3, 2, 1). Any swimmer who scratches finals in an event will not be scored in that event. All events will be scored. The six (6) highest placing swims will be considered for all eligible athletes (other swims will be discarded). In the event of a tie, the highest individual finish in any event shall determine the winner. This process will be repeated until the tie is broken.

7.1.3 Pool Zone Selection for Disability Swimmers

Georgia Swimming will provide six (6) spots for 18 & Under disability swimmers on the Zone Team. Three (3) male and three (3) female swimmers will be selected.

Selection Criteria

A swimmer's time in eligible events (preferably LCM to avoid conversion differences from SCY to LCM) will be divided by the US Paralympic Emerging Time in his or her respective classification (Zone score = Emerging time/Actual time (Z=E/A). Results are then added and divided by the number of eligible events. The top three males and top three females will be selected for the Zone Team, regardless of age group.

7.2 Open Water Zones

Given the recent increase in popularity of Open Water Swimming, the Georgia LSC is committed to fielding an Open Water Zone team in accordance with Article 704 of USA-Swimming's Rules and Regulations. Prospective applicants should note that the age-control date for Open Water Swimming is December 31st of the competition year.

7.2.1 Open Water Zone Selection for Able Bodied Swimmers

Swimmers who wish to be considered for the Zone Team must submit a registration form and pay the application fee prior to the posted deadline. Swimmers will be notified when the registration forms are available. Six male and six female athletes from the 11-12, 13-14, 15-16, and Open age categories will be selected according to the criteria below.

Selection Criteria

Four spots on the team will be determined at the two meets designated as Open Water Qualifying opportunities, wherein the top two applicants in each age group will earn automatic berths. In the event that a swimmer who has already earned an automatic berth places in the top two at the second meet, the spot will go to the next highest placing applicant. The remaining spots in each age group will be allocated to the swimmers who have the swims with the highest power points in the distance events (1500 meter, 800 meter, 1650 yard, and 1000 yard freestyles for 13 & over swimmers; 1500 meter, 800 meter, 400 meter, 1650 yard, 1000 yard, and 500 yard freestyles for 11-12 swimmers).

7.2.2 Open Water Zone Selection for Disability Swimmers

Disability swimmers who wish to participate in Open Water Zones must have prior Open Water swimming experience. Two male and two female disability swimmers will be selected according to the criteria below.

Selection Criteria

All four spots (two male and two female, regardless of age group) will be allocated to the swimmers who have the swims with the highest power points in the distance events (1500 meter, 800 meter, 400 meter, 1650 yard, 1000 yard, and 500 yard freestyles for 11-12 swimmers).

8.0 Athlete Recognition

Within the Georgia LSC, athletes are recognized as “All-Stars” for their swimming performances. The qualification period begins on September 15th and ends on September 14th of the following year. The criteria for All Star recognition are listed below:

8.1 Age Group Swimmers (10-U, 11-12, 13-14, 15-16, 17-18)

8.1.1 A swimmer must be officially registered with GA Swimming at the time of the qualifying swim.

8.1.2 A swimmer must have achieved one "AAA" time based on current USA Swimming combined age motivational time standards in a USA Swimming sanctioned meet. Times achieved in non-USA Swimming sanctioned or approved meets, unless certified as having been conducted in accordance with USA Swimming rules, will not be considered.

8.1.3 A swimmer must have participated in a minimum of two sanctioned Short Course meets or one Long Course meet hosted by a Georgia Swimming member club.

8.2 Senior Swimmers (19 and over)

8.2.1 A swimmer must be officially registered with Georgia Swimming at the time of the qualifying swim and have been a member of Georgia Swimming for at least two years.

8.2.2 A swimmer must have participated in an individual event at a Senior National Meet, USA Swimming Olympic Trials, World Games Trials, Pan-American Trials, or in the ESSZ Sectionals **and** achieved a top 8 place finish.

8.3 Para Swimmers

8.3.1 A swimmer must be officially registered with GA Swimming at the time of the qualifying swim.

8.3.2 A swimmer must have achieved one current US Paralympic Championship time standard. Times achieved in non-USA Swimming sanctioned or approved meets, unless certified as having been conducted in accordance with USA Swimming rules, will not be considered.

8.3.3 A swimmer must have participated in a minimum of two sanctioned Short Course meets or one Long Course meet hosted by a Georgia Swimming member club.

8.4 Additional Recognition

Special recognition is given to Age-Group, Senior, and Para swimmers who, in addition to fulfilling the respective All-Star criteria, have achieved qualifying standards or earned spots on teams for higher level meets. Athletes will be recognized for their highest level of achievement according to the following list.

- Participant in ESSZ Zone meet representing Georgia
- Futures, Junior National (Winter and Summer), or Senior National time in an individual event
- Member of National A, National B, National Junior, Pan American or Pan Pacific Team in an individual event
- USA Swimming Olympic Trial time in an individual event

8.5 Georgia Swimming State Records

The SWIMS Coordinator shall be responsible for tracking records and providing the Age Group and Senior Chairs with a list of record breakers at the end of each season. Records for the following age categories shall be recognized: 10 & Under, 11-12, 13-14, 15-16, 17-18, and Open. The General Chair and Business Manager shall determine an appropriate time and means of recognizing State Record breakers.

8.5.1 State records can only be set by swimmers who were registered with GA Swimming at the time of the meet where the time was achieved or had qualified for that meet while registered with GA swimming. Only swims performed at meets Sanctioned or Approved by GASI, USA-Swimming, or World Aquatics are eligible. Swims performed at NCAA meets while representing a college team are not eligible.

8.5.2 The Open category refers to an open age category and is only open GA swimming members as defined above (8.5.1)

8.5.3 The following records will be kept:

- Short Course Yards (SCY)
 - 10&U Age Group:
 - Individual events: 50, 100, 200, and 500 Free; 50 and 100 Back; 50 and 100 Breast; 50 and 100 Fly; 100 and 200 IM;
 - Relay Events: 200 Medley Relay, 200 Free Relay, 200 Mixed Medley Relay, 200 Mixed Free Relay
 - 11-12 Age Group:
 - Individual Events: 50, 100, 200, 500, 1000, and 1650 Free; 50, 100, and 200 Back; 50, 100, and 200 Breast; 50, 100, and 200 Fly; 100, 200, and 400 IM;
 - Relay Events: 200 Medley Relay, 200 Free Relay, 400 Medley Relay, 400 Free Relay; 200 Mixed Medley Relay,

200 Mixed Free Relay, 400 Mixed Medley Relay, 400 Mixed Free Relay

- All other Age Groups (as defined in 8.5 above):
 - Individual Events: 50, 100, 200, 500, 1000, and 1650 Free; 100 and 200 Back; 100 and 200 Breast; 100 and 200 Fly; 100, 200 and 400 IM;
 - Relay Events: 200 Medley Relay, 200 Free relay, 400 Medley Relay, 400 Free Relay, 800 Free Relay, 200 Mixed Medley Relay, 200 Mixed Free Relay, 400 Mixed Medley Relay, 400 Mixed Free Relay
 - As well as the following 15-18 relays for each gender: 200 Medley Relay, 200 Free Relay, 400 Medley Relay, 400 Free Relay, 800 Free Relay, 200 Mixed Medley Relay, 200 Mixed Free Relay, 400 Mixed Medley Relay, 400 Mixed Free Relay
- Long Course Meters (LCM)
 - 10&U Age group:
 - Individual Events: 50, 100, 200, and 400 Free; 50 and 100 Back; 50 and 100 Breast; 50 and 100 Fly; 200 IM;
 - Relay Events: 200 Medley Relay, 200 Free Relay
 - 11-12 Age group:
 - Individual Events: 50, 100, 200, 400, 800, and 1500 Free; 50, 100 and 200 Back; 50, 100, and 200 Breast; 50, 100 and 200 Fly; 200 and 400IM;
 - Relay Events: 200 Medley Relay, 200 Free Relay, 400 Medley Relay, 400 Free Relay; 200 Mixed Medley Relay, 200 Mixed Free Relay, 400 Mixed Medley Relay, 400 Mixed Free Relay
 - All other Age Groups (as defined in 8.5 above):
 - Individual Events: 50, 100, 200, 400, 800 and 1500 Free; 100 and 200 Back; 100 and 200 Breast; 100 and 200 Fly; 200 and 400IM;
 - Relay Events: 200 Medley Relay, 200 Free relay, 400 Medley Relay, 400 Free Relay, 800 Free Relay, 200 Mixed Medley Relay, 200 Mixed Free Relay, 400 Mixed Medley Relay, 400 Mixed Free Relay
 - As well as the following 15-18 relays for each gender: 200 Medley Relay, 200 Free Relay, 400 Medley Relay,

400 Free Relay, 800 Free Relay, 200 Mixed Medley Relay, 200 Mixed Free Relay, 400 Mixed Medley Relay, 400 Mixed Free Relay

8.6 Recognition of times achieved outside the LSC:

Georgia Swimming members who achieve times in certain meets which are recognized by the NTV Chair in whose jurisdiction that meet was swum may be used for the purposes of establishing Georgia All-Star qualification and Georgia State Records. It is the responsibility of the swimmer and his or her coach to secure appropriate documentation (such as official meet results with a verified description of the timing equipment and methodology used) to assure compliance with current USA Swimming Rules. This information must be provided to the Records Chairperson no later than 30 days after the meet.

9.0 Awards

9.1 The Bill Young Award

The Bill Young Award shall be presented annually to a swimmer who is graduating from high school during that academic year. The award is based on both swimming achievements and accomplishments outside the sport, such as scholarship and school related activities, church, and community service, etc.

9.1.1 Selection criteria and processes are as follows:

- The swimmer must be graduating from high school during that academic year.
- The swimmer must be a registered member of Georgia Swimming and have actively participated in Georgia Swimming events for two years prior to the nomination.
- The swimmer must be nominated in writing by the application deadline.

- Nominations should be submitted to the Business Manager prior to the established deadline. Selection is made by Board of Directors vote.

9.2 Betsy Dunbar Award

An award of \$1,000 shall be presented every year to a Georgia swimmer who is in the fourth year of collegiate swimming. The Georgia Swimming Board of Directors will determine this award on the basis of leadership, athletic performance, and academic achievement. Qualifications are as follows:

- Nominees must have represented the Georgia LSC for their entire senior year prior to college, and every summer during their college career.
- Nominees must submit three letters of recommendation, one each from:
 - A college swim coach
 - A faculty member from their college.
 - A teammate from their college swim team

The winner will receive the cash award upon proof of graduation from college.

9.3 Coach Recognition Awards

9.3.1 An Age Group coach and a Senior coach will be selected as Coaches of the Year by the Coaches Committee after evaluating the Top 10 Swimmer performance data. Each Coach of the Year will have one year to spend a grant of up to \$1,000 in professional development opportunities. Nationally recognized clinics (ASCA, NISCA), USAS, and club visits are examples of professional development opportunities that do not need further approval from the Board of Directors. Coaches may petition the Board for approval to attend professional development opportunities not listed above.

- For Clinics and USAS, coaches can request for reimbursement of registration, conference hotel room rate and airfare or mileage (whatever is lowest) and per diem, up to the allowed total amount. For club visits, coaches can request for reimbursement of travel (airfare or mileage, whatever is cheaper), hotel room (daily rate must be approved by the

Coaches Chair), local transportation to/from pools, and per diem, up to the allowed total amount.

- If coaches petition for optional professional development opportunity and it is approved by the BOD, reimbursement specifics must have Coaches' Chairs prior approval, with the advice of the Finance Committee for IRS compliance purposes.

9.3.2 The coach with the top world-ranked swimmer shall be recognized annually.

10.0 Disability Inclusion

Under the authority of the USA Swimming Rules and Regulations, GA Swimming has adopted the following policy to encourage swimmers with a disability to participate in GA Swimming meets. This policy will apply only to swimmers with disabilities as defined in the USA Swimming Rules and Regulations "as a permanent physical or cognitive disability that substantially limits one or more major life activities".

- 10.1** In regular season meets, disabled swimmers need not have achieved the qualifying time standards. The meet referee shall have the authority to accommodate the swimmer without substantial negative impact on the timeline. Swimmers are requested to notify meet management if any special arrangements are required.
- 10.2** In Championship level meets, swimmers will be accepted if they have achieved the [USA Swimming Para Motivational Time Standards](#). Any swimmer with a disability that is not classifiable by the International Paralympics Committee (IPC) standards, who has been diagnosed by a physician as having a disability, may compete if he or she meets the time standard created by the disability's international governing body. No swimmer will be permitted to compete unless he or she is a USA Swimming member as provided in Article 302.
- 10.3** Accommodations for swimmers with a disability in both regular season and championship meets may include (but are not limited to) the following:
- 10.3.1** Allowing a swimmer to enter a longer distance event but compete at the shorter distance – such as a 50- or 100-meter distance within a 100- or 200-meter event

(provided that their time is equal or faster than the longer distance qualifying time).

- 10.3.2** Allowing a swimmer to be seeded with comparable times in other age groups (such as a Senior swimmer in an 11-12 or 13-14 age group). However, any awards must be earned in a swimmer's respective event and age group.

11.0 Officials

Officials for Georgia Swimming are organized and managed through the Officials' Committee. This Committee is responsible for overseeing programs for recruitment and retention of officials, development of certification and recertification procedures, distribution of new rules and interpretations, and the appointment of meet referees for State Championship meets. The Officials Committee shall hold meetings semi-annually in conjunction with the LSC meetings.

11.1 The Officials Chair

The Officials' Committee Chair shall be appointed by the General Chair. The Officials' Chair appoints new committee members with the advice and consent of current committee members.

11.2 Recruitment and Training

Recruiting, retaining, and training officials is essential to maintaining high standards in officiating swim meets. The Officials' Committee is dedicated to providing the best training environment for Georgia Swimming officials. Officials Training Clinics shall be held throughout the year as published at www.gaswim.org/officials, or if necessary, upon special request from the Officials Training Coordinator.

11.3 Official Qualifying Meets

Advancement to N2 and N3 levels is subject to USA Swimming guidelines as posted on the USA Swimming website. Georgia Swimming will work to certify LSC Championship Meets as Officials' Qualifying Meets based on the meet protocol, formatting, and evaluator availability. Decisions on such matters will be subject to the discretion of the Official's Chair and Meet Referee.

- 11.3.1** The Age Group State Championship, subject to the conditions above, shall be available for up to N3 evaluations at Stroke & Turn and up to N2 evaluations for all other officiating positions.

- 11.3.2** The Senior State Championship, subject to the conditions above, shall be available for up to N3 evaluations for all officiating positions.

Rules and Regulations
Governing the Conduct of Swimming in the Georgia LSC

1.0 Meet Scheduling**1.1 Meet Bidding Procedure**

The short course and long course meet schedules for the LSC are determined at the spring and fall Technical Planning Committee Bid meetings, respectively. Pre-season scheduling allows for overall LSC meet planning.

1.1.1 In order to host a sanctioned USA Swimming meet in the Georgia LSC, a club must submit a Bid Meet Application to the Technical Planning Chair at least 10 days before the Technical Planning Committee Bid Meeting.

1.1.2 The Technical Planning Chair will present the meet calendar at the Bid Meeting, at which the Technical Planning Committee will discuss and amend the proposed meet calendar and vote, up or down, to approve. Once approved, the Technical Planning Chair will present the calendar to the Board of Directors.

1.1.2.1 Bid meetings will be held in the Spring (SCY) and Fall (LCM)

1.1.2.1.1 Bid meeting dates will be published at least 30 days in advance. Bid meetings will be held at least 2 weeks prior to the regular Board of Director meeting.

1.1.3 For meets on the approved calendar, clubs will have the opportunity to modify their bid without a stated cause during the bid meet amendment period (prior to July 1st for the SCY and prior to January 1st for LCM).

1.1.4 For modification requests after the bid meet amendment periods clubs must complete a Meet Amendment Form in which they indicate any change(s) and the reason for said change(s). This form must be sent to the Technical Planning Chair for presentation at the next Technical Planning Meeting. If approved by the Technical Planning Committee, the modifications may be made.

1.2 Adding Non-Bid Meets

To provide flexibility in scheduling and to allow clubs to provide maximum competitive opportunity for their swimmers, a prospective meet host may use the following process to propose meets after the Bid Meet Procedures (See 1.0) have closed. To gain permission to host a USA Swimming meet after the bid meet process has closed, a club must submit a Non-Bid Meet Application to the Technical Planning Chair. The Technical Planning Chair will then present the application to the Technical Planning Committee at the next scheduled meeting, based on the type of meet as outlined below.

1.2.1 Non-Bid Open Meets

Clubs requesting Sanction or Approval for a Non-Bid Open Meet (i.e. a meet available for all teams and not bid at the appropriate LSC Meeting) must submit a Non-Bid Meet Application to the Technical Planning Chair for presentation at the next Technical Planning Committee meeting.

1.2.1.1 The club making the request must provide all meet information on the application form, including the rationale for the inclusion of the meet into the calendar.

1.2.1.2 The meeting at which the request is presented must occur at least 45 days before first day of the proposed meet.

1.2.1.3 The Technical Planning Committee will evaluate the meet to determine if the it fulfills a specific need and whether the meet interferes in any way with bid meets on those dates. If the committee determines that there is no demonstrable need for the meet or that it conflicts with other meets already bid for those dates, the request for sanction or approval will be denied.

1.2.1.4 If the meet is approved by the Technical Planning Committee, the Technical Planning Chair will update the calendar and send the application form to the Sanction Committee Chair to acknowledge that the meet can begin the Sanctioning process.

1.2.1.5 After being placed on the calendar, the meet is considered bid. Any further amendments must follow the Bid Meet Amendment process (see 1.1.4).

1.2.2 Non-Bid Limited Meets

Clubs requesting Sanction or Approval for a Non-Bid Limited Meet (a multi-team meet limited to specifically named teams prior to the sanction and not bid at the appropriate LSC Meeting) must submit a Non-Bid Meet Application to the Technical Planning Chair for presentation at the next Technical Planning Committee meeting.

1.2.2.1 The club making the request must provide all meet information on the application form, including the rationale for the inclusion of the meet into the calendar.

1.2.2.2 The meeting at which the request is presented must occur at least 30 days before first day of the proposed meet.

1.2.2.3 The Technical Planning Committee will evaluate the meet to determine if the it fulfills a specific need and whether the meet interferes in any way with bid meets on those dates. If the committee determines that there is no demonstrable need for the meet or that it conflicts with other meets already bid for those dates, the request for sanction or approval will be denied.

1.2.2.4 If the meet is approved by the Technical Planning Committee, the Technical Planning Chair will update the calendar and send the application form to the Sanction Committee Chair to acknowledge that the meet can begin the Sanctioning process.

1.2.2.5 After being placed on the calendar, the meet is considered bid. Any further amendments must follow the Bid Meet Amendment process (see 1.1.4).

1.2.3 Non-Bid Closed Meets and Dual Meets

Clubs requesting a Sanction or Approval for a Non-Bid Closed meet (intersquad on inter-group, such as YMCA, Boys Club, etc., and not bid at the appropriate LSC Meeting) or a Non-Bid Dual Meet (a meet between teams specifically named prior to the sanction and not bid at the appropriate LSC Meeting) must submit a Non-Bid Meet Application to the Technical Planning Chair for presentation at the next Technical Planning Committee meeting.

- 1.2.3.1** The club making the request must provide all meet information on the application form.
- 1.2.3.2** The meeting at which the request is presented must occur at least 14 days before first day of the proposed meet.
- 1.2.3.3** The Technical Planning Chair will update the calendar and send the application form to the Sanction Committee Chair to acknowledge that the meet can begin the Sanctioning process.
- 1.2.3.4** After being placed on the calendar, the meet is considered bid. Any further amendments must follow the Bid Meet Amendment process (see 1.1.4).

2.0 Meet Fees

Only two types of meet fees are allowed in the Georgia LSC: event entry fees and the specific surcharges outlined below.

2.1 Entry Fees

Entry fees for all individual events and relays will be determined by the host teams. Fees shall be reported when meets are bid. Fees for late entries must be spelled out in the meet announcement.

2.2 Surcharges

While teams are expected to budget for meet costs using entry fees, surcharges are allowed under specific circumstances. These are as follows.

- 2.2.1** A facility surcharge of \$10.00 per swimmer is allowed for a Divisional Championship or State Championship Meet at any facility in Georgia.
- 2.2.2** A facility surcharge of up \$15.00 per swimmer is allowed for any meet held at the Georgia Tech's McAuley Aquatic Center and the University of Georgia's Gabrielsen Natatorium.

2.2.3 Other surcharges (such as the National Travel Fund) may be established by the LSC.

2.2.4 In the event of extenuating circumstances, Meet Hosts may seek permission from to the Board of Directors to apply a surcharge. Any such application must be made prior to the meet being sanctioned.

3.0 Meet Sanctions

Georgia Swimming, the administrative arm of USA Swimming, is authorized to issue sanctions or approvals involving competitive swimming within the geographical boundaries of the LSC.

3.1 Sanction Application

The sanction application and a copy of the Meet announcement shall be submitted to the sanction committee at least 45 days prior to the scheduled meet date. Swim meet sanctions will not be granted or allowed on any date GASI hosts an event such as House of Delegates, the All-Star Banquet, without approval from the GASI Board of Directors.

3.2 Meet Announcement

The meet announcement describes the rules and regulations by which the meet will be conducted and under which the sanction will be granted or approved by the sanction committee. Georgia Swimming requires teams seeking a sanction to use the approved [Meet Announcement Template](#). Once the sanction is granted or approved, any deviation from the Meet announcement without prior approval of the sanction committee or the meet committee will be grounds for revocation of the meet sanction. The meet announcement document may be customized to fit the type of meet being held. Questions regarding the meet announcement can be sent to the Sanction Chair or any member of the sanction committee.

3.3 Conditions of Sanction

The following conditions apply to all sanctioned meets in Georgia.

- 3.3.1.1** A copy of the meet announcement must be submitted to the Sanction Committee accompanying the Sanction Application Form for approval.
- 3.3.1.2** Any changes or modifications to the meet announcement must be addressed prior to issuance of the sanction.
- 3.3.1.3** Granted sanctions are non-transferrable to other organizations or clubs. Any such transferred sanction shall be void and the Sanction Committee shall deny any further sanctions to the organization or club violating this provision.

3.4 Types of Sanctioned Meets

There are three types of sanctions (Sanctioned, Approved, Observed) which can be issued for competitive swim meets held within the geographical borders of the LSC.

3.4.1 Sanctioned Meet

A swim meet shall be considered a Sanctioned Meet if all participating swimmers are members of USA Swimming and it is conducted in accordance with current USA Swimming Rules and Regulations.

- 3.4.1.1** The requirements for and conditions of sanction are given in Article 202.2 and 202.3 in the current USA Swimming Rules and Regulations.
- 3.4.1.2** A Sanction Application Form must be submitted to Sanction Committee 45 days prior to the meet. A copy of the [Sanction Application Form](#) can be obtained from the Georgia Swimming website:
- 3.4.1.3** A minimum of four officials are required in order for a Sanction to be granted. A referee, a starter, at least one Stroke & Turn official and an administrative official are required. The names of these officials must accompany the Sanction Application.

3.4.2 Approved Meet

A swim meet shall be considered an Approved Meet if there are non-USA Swimming registered swimmers participating in the meet and it is conducted in accordance with current USA Swimming Rules and Regulations

3.4.2.1 The requirements for and conditions of sanction are given in Article 202.4 in the current USA Swimming Rules and Regulations.

3.4.2.2 An Approved Meet Application Form must be submitted to Sanction Committee 45 days prior to the meet. A copy of the [Approved Meet Application Form](#) can be obtained from the Georgia Swimming website.

3.4.2.3 A minimum of four officials are required in order for an Approved Meet to be granted. A referee, a starter, at least one Stroke & Turn official and an administrative official are required. The names of these officials must accompany the Approved Meet Application.

3.4.3 Observed Meet

A swim meet shall be considered an Observed Meet if there are non-USA Swimming registered swimmers participating in the meet and it is conducted in accordance with Rules and Regulations other than USA Swimming Rules and Regulation.

3.4.3.1 The requirements for and conditions of sanction are given in Article 202.5 in the current USA Swimming Rules and Regulations.

3.4.3.2 An Observed Meet Application Form must be submitted to Sanction Committee 45 days prior to the meet. A copy of the [Observed Meet Application Form](#) can be obtained from the Georgia Swimming website.

3.4.3.3 A suitable number of Stroke & Turn officials are required at both ends of the pool to observe the swims. The observed swims must conform to USA

Swimming Rules and Regulations. Times for these observed swims may be submitted for entry into the SWIMS database.

3.5 Sanction Fees

Fees for meets sanctioned, approved, or observed by Georgia Swimming are established by the House of Delegates. Sanction fees must be paid to the Georgia Swimming Treasurer within 14 days after completion of the meet. The following fees apply:

- Inter-squad, Dual and Tri Meets (if sanctioned): 2% of entry fees
- Sanctioned Invitational Meets and Open Water Swims: 2% of entry fees
- Approved Meets: 2% of entry fees for member organizations; \$50.00 flat fee for non-member organizations.
- Observed Meets: \$50.00 flat fee
- The GPRA State A and B Championship Meets: \$50.00 flat fee
- There is a \$2.00 surcharge for out of state swimmers participating in GASI Sanctioned meets.

3.6 Fines

All fees and fines will be paid according to sanctioning guidelines. If a club does not clear the sanction fees after 90 days, the LSC Treasurer will notify the Sanctioning Chair, who will suspend all further sanctions for the club until all fees and fines are paid. Clubs which are late paying their sanction fees will be assessed the following fines:

- Unpaid sanction fees that are 31-60 days late will be assessed a fine equal to 50% of the original sanction fee.
- Unpaid sanction fees that are more than 60 days late will be assessed a fine equal to 100% of the original sanction fee.
- Any team with an outstanding balance by the next LSC meeting will be prohibited from bidding any meet for the next season.

4.0 Officials

Georgia Swimming welcomes and encourages the assistance of certified officials (and apprentices when capacity allows) at any meet hosted by a Georgia Swimming registered club.

- 4.1** To volunteer, please notify the Meet Referee prior to the meet or, at least approximately one hour before each session. Officials (and apprentices) should be prepared to present their LSC certification card and their USA Swimming Registration Card to the meet Referee. Officials must wear credentials at all times while working on deck or while in hospitality.
- 4.2** Standard dress for officials is blue pants, shorts or skirt; white polo shirt and white shoes and socks. At some prelim/finals meets, the dress may be different for assigned officials as determined by the meet referee.

5.0 Georgia Swimming Warm-Up Procedures

Georgia Swimming Approved Warm-Up Procedures (see Appendix A) are recommended for all meets held in the Georgia LSC.

6.0 State Championship Meets

The Age Group and Senior Committees are responsible for developing information for their respective LSC Championship Meets. Dates for LSC Championships must be set prior to the date established by Technical Planning for soliciting meet bids. After the LSC schedule has been approved, the committee Chairs will provide host clubs with a meet template to edit with site specific material. After host input has been received, the Chairs will take the information back to the respective committees for approval. Once information has been approved, it cannot be changed without approval from the committee responsible for the meet.

- 6.1** After the completion of an LSC Championship, the host club must submit a financial statement meet to the General Chairman, Age Group and/or Senior Vice Chair, and Finance Vice Chair.
- 6.2** The Business Manager shall be responsible for the archiving and distribution of State Championship meet information.

- 6.3** In the interest of offering Georgia swimmers as many competitive opportunities as possible, clubs may bid and run meets concurrent with the LSC Championships, provided they have approval from the appropriate committee (Age Group or Senior) responsible for the conduct of the championship meet.
- 6.4** Swimmers who fail to make the posted time standard for an event and who cannot prove their eligibility for the event with official meet results shall pay a \$50.00 fine for each “un-provable” event and shall be barred from further meets until the fine is paid. The fines are to be credited directly to the LSC travel fund.
- 6.4.1** At the conclusion of the specified meet, the results and a listing of failed times shall be sent to each club in the meet by the meet director, with a copy to the LSC SWIMS coordinator.
- 6.4.2** For each swimmer listed, the club, within 60 days of the last day of the meet, shall respond to the LSC designated individual(s) responsible for time verification with official meet results proof or a check for \$50.00 for each event. After 60 days, proof will no longer be accepted and the club and swimmer will be barred from further competition until the fine is paid.
- 6.4.3** Said fines from Senior State will go into the Senior Travel Fund. Said fines from Age Group State will go toward the Zone Team Expenses.

7.0 Divisional Championship Meets

The Divisional concept was developed to further the stated goals of Georgia Swimming: “to increase opportunity, recognition, and growth in competitive swimming,” and to do so “for the benefit of swimmers of all ages and abilities.” As such, Divisional Championship meets comprise an important part of the LSC season plan. To ensure that the goals of Georgia Swimming are carried out, the following regulations shall govern the conduct of the Divisions and the structure of their Championship Meets:

- 7.1** A Divisional Championship is defined as a season-ending, prelim/final meet. While Divisions may choose to limit participation in certain events through imposing time standards, or by placing a cap on the number of heats in certain events, the meet should be structured to allow a broad range of swimmers to compete; ideally the full roster of each participating team.
- 7.2** Each Division shall have a representative on the Technical Planning Committee. Representatives shall be selected by the Division coaches and appointed by the Technical Planning Chair for a term of two years.
- 7.3** The structure of each Divisional Championship Meet will be determined by the Division's teams. The responsibility for overseeing the development of Meet Information rests with the Divisional Representative to Technical Planning. He or she shall also be responsible for securing meet bids, and when necessary, administering a vote to determine the host. Selection of a meet host should take place prior to the Spring LSC meeting each year, and the Technical Planning Chair notified of the result.
- 7.4** Every four years, in conjunction with USA-Swimming's Quadrennial plan, the Divisional Representatives are charged with conducting an evaluation of Divisional Meets, with the goal being to adjust team assignments to create the best possible competitive environment. Factors for consideration should include meet size, team size, and prospective travel time. This committee's findings should be circulated prior to the Spring LSC meeting for input. It is recommended that changes be finalized at this meeting.
- 7.5** Teams who wish to change Divisions prior to the conclusion of the four-year cycle should notify their Division's representative and the representative from the Division to which they hope to move. This notification should include a letter explaining why the team is making the request. The representatives will then poll their respective Divisions asking for an up or down vote. If a simple majority in each Division approves the change, a team will be free to move.
- 7.6** When each Divisional Meet is sanctioned, team eligibility will be restricted by Division. Team assignments will be listed on the Georgia Swimming website.

- 7.7** Current assignments are listed below. New teams will be assigned by the Divisional Representatives acting in committee:

Northeast: ABSC, ASL, BAY, GA, GSTK, HRST, LA, MORG, NGR, SHOC, SUMM, WW

Northwestern: CBF, CCAC, CW, GOLD, LINS, MJST, NWGA, PSC, RRT, SEA, TRSC, ZBN

Greater Atlanta: ATAQ, BA, CPAC, DAQ, HLHK, FINS, LIFE, SA, SFS, SPAC, TWS

Central: ACE, CAD, DCS, DYNA, GDHF, HCTS, MAAC, RAYS, SFY, TARA, TCS, USAC, WOLF

Southern: BAR, BOOM, BT, CAST, GCAT, HURR, LCAC, OAC, PAC, SEGA, SMAC, SMAQ, SST, SWAG, TSA, TTW, VAST, VYST, WRA

8.0 Open Water Swimming

Open water swimming events, require thorough planning to provide the highest level of safety for athletes, coaches, meet personnel and officials involved in the meet.

- 8.1** Georgia Swimming, and all open water swimming events sponsored by Georgia Swimming, Inc., will follow the procedure set forth by USA Swimming for Open Water Swimming. Information about how to establish, sanction, and carry out an open water event can be found at [USA Swimming's Open Water Meet Information and Guidelines](#).
- 8.2** Before the LSC Sanction Chair is permitted to issue a sanction for an open water swimming event, approval of the meet plan must be obtained from USA Swimming. This application outlines the necessary elements of the meet plan. Completing the application does not automatically grant you approval. Failure to include all information requested in the application will automatically cause the application to be denied. The meet plan will be reviewed by a designated open water zone representative who will issue an approval or a denial within one week of receipt. If not approved, the reason(s) will be supplied so that the applicant can take the necessary remedial actions.

The following items must be submitted:

- Meet Plan Application for Sanction (per LSC)

- Application for Open Water Meet
- Meet announcement
- Water Quality Certification (website references are acceptable with URL)

Once approval has been acquired, the applicant may request a sanction from the LSC Sanction Chair per established local rules. The Independent Safety Monitor shall be selected by a designated representative within the LSC, independent of the Local Organizing Committee. The LSC Sanction Chair is required to submit the packet and the name of the Independent Safety Monitor to the designated open water zone representative for approval. Be certain to allow for the extra time this will take (approximately 1 week). Local sanction fees apply.

9.0 Georgia Scratch Rule

The Georgia Scratch Rule, used in all meets in Georgia where the meet format includes preliminary heats, consolation finals, and finals, is the same "Scratch Rule" as found in Section 207.12 Administrative Conduct of USA Swimming Championships, of the current USA Swimming Rules and Regulations. Certain Georgia LSC additions apply as outlined in Appendix B herein.

10.0 Meet Results

Results for meets sanctioned by Georgia Swimming must be posted on the Georgia Swimming website for a minimum of one year. Host clubs must send a link to their meet results to the Georgia Swimming Business Manager for posting. Results must be maintained for a year after the conclusion of the meet as part of the requirement for meet sanction. The Swims Database Coordinator will not upload any meet results unless a results link is provided.

APPENDIX A Georgia Swimming Meet Warmup Guidelines

- A. Pre-Meet Warm-Up Period
 - 1. Control and supervise are the key words for safe warm-ups.
 - 2. Marshals must be actively supervising the warm-up to ensure that proper procedures are followed.
- B. Warm-Up Procedures and Guidelines
 - 1. No racing starts or diving allowed until lanes have been designated for such by the referee or designee.
 - 2. Important points for specific warm-up period
 - i. No racing starts or diving in lanes other than those designated for such. The host club is encouraged to post signs on the starting blocks not designated for racing starts or diving to remind swimmers that the lane is closed for diving.
 - ii. Racing starts or diving shall be conducted from the start end.
 - iii. Coaches should supervise and be in control of their athletes at the start end of the pool when conducting racing starts or diving.
 - iv. Swimmers should be reminded by coaches that breaststrokes need more time than do freestyle or butterfly swimmers.
 - v. Backstrokes should be reminded of the danger of leaving simultaneously with someone on the block. No athletes should be allowed on the starting block until the backstroke has executed her or his start.
- C. Additional Considerations
 - 1. The marshal / announcer should announce lane changes and/or warm-up changes as per the general and specific period information following.
 - 2. Coaches should maintain as much contact with their swimmers as possible, verbal and visual, throughout the warm-up period.
 - 3. Coaches are to be reminded that the responsibility for supervision of their swimmer(s) is the same at the meet as when on deck at practice.
 - 4. Marshals have the authority through the Meet Referee or Meet Director over warm-up. A swimmer and/or coach may be removed from the deck for interfering with this authority.

5. Written notice regarding warm-up procedures should be posted at the meet or in the meet announcement.
6. The competition pool should be cleared from warm-up 10 minutes prior to the start of the session.

These are guidelines. Discretion and common sense must be used when establishing procedures. The procedures must fit the type of meet and circumstances – the number of swimmers, lanes available, and time available.

- D. General Warm-Up Period (as outlined in the table following)
 1. The first 20-45 minutes are for general warm-up in all lanes (circle swim).
 2. No racing starts or diving off the blocks or ledge of the pool at this time.
 3. No sprinting or pace work; circle swimming only.
- E. Specific Warm-Up Period (as outlined in the table following)
 1. Designated during the last 20-45 minutes of pre-meet warm-up period or as directed by the Meet Referee or designee.
 2. When sprint lanes are opened, an additional marshal should be assigned to supervise the starting blocks.
 3. For 10-lane pools, the lane schedule is as follows:

	Total length of warm-up period	
	60 Minutes or More	45 Minutes
Lanes 1-10, No racing starts or diving. General warm-up swimming, circle swimming only	0-30	0-15
Lanes 2 & 9, Racing starts only. Sprints, one-way only. Lanes 1 & 10, No racing starts or diving. Push-off, Pace 50s. Lanes 3 – 8, No racing starts or diving. General warm-up	30-45	15-30

swimming, circle swimming only.		
Lanes 2, 3, 8, 9 Racing starts only. Sprints, one-way only. Lanes 1 & 10, No racing starts or diving. Push-off, Pace 50s. Lanes 4 – 7, No racing starts or diving. General warm-up swimming, circle swimming only.	45-60	30-45

Note: If two pools are available, only general warm-up (circle swimming) is allowed in the second pool.

4. For eight (8) lane pools, the lane schedule is as follows:

	Total length of warm-up period	
	60 Minutes or More	45 Minutes
Lanes 1-8, No racing starts or diving. General warm-up swimming, circle swimming only	0-30	0-15
Lanes 2 & 7, Racing starts only. Sprints, one-way only. Lanes 1 & 8, No racing starts or diving. Push-off, Pace 50s. Lanes 3 – 6, No racing starts or diving. General warm-up swimming, circle swimming only.	30-45	15-30

<p>Lanes 2, 3, 6, 7 Racing starts only. Sprints, one-way only.</p> <p>Lanes 1 & 8, No racing starts or diving. Push-off, Pace 50s.</p> <p>Lanes 4 – 5, No racing starts or diving. General warm-up swimming, circle swimming only.</p>	<p>45-60</p>	<p>30-45</p>
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Note: If two pools are available, only general warm-up (circle swimming) is allowed in the second pool.

5. For seven (7) lane pools, the lane schedule is as follows:

	Total length of warm-up period	
	60 Minutes or More	45 Minutes
<p>Lanes 1-7, No racing starts or diving. General warm-up swimming, circle swimming only</p>	<p>0-30</p>	<p>0-15</p>
<p>Lanes 2 & 6, Racing starts only. Sprints, one-way only.</p> <p>Lanes 1 & 7, No racing starts or diving. Push-off, Pace 50s.</p> <p>Lanes 3 – 5, No racing starts or diving. General warm-up swimming, circle swimming only.</p>	<p>30-45</p>	<p>15-30</p>
<p>Lanes 2, 3, 6 Racing starts only. Sprints, one-way only.</p>	<p>45-60</p>	<p>30-45</p>

<p>Lanes 1 & 7, No racing starts of diving. Push-off, Pace 50s.</p>		
<p>Lanes 4 – 5, No racing starts or diving. General warm-up swimming, circle swimming only.</p>		

Note: If two pools are available, only general warm-up (circle swimming) is allowed in the second pool.

6. For six (6) lane pools, the lane schedule is as follows:

	Total length of warm-up period	
	60 Minutes or More	45 Minutes
<p>Lanes 1-6, No racing starts or diving. General warm-up swimming, circle swimming only</p>	0-30	0-15
<p>Lanes 2 & 5, Racing starts only. Sprints, one-way only.</p> <p>Lanes 1 & 6, No racing starts or diving. Push-off, Pace 50s.</p> <p>Lanes 3 & 4, No racing starts or diving. General warm-up swimming, circle swimming only.</p>	30-45	15-30
<p>Lanes 2, 4, 5 Racing starts only. Sprints, one-way only.</p> <p>Lanes 1 & 6, No racing starts of diving. Push-off, Pace 50s.</p>	45-60	30-45

Lane 3, No racing starts or diving. General warm-up swimming, circle swimming only.		
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Note: If two pools are available, only general warm-up (circle swimming) is allowed in the second pool.

F. Specific Team – Lane Assignment Warm-Up (Optional)

Where meet conditions warrant, host clubs may choose a specific team / lane assignment warm-up format. Each participating team will be assigned a specific lane for the entire warm-up period. Should this warm-up option be selected, a coach or marshal shall be assigned to each lane, at the start-end of the pool for the entire warm-up period.

	Total length of warm-up period	
	45 Minutes or More	30 – 45 Minutes
All Lanes, No racing starts or diving. General warm-up swimming, circle swimming only	0-30 or 45	0-20 or 25
All Lanes, Racing starts only. Sprints, one-way only, exit pool at opposite end.	30 or 45 To 45 or 60	20 or 25 To 30 or 45

Note: If two pools are available, only general warm-up (circle swimming) is allowed in the second pool.

Appendix B**GEORGIA SWIMMING INC. SCRATCH RULE**

The Scratch Rule to be used in all Georgia LSC sanctioned meets where the meet format includes preliminary heats, consolation finals and finals, is the "Scratch Rule" as found under "Administrative Conduct of USA Swimming Championships", subsection "Scratch Procedures", subsections "Scratching from finals" and "Exceptions for failure to compete", of the current "USA Swimming Rules and Regulations". An excerpt is provided below.

Scratching from finals:

- (1) Any swimmer qualifying for a C, B, or A (bonus and consolation final or) final race in an individual event who fails to compete in said final shall be barred from further competition for the remainder of the meet, except as noted in paragraph E. A declared false start under 101.1.3F or deliberate delay of meet under 101.1.5 is not permitted and will be regarded as a failure to compete.
- (2) In the event of withdrawal or barring of a swimmer from competition the Referee shall fill the C, B, or A (bonus and consolation final or) final, when possible, with the next qualified swimmer(s). First and second alternates shall be announced along with the final qualifiers. These alternates shall not be penalized if unavailable to compete in the finals.
- (3) Where C and B (bonus and consolation) finals have not been swum and a barring or withdrawal is known to the Referee, the Referee shall reseed the C, B, or A (bonus final, consolation final and the) final, if necessary, to insert the alternate(s) in the appropriate lane(s), filling all lanes in the final.
- (4) If the C or B (bonus and consolation) final has already been contested, the (championship) final shall be swum without reseeding for the empty lane(s).

Exceptions for failure to compete:

No penalty shall apply for failure to withdraw or compete in an individual event if:

- (1) The Referee is notified in the event of illness or injury and accepts the proof thereof.
- (2) A swimmer qualifying for a C, B or A (bonus or consolation final or) final race based upon the results of the preliminaries notifies the Referee within thirty (30) minutes after announcement of the qualifiers for that race that they may not intend to compete and further declares their final intentions within thirty (30) minutes following their last individual preliminary event.
- (3) It is determined by the Referee that failure to compete is caused by circumstances beyond the control of the swimmer."

Unless otherwise stated in the final sanctioned Meet Information: the following Georgia LSC additions listed below apply to all timed final meets as well as all preliminary/finals meets.

- (1) Swimmers that qualify for **any** final heats as announced in the meet information will also be subject to these rules.
- (2) In all deck seeded events ^(a), a swimmer who has been checked in either personally or by a team coach, has been seeded and then fails to compete in said event, shall be barred from his or her next individual event, except as noted in “Exceptions for failure to compete” above. This rule only applies to timed-final events where the meet management has placed limits on the number of heats to be contested or the number of individual entries to be accepted for a particular deck-seeded event as specifically stated in the meet announcement.
- (3) There is no scratch rule governing relays and there is no penalty regarding relay scratches.
- (4) Qualifiers for all finals heats are those as identified on the originally posted results of the preliminary heats. Any qualifier who has moved up into this group as a result of the posting of corrected preliminary results after original results have been posted shall not be subject to penalty.
- (5) The meet official designated to receive initial intentions not to compete and final intentions shall be announced at the beginning of each session. It is suggested that this official be the Clerk of Course.
- (6) On the final day of “**LSC Championship**” competitions, any swimmer who qualifies for an event in finals (before scratches), has not scratched from the event, and then fails to compete will be assessed a \$50 fine. This fine must be paid by the swimmers’ club before the next LSC Championship meet in which the club intends to compete or the club will be barred from competition. Said fines from Senior State will go into the Senior Travel Fund. Said fines from Age Group State will go toward the Zone Team expenses.
- (7) A “Positive check-in procedure” shall be used for all deck seeded events. A swimmer’s intent to swim a race shall be denoted by the **swimmer’s or swimmer’s coach’s** initials entered next to the swimmers’ names on the official entry sheet posted at the Clerk of Course. Failure to check in shall be considered to indicate that the swimmer **will not compete**.
- (8) In cases where changes to the USAS rules cause conflict with the Georgia LSC additions, USAS rules shall take precedence.

- (a) Interpretation: The change clarifies the intent of the rule. If there are no limits placed on the number of swimmers in the deck seeded event – then there is no penalty for a no-show in that event; given that no swimmer was impacted by the no-show and everyone that wanted to swim got to swim. If a limit is placed on a deck seeded event (e.g. the fastest 30 swimmers), then a no-show could cause the exclusion of the 31st fastest swimmer from competing and would result in a penalty against the no-show swimmer.

Revised: September 12, 2015

APPENDIX C GASI Legislation Change Form

Directions:

For any proposed change to the *GASI Bylaws* or *Policies and Procedures Manual*, complete this form and submit by email to the Governance Committee Chair. Please note the following:

- If the proposal is to change an existing section, attach a red-line version of how the proposal would change the existing section.
- If the proposal is to add a new section, attach a draft of the proposed new language.
- Note:
 - Amendments to the Bylaws require 20 days' notice and passage by a 2/3 majority within the House of Delegates.
 - Changes to the *Policies and Procedures Manual* require 10 days' notice and passage by a simple majority of the House of Delegates (or if there is a demonstratable and pressing need, the Board of Directors; all changes made by the Board must be published to the LSC within 10 days of passage and ratified by a simple majority within the House of Delegates at the next LSC meeting).
 - More information on the legislative process can be found in Section 5 of the *Policies and Procedures Manual*.

Date submitted:

Proposed By: Name:

Email:

Which governing document is to be amended or revised?

Does this proposal amend an existing provision? If yes, which provision?

If not an amendment, in which section or article do you propose the new language be added:

Purpose of proposal:

APPENDIX D LIST OF DEADLINES FOR NOTICE AND REPORTING

Deadlines for Notice

- To publish proposed changes to the *GASI Bylaws*
 - 20 days prior to the House of Delegates meeting
- To publish proposed changes to *The Policies and Procedures Manual*
 - 10 days prior to the House of Delegates meeting (normal process) or Board of Directors meeting (expedited process)
- To bring a proposal rejected by the Board of Directors before the House of Delegates
 - 10 days prior to the House of Delegates meeting
- To publish a budget for Georgia Swimming
 - 10 days prior to the House of Delegates meeting
- To publish an agenda for the House of Delegates or Board of Directors meetings
 - 5 days prior to the meeting

Deadlines for Reporting

- Changes to the Bylaws
 - 20 days after to the House of Delegates meeting
- Changes to Policies and Procedures
 - 20 days after the House of Delegates meeting (normal process)
 - 10 days after the Board of Directors meeting (expedited process)
- Minutes of the House of Delegates
 - 20 days after to the House of Delegates meeting
- Minutes of the Board of Directors
 - 10 Days after the Board of Directors Meeting

Other Key Deadlines

- Reporting results of the year-end audit
 - Next House of Delegates Meeting after results are received
- Reporting USA Swimming Registration and Meet Sanction income
 - August 1st
- Providing a budget information for Zone Travel, Zone Select Camp, and Board Member travel to USA-S Convention
 - August 1st
- Posting Application forms for Pool Zones
 - April 1st

- Posting Application forms for Open Water Zones
 - September 1st