



## **POLICIES AND PROCEDURES**

Maryland Swimming (MDSI) operates under its Bylaws, Policies and Procedures and the USA Swimming Rules and Regulations.

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## **Article 1 FINANCIAL & FIDUCIARY**

### 1.1.0 Business records management policy

The MDSI Treasurer shall: Authority By-Laws

Invoices: Ensure that invoices are paid timely, that receipts are deposited within a timely time frame.

Bank Statements: Reconcile bank statements monthly and correct any discrepancies.

Investments: Manage MDSI investments to achieve a reasonable rate of return without undue risk.

Financial Records: Keep a set of books that accurately presents the status of MDSI financial position and actual expenditures to budget.

Reports: Present current financial information to the Board of Directors at its meetings.

Budget: Prepare a budget for the upcoming fiscal year for the Annual House of Delegates meeting.

Tax Returns: Ensure that tax return and any other tax or financial required filings are submitted timely.

National: Send USA Swimming the required financial and tax information as they require.

### 1.2.0 Document Destruction

MDSI Financial documents are to be maintained by the Treasurer, or by the Chair of the Finance Committee, for a period of 7 years. The Treasurer is responsible for destruction of any and all financial documents, upon approval of the Executive Board.

### 1.3.0 Financial policies and controls

Authority – By-Laws. The Treasurer shall be the principal receiving and disbursing officer of MDSI. Except as otherwise directed by the Board of Directors, the Administrative Assistant shall receive all moneys, incomes, fees and other receipts of MDSI and the Treasurer shall pay all bills, salaries, expenses and other disbursements approved by the LSC Administrative Assistant, the Board of Directors or the House of Delegates, or required to be paid pursuant to Section 8.3. When authorized by the Board of Directors, income and expenses may be received and paid by a division, officer, or committee or coordinator, provided that the division, officer or committee or coordinator promptly submits to the

Treasurer an itemized report, duly attested by the division, officer, or committee chair or coordinator and either within the approved budget of such division, officer, or committee or coordinator, or authorized by the Board of Directors or the House of Delegates. The Treasurer shall be a member of the Finance Committee but may not be its chair. The Treasurer shall issue a quarterly report listing the current budget variances by line item, all receipts, all expenditures and the current fund and account balances for the preceding quarter and for the fiscal year to date, together with such other items the General Chair or the Board of Directors may direct

### 1.4.0 Contracts

Authority – By-Laws. The General Chair and Administrative Vice-chair each may sign and execute in the name of MDSI; deeds, mortgages, bonds, contracts, agreements or other instruments duly authorized by the Board of Directors or the MDSI Policies and Procedures.

Additional signing authority may be provided by standing resolutions of the Board of Directors or House of Delegates.

### 1.5.0 Financial policies, including audits and reviews

#### 1.5.1 Financial and Federal Tax Reports:

Authority- By-Laws The Secretary shall forward to USA Swimming national headquarters a copy of the annual closing Balance Sheet and Statement of Income and Expense for the preceding fiscal year following the completion of the annual audit

#### 1.5.2 Annual Audit:

Authority – By-Laws. An annual audit, or Financial Review, of the accounts, books and records of MDSI shall be completed no later than the end of the third month following the end of its fiscal year.

The audit, or review, shall be conducted by an independent auditor or by the Audit Committee.

The members of the Audit Committee shall be the Finance Vice Chair, who shall serve as chair, the Administrative Vice Chair and one other member not the Treasurer

If the Audit is done by the Audit Committee, a report shall be presented to the Board of Directors, containing the signatures of all members of the Audit Committee, stating that the financial records and reports of MDSI have been reviewed and present the financial condition of MDSI. If the audit is performed by an independent auditor, the report shall be in accord generally accepted auditing practices

#### 1.6.0 Budget Process

Authority-By-Laws. The Members of the Budget Committee shall be the General Chair, the Finance Vice Chair, who shall serve as Chair, the Treasurer, the Administrative Vice Chair, the operations/Development Vice Chair, the Senior Athlete Representative, the Age Group Vice Chair and the Senior Vice Chair.

The Budget Committee is authorized and obligated to annually consult with the officers, committee chairs and coordinators and prepare and present a proposed budget for consideration and approval by the Board of Directors and the House of Delegates. The proposed budget may contain alternatives.

#### 1.7.0 Investment Policies

Authority – By-Laws. The members of the Finance Committee shall be the General Chair, the Finance Vice Chair who shall serve as chair, the Administrative Vice Chair and the Treasurer.

The Finance Committee is authorized and obligated to develop, establish where so authorized or recommend to the Board of Directors and supervise the execution of policy regarding the investment of MDSI's working capital, funded reserves and endowment funds, within the guidelines, if any, established by the Board of Directors or the House of Delegates

#### 1.8.0 Bad Debit Policy

After multiple attempts to contact a Customer, Maryland Swimming shall consider an uncollected receivable more than 180 days past due as a Bad Debt. The amount shall be written off as uncollectible with approval from the Finance Vice Chair and Treasurer.

The Bad Debt will be communicated to the Board of Directors, Finance Committee and accountants. The Bad Debt will be noted on the financial reports.

The Customer Invoice will remain open and if paid after it has been identified as a Bad Debt, the collected receivable will be noted on the financial reports.

### **Article 2 MEMBERSHIP**

#### 2.1 Registration and Membership

USA Swimming Registration shall be required annually for MDSI Member Clubs & Organizations, athletes, and non-athletes per Article 2 of the USA Swimming Bylaws. USA Swimming shall determine registration requirements and certifications for members in good standing.

MDSI Registration shall be required annually for MDSI Member Clubs.

Registration shall be valid for a calendar year. The registration process shall open September 1 of the prior year.

The MDSI Registrar shall provide registration training to member clubs prior to September 1 each year. The MDSI Registrar shall provide registration assistance throughout the year for LSC member clubs and organizations, athletes and non-athletes.

##### **2.1.1 Club Registration**

MDSI Member Clubs shall register annually with USA Swimming and MDSI.

MDSI Member Clubs shall appoint a Club Registration Coordinator to handle all club registration matters and to work with the MDSI Registrar.

Club Registration Coordinators shall attend the training provided by the MDSI Registrar when they are new to the position or the annual registration process has changed.

#### 2.1.2 Athlete Registration

All MDSI Club athletes and unattached athletes that reside in the LSC's territory shall be registered with USA Swimming and be in good standing to participate in a USA Swimming practice or sanctioned meet. MDSI does not process deck registrations under any circumstances.

Confirmation of USA Swimming registered athletes shall be processed prior to every MDSI sanctioned meet by the MDSI Registrar. It shall be the responsibility of a meet host club and the athlete's club to prevent an unregistered athlete or athlete not in good standing from participating in an MDSI sanctioned meet. The meet host club and the athlete's club may be fined for each event the athlete swims at the meet.

MDSI Athletes shall register for one of the following membership types:

- (1) Premium (year-round) - full priced membership with no restrictions
- (2) Premium (year-round) Outreach - reduced price membership with no restrictions. Proof of qualification shall be required by documentation of one of the following; Food Stamps, Lunch/Breakfast Program, Federal Poverty Guidelines, Fuel Assistance or Medical Assistance Programs.
- (3) Flex - reduced price membership for 12 & U athletes only. Athletes with a Flex Membership may compete in no more than 2 sanctioned meets below LSC Champs per registration year.
- (4) Individual Season - reduced price membership valid for 150 days from date of registration. Athletes with an Individual Membership may only compete in meets below LSC Champs.

#### 2.1.3 Non-Athlete Registration

Employees of MDSI and member clubs who interact directly and frequently with athletes as a regular part of their duties and individuals with any ownership interest in a member club or serving on the board of directors of a member club must be non-athlete members of USA Swimming. This shall not apply to volunteers such as timers, safety marshals, computer operators, etc. who have limited contact with athletes during a meet and who are not banned by USA Swimming.

Anyone who coaches swimmers at a USA Swimming practice or competition, must be a Coach or Junior Coach member of USA Swimming in good standing. Junior Coach members must always be under visual supervision of a Coach member at a USA Swimming practice or competition.

Athletes who coach or officiate must be registered as both an Athlete and Non-Athlete member.

Non-Athlete members shall be responsible for keeping all requirements and certifications up to date. Members with expired requirements and certifications shall not be permitted on the deck at USA Swimming practices or competitions. There shall be no exceptions without direct communication with the MDSI Registrar.

Non-Athletes with temporary or permanent disabilities who need assistance to complete requirements or certifications shall contact the MDSI Registrar for instructions.

Non-Athletes not affiliated with an MDSI Member Club shall register with the LSC territory based on residence.

#### 2.1.4 Membership Transfer

Athletes and Non-Athletes may transfer to or between MDSI Member Clubs per guidelines provided by the MDSI Registrar.

Athletes transferring from one club to another must wait the number of days as specified by USA Swimming from their date of representation of the previous club, before the athlete can represent the new club.

#### 2.1.5 Registration Fees

Registration fees shall consist of a National Club Fee established by USA Swimming and local fees established by MDSI.

Registration Invoices shall be sent by the MDSI Administrative Director for the LSC portion of the registration fee to the designated representative of each member club. Payment shall be due to MDSI within 30 days of the invoice date.

Late fees established by MDSI may be assessed for member clubs with balance due over 30 days. A grievance may be filed by the MDSI Administrative Director to the MDSI Board of Directors for member clubs with balances due over 60 days to transfer all athletes and non-athletes from the club to unattached until such time as the outstanding balance is paid.

### **Article 3 COMPETITIVE PROGRAM**

#### 3.1 Meet Sanction

Per USA Swimming expectations, all meet hosted by teams registered with MD Swimming Inc. (MSI) must comply with the MDSI meet sanctioning process. Additionally, the meet must comply with the Rules & Regulations and safety regulations of the LSC and facility in which the meet is held.

Regardless of which LSC's geographical boundaries a meet is held in, MSI teams are responsible for paying all fees associated with acquiring and operating under a MSI sanction.

For meets held outside the geographical boundaries of MSI, MSI registered teams are also responsible for all fees required by the LSC where the meet was sanctioned and held.

MDSI teams may request an exemption from the MSI fees.

#### 3.2 Competitive Guidelines for 10 & Under and 11 & Older Athletes

At a non-championship meet, every effort shall be made to ensure that all swimmers aged 10 and under are provided an opportunity to swim in their registered events.

This may be achieved by allowing the swimmer to: swim the event in a different lane of their scheduled event, swim the event in a different event of the same distance and stroke, swim the event in a different event of the same distance but different stroke, or allowing the swimmer to swim the event in a different event of a different stroke.

Where the swimmer swims the event is at the discretion of the meet referee, or the deck referee if designated to do so, and the swimmer's coach. The administrative team and officiating team shall be notified of the change for recording purposes.

Swimmers 11 years and older may be afforded the same opportunities at the discretion of the meet referee.

#### 3.3 Meet Announcement & Event Files

Meet Announcements shall be submitted to the MDSI Technical Planning Committee on or before July 15th for all SCY meets, and on or before December 1st for all LCM meets. A fine is incurred for late or incomplete Meet Announcements.

Meet Event Files shall be submitted to the MDSI office 90 days prior to the first day of the meet. A fine is incurred for late Meet Event Files.

By September 1st, all Meet Announcements for SCY meets shall be published on the MDSI website and 60 days prior to a meet, the Meet Announcement shall be published on the host team's website.

By January 1st, all Meet Announcements for LCM meets shall be published on the MDSI website and 60 days prior to a meet, the Meet Announcement shall be published on the host team's website.

In the event the annual House of Delegates meeting takes place later than June 1st, all SCY Meet Announcements shall be due no later than September 1st and shall be published no later September 30th. Meet

Entry files SCY meets beginning prior to January 1st shall be submitted to the MDSI Office no later than September 1st. All remaining SCY Meet Entry files shall be submitted as scheduled.

### 3.4 Meet Contested Outside the Geographical Boundaries of the LSC

If a team hosts a meet at a facility outside of the geographical boundaries of MSI without compliance of MDSI meet sanctioning process they shall be fined \$100 plus a penalty of an additional 10% on all monies owed to MSI.

### 3.5 Undersubscribed Meet Management

If a team hosting an open LSC meet turns away entries from an MDSI team attempting to enter the meet the host team may not enter their own swimmers who do not meet the qualifying standards. Host teams will be fined \$100 per event that the unqualified swimmer competed in.

### 3.6 Changes to LSC Competition Schedule

Once the annual Competition Schedule has been approved by the House of Delegates it is posted on the Maryland Swimming website. Any changes to the approved schedule must go through Technical Planning and Meet Operations and is noted on the Meet Schedule page on the Maryland Swimming website, as well as communicated to the Head Coaches in the LSC.

### 3.7 Multiple Violations of the Same Meet-Related Legislation

First Offense: Email detailing the offense and penalty.

Second Offense: Email detailing the offense, penalty, and counseling by Technical Planning and Meet Operations to include possible shadowing of subsequent meets for compliance.

Third and all Subsequent Offenses: Email detailing the offense and penalty, and referral to the MDSI Board of Directors for removal of Meet Host status.

### 3.8 Block Party Meet Times

Times achieved at a USA Swimming Block Party Meet are not eligible for entry in the Speedo Maryland Short Course Senior Championship, Speedo Maryland Short Course 14 & Under Championship, or Speedo Maryland Long Course Championship meets.

## **Article 4 LSC EQUIPMENT**

Authority – By-Laws. The Finance Committee (General Chair, Finance Vice-Chair, Administrative Vice Chair and the Treasurer) shall regularly review MDSI's equipment needs (both operational and office) and the various methods available to finance the acquisition of any needed equipment, or major repairs. The equipment Coordinator should make a determination of the best financing method for MDSI and make a recommendation to the Budget Committee and the Board of Directors.

## **Article 5 BOARD**

### 5.1.0 Mission and Vision

#### 5.1.1 MISSION

Competitive Swimming develops skills for life-long success, Maryland Swimming provides opportunities to participate and to reach your full potential.

#### 5.1.2 VISION

Swimming the sport of choice for Maryland

#### 5.1.3 [www.mdswim.org](http://www.mdswim.org)

This website is designed to inform, educate, and communicate with the members of Maryland Swimming and members of the greater community interested in promoting, developing, or learning about competitive swimming.

### 5.2.0 Organizational structure

#### 5.2.1 Officers

All officers must be members of USA Swimming, and be in good standing.

Every Group Member in good standing has 3 votes, by credentialed representatives (see Bylaws 4.4.1 ) in the election. MDSI members of the Board of Directors also have a vote. One person may not have 2 votes.

Every 2 years in odd numbered years, elections are held at the MDSI Annual House of Delegates meeting, for the following positions on the MDSI Board of Directors: h

- General Chair

- Administrative Vice Chair

- Finance Vice Chair

- Secretary

- Treasurer

- Program Operations Chair

- Program Development Chair

#### 5.2.2 Other Directors

All Directors must be members of USA Swimming, and be in good standing.

Every Group Member in good standing has 3 votes, by credentialed representatives (see Bylaws 4.4.1) in the election. MDSI members of the Board of Directors also have a vote. One person may not have 2 votes.

Every 2 years in even numbered years, elections are held at the MDSI Annual House of Delegates meeting, for the following positions:

- Safe Sport Chair

- Inclusion Chair

- Technical Planning Coordinator

- Coach Representative

- Officials Chair

- At Large Non-Athlete Representatives (2)

- Meet Operations Chair

- Open Water Coordinator

#### 5.2.3 Non-Voting Members

All members must be members of USA Swimming, and be in good standing.

Every Group Member in good standing has 3 votes, by credentialed representatives (see Bylaws 4.4.1) in the election. MDSI members of the Board of Directors also have a vote. One person may not have 2 votes.

Every 2 years in even numbered years, elections are held at the MDSI Annual House of Delegates meeting, for the following positions:

- Awards Coordinator

- Hall of Fame Coordinator

- Operational Risk Coordinator

- Disability Coordinator

## Club Development Coordinator

### 5.2.4 Administrative Review Board

All members must be members of USA Swimming, and be in good standing.

Every Group Member in good standing has 3 votes, by credentialed representatives (see Bylaws 4.4.1) in the election. MDSI members of the Board of Directors also have a vote. One person may not have 2 votes.

Every 2 years in even numbered years, elections are held at the MDSI Annual House of Delegates meeting for the members of the Administrative Review Board (ARB). The members of the ARB shall internally elect their own chair.

### 5.2.5 Governance Committee

All members must be members of USA Swimming, and be in good standing.

Every Group Member in good standing has 3 votes, by credentialed representatives (see Bylaws 4.4.1) in the election. MDSI members of the Board of Directors also have a vote. One person may not have 2 votes.

The Governance Committee is elected by the MDSI House of Delegates at the annual meeting, five members in even numbered years, and four members in odd numbered years. The members of the Governance Committee shall internally elect their own chair.

### 5.2.6 Athlete Representatives

All members must meet the requirements and be elected at the time and place set forth in Bylaws 6.2.1.

Every year the Athletes' Committee (as set forth in Bylaws 7.4.1) elects an Athlete Representative who shall serve the first year of their term as the Junior Athlete Representative and the second year of their term as the Senior Athlete Representative. Additionally, the Athletes' Committee shall annually elect two At Large Athlete Representatives. These four Athlete Representatives serve equally as those elected by the MDSI House of Delegates.

### 5.2.7 Independent Contractors

Selected through a process approved by the Board of Directors.

Administrative Director

Equipment Coordinator

## 5.3.0 Board Procedures and Position Descriptions

### 4.3.1 Duties and Powers

As per the Bylaws, the Board of Directors shall act for MDSI and the House of Delegates during the intervals between meetings of the House of Delegates.

### 5.3.2 Position Descriptions

#### 5.3.2.1 Position Title: General Chair

Elected by House of Delegates

Term: 2 yearsTerm Limits: 2 consecutive terms

Voice and vote

Duties and Powers:

- oversee and have general charge of the management, business, operations, affairs and property of MDSI and general supervision over its officers and agents



- set goals and objectives for MDSI based on its mission statement, absent specific direction from the House of Delegates
- call meetings when and where deemed necessary
- set the tone for the conduct of MDSI business.
- preside at all Board of Directors, House of Delegates, and Executive Committee meetings
- appoint committee chairs and members for standing and special committees or coordinators as may be necessary to permit MDSI to effectively, efficiently and economically conduct its affairs (with the advice and consent of the Board of Directors)
- report to the Board of Directors all matters related to MDSI
- set the agenda for Board and HOD meetings
- ensure that the major functions of MDSI are being conducted properly and timely approve selected delegates to USA Swimming's annual meetings
- attend Eastern Zone Meetings and any other meetings requiring the General Chair attend the spring MDSI scheduling meeting
- resolve issues that arise, either individually or through delegation to others

#### 5.3.2.2 Position Title: Administrative Vice-Chair

Elected by House of Delegates

Term: 2 years

Term Limits: 2 consecutive terms

Voice and vote

Duties and Powers:

- conduct meetings in the absence of the General Chair
- at the request of the General Chair or in the event of the disability of the General Chair, perform all of the duties of the General Chair, and when so acting have all of the powers of the General Chair
- chair, and have general charge of the business, affairs and property of the division that administers MDSI business and affairs
- aid in the development of policy and the coordination of the activities of the officers and committees within the division internally and with other divisions, committees and coordinators
- assist Board of Review in inquiries regarding LSC Rules/Regulations, Bylaws and related operational documents
- oversee delivery of required documentation to National Board of Review
- oversee the final selection of delegates to the USA Swimming annual convention administer the MDSI Annual Athlete Scholarship program
- oversee and report on Administrative Division activities as requested

#### 5.3.2.3 Position Title: Finance Vice-Chair

Elected by House of Delegates

Term: 2 years

Term Limits: 2 consecutive terms

Duties and Powers:

- sign and execute in the name of MDSI financials
- manage annual audit; prepare annual budget, and oversee all financial workings establish, execute and make recommendations towards policies regarding investments and audits made by MDSI
- manage MDSI investments to achieve a reasonable rate of return without undue risk regularly review MDSI's equipment needs and methods available to finance the acquisition of any needed equipment & make recommendations of financing method conduct a review or audit of the financial books for MDSI; an independent auditor may be used for this action
- consult with officers and committee chairs to prepare and present a proposed budget the MDSI BOD
- complete and submit any state or local reports
- perform duties outlined in Policies and Procedures as it relates to the committee chair positions
- oversee and report on Finance Division activities as requested

5.3.2.4 Position Title: Secretary

Elected by House of Delegates

Term: 2 years

Term Limit: Unlimited

Voice and Vote

Duties and Powers:

- keep and maintains record of all meetings of the House of Delegates and Board of Directors, official correspondence, and any other records of MDSI
- conducts official correspondence
- send documents required by Article 8 of the MDSI bylaws
- ensure all MDSI documents are notarized when necessary
- send, prior to scheduled BOD meetings, previous minutes, agendas, and appropriate documents to all BOD members
- sends reminders to all board members of any upcoming meetings/events
- ensure quorum is met at BOD meetings
- assist in the registration of all House of Delegate members and issuance of voting credentials

5.3.2.5 Position Title: Treasurer

Elected by House of Delegates

Term: 2 years

Term Limit: Unlimited

Voice and vote

Duties and Powers:

- act as principal receiving and disbursing officer of MDSI

- receive all moneys, incomes, fees and other receipts of MDSI
- pay all bills, salaries, expenses and other disbursements
- prepare a budget for the upcoming fiscal year for the House of Delegates meeting issue a quarterly report listing the current budget variances by line item, all receipts, all expenditures and the current fund and account balances for the preceding quarter and for the fiscal year to date
- segregate and account for any endowment funds, scholarship or award funds and any similar special purpose funds or accounts
- keep correct books of account and other financial records of all its affairs and transactions and such duplicate books of account as the Board of Directors, or the Treasurer shall determine
- upon request, show BOD members books of accounts and financial records upon request, show any member of MDSI or USA Swimming quarterly financial reports and the annual audited financial
- have the power to require from the officers, committee chairs, coordinators, staff or agents of MDSI reports or statements giving such information as the Treasurer may determine to be appropriate or helpful with respect to any and all financial
- transactions of MDSI
- ensure the annual audit of accounts of MDSI are performed
- ensure the preparation and timely filing of all required federal, state, and local tax returns, and other financial and tax reports with the applicable government official forward a copy of the annual financial statement and audit report and any federal tax return to the Secretary
- perform the other entire duties incidental to the corporate treasury function reconcile bank statements monthly and correct any discrepancies
- cause the moneys, securities and other financial instruments of MDSI to be deposited in the name and to the credit of MDSI in designated institutions or to be otherwise invested as the Board of Directors may direct

#### 5.3.2.6 Position Title: Program Operations Vice-chair

Elected by House of Delegates

Term: 2 years

Term Limits: 2 consecutive terms

Voice and vote

Duties and Powers:

- have general charge of the affairs and property of the senior swimming program of MDSI
- serve as a liaison to the Athlete Representatives and the Athletes' Committee ensure that the elections of Athlete Representatives are held in accordance with the Bylaws
- oversee and report on Program Operations Division activities as requested 16

#### 5.3.2.7 Position Title: Program Development Vice-chair

Elected by House of Delegates

Term: 2 years

Term Limits: 2 consecutive terms

Voice and vote

Duties and Powers:

- work with the Technical Planning Chair to ensure meet schedules provide adequate and appropriate opportunities for age-group swimmers at all levels
- serve as liaison for developing programs and/or committees within their division oversee and report on Program Development Division activities as requested serve as liaison to USA Swimming's Age Group Planning National Committee coordinate entries and logistics for the long course zone meet

#### 5.3.2.8 Position Title: Coach Representative

Elected by House of Delegates

Term: 2 years

Term Limits: 2 consecutive terms

Voice and vote

Duties and Powers:

- serve as a liaison between the coach members of MDSI and both the Board of Directors and House of Delegates
- organize, schedule, and run annual Coaches' meeting to proceed HOD
- certify Meet Directors
- oversee the collection of nominations and voting for annual Tim Pierce Excellence in Coaching Award, Coach of the Year Awards, and Senior and Age Group Coaches' Awards
- solicit feedback or concerns from coach members during the year and report comments to the Board
- represent coaches' views, issues, and concerns for the LSC
- oversee distribution of relevant LSC information to the LSC coach members including meet schedule revisions, BOD inquiries, registration procedures
- research and distribute coach training information to coaches on age group swimmer development

#### 5.3.2.9 Position Title: Safe Sport Chair

Elected by House of Delegates

Term: 2 years

Term Limits: 2 consecutive terms

Voice and vote

Duties and Powers:

- provide Safe Sport related awareness and education for all MDSI athletes, parents, coaches, volunteers, and staff
- implement pertinent aspects of the national Safe Sport Program within MDSI be trained regarding the complaint reporting structure and refer all reports of a violation of the Athlete Protection policies directly to the local Group Member, the General Chair, the USA Swimming Safe Sport staff, and/or other appropriate authority attend Eastern Zone Meetings and any other meetings requiring the Safe Sport Chair

#### 5.3.2.10 Position Title: At-Large Non-Athlete Board Members (2)

Elected by House of Delegates

Term: 2 years

Term Limits: 2 consecutive terms

Voice and vote

Duties and Powers:

- offer opinions on issues that are brought up to the BOD to aid in the conduct of MDSI business as needed through helping with committees and/or working on projects have duties and powers deemed necessary by the General Chair, BOD, and House of Delegates

#### 5.3.2.11 Position Title: Inclusion Chair

Elected by House of Delegates

Term: 2 years

Term Limits: 2 consecutive terms

Voice and vote

Duties and Powers:

- develop and implement recruiting policies for MDSI and Group Members to follow to foster an atmosphere conducive to attracting kids from marginalized social/economic conditions into the sport
- research and develop opportunities for MDSI marginalized athletes to compete as an LSC team
- serve as a voice for MDSI's marginalized populations
- to identify, promote, and encourage swimmers with a disability to participate in USA Swimming
- report on the numbers as available and accomplishments of swimmer with disabilities seek venue for MDSI swimmers with disabilities to compete in MDSI, as well as regionally and nationally
- attend Eastern Zone Meetings and any other meetings requiring the Inclusion Chair

#### 5.3.2.12 Position Title: Technical Planning Coordinator

Elected by House of Delegates

Term: 2 years

Term Limits: 2 consecutive terms

Voice and Vote

Duties and Powers:

- develop the meet schedule and present it to the BOD for review and approval develop and coordinate the conduct of all swimming programs for all levels of swimming in MDSI including the awarding of meet sponsorships to Group Members develop long-range plans for swimming programs
- develop, update, and maintain LSC Meet Procedures
- hold a coaches' schedule meeting to discuss the following year's schedule

#### 5.3.2.13 Position Title: Meet Operations Chair

Elected by House of Delegates

Term: 2 years

Term Limits: 2 consecutive terms

Voice and vote

Must be a Certified Meet Director

Duties and Powers:

- assist in the training and certification of meet entry coordinators and meet directors  
oversee all vendor applications and facility requirements
- plan championship meets
- oversee projects as related to swim meets

#### 5.3.2.14 Position Title: Open Water Coordinator

Elected by House of Delegates

Term: 2 years

Term Limits: 2 consecutive terms

Voice and vote

Duties and Powers:

- promote open water and distance swimming within MDSI
- work with MDSI Group Members to host open water meets conducted within MDSI, and promote the attendance of MDSI swimmers to these meets and out-of-MDSI open water meets as appropriate
- monitor USA and Eastern Zone websites for updated information on open water events and inform LSC of upcoming events
- track meet info and results of distance and open water meets
- stay abreast of USA Swimming and FINA rule changes for domestic and international competitions
- attend Eastern Zone Meetings and any other meetings requiring the Open Water Coordinator
- coordinate Open Water Swimmer of the Year award
- promote attendance at camps within the LSC, Region, and Zone
- work with MDSI Group Members to host camps to build, promote, and achieve in line with the USA Swimming culture

#### 5.3.2.15 Position Title: Officials Chair

Elected by House of Delegates

Term: 2 years

Term Limits: 2 consecutive terms

Voice and vote

- Must have current LSC Referee certification and minimum 2 years as MDSI Referee  
Duties and Powers:
- manage the program to ensure apprentice candidates for all levels of officials receive the appropriate training, evaluation, and certification testing via online or manual methods

- provide information or ideas to Group Members to enhance official candidate recruitment efforts
- schedule and/or host officials training clinics periodically throughout the swim season to provide the opportunity for all officials to enter the apprenticeship program,
- recertify annually, or plan for advancement opportunities
- provide all the necessary training materials to support the conduct of the clinics request rule clarifications and distribute rule interpretations as provided by the Rules and Regulations Committee
- determine invitees and arrange for LSC level officials to attend the annual official's clinics sponsored by USA Swimming
- develop policy or recommend MDSI rules changes as they pertain to officials or meet conduct
- perform meet observations upon request to ensure timing adjudication and stroke rules conform to the USA Swimming Rules and regulations
- make recommendations to national office for officials who request to work national championship level meets
- coordinate local official's evaluations for starter and referee positions to determine when apprentice is ready for the written examinations
- perform the duties of the Meet Referee at the Maryland Swimming Championship Meet (MSCM) and coordinate officials for LSC-sponsored championship meets
- attend Eastern Zone Meetings and any other meetings requiring the Officials Chair

#### 5.3.2.16 Position Title: Athlete Representatives

Elected by Athletes' Committee

Term: 2 years

Term Limits: 2 consecutive terms

Voice and vote

Duties and Powers:

- serve as the liaison between the athlete members of MDSI and both the Board of Directors and House of Delegates
- through communications with the Club Athlete Representatives:
  - make the athletes aware of MDSI issues
  - gather opinions on these issues
  - bring to the attention of the BOD or HOD any major issues that the athletes may have
- oversee election of athlete representatives for upcoming year(s)
- oversee and report on Athletes Division activities as requested
- collaborate with Admin Vice-Chair to administer the MDSI Annual Athlete Scholarship Program

#### 5.3.2.17 Position Title: At-Large Athlete Board Members (2)

Elected by Athletes' Committee

Term: 1 year

Term Limits: 2 consecutive terms

Voice and vote

Duties and Powers:

- offer opinions on issues that are brought up to the BOD to aid in the conduct of MDSI business as needed through helping with committees and/or working on projects have duties and powers deemed necessary by the General Chair, Athlete Representatives, BOD, and House of Delegates

#### 5.2.3.18 Position Title: Operational Risk Chair

Elected by House of Delegates

Term: 2 years

Term Limits: Unlimited

Voice, no vote

Duties and Powers:

- be responsible for coordinating safety enhancement and training opportunities as needed and for the dissemination of USA Swimming safety education information to all Group Members, athletes, coaches, and officials of MDSI
- develop safety education programs and policy for MDSI and make recommendations regarding those programs and policies and their implementation to the application division Vice Chair and the Board of Directors
- be responsible for the coordination of their implementation by the Club Members develop, update and maintain LSC Operational Risk Guidelines and Warm-up Procedures
- develop, update and maintain LSC Operational Risk Guidelines and Warm-up Procedures
- provide reports of injuries with the LSC at each LSC Board and HOD meeting arrange and/or conduct water safety training opportunities as needed in the LSC serve as liaison to USA Swimming Operational Risk Committee and responsible for obtaining answers to all safety related questions or concerns within the LSC

#### 5.3.2.19 Position Title: Hall of Fame Committee Chair

Elected by House of Delegates

Term: 2 years

Term Limits: Unlimited

Voice, no vote

Duties and Powers:

- gather nominations for MDSI's Hall of Fame, and select Hall of Fame inductees from such nominations
- plan and run the Hall of Fame ceremonies

#### 5.3.2.20 Position Title: Club Development Coordinator

Elected by House of Delegates

Term: 2 years

Term Limits: Unlimited



Voice, no vote

Duties and Powers:

- develop programs, initiatives, and incentives to promote the growth of MDSI Group Members
- identify and refer resources available to help MDSI Group Members meet the needs of their swimmers, coaches and parents
- assist potential new clubs in becoming registered MDSI Group Members
- educate new and existing MDSI Group Members in resources available to build their clubs
- administer Club Mentoring Program

#### 5.3.2.21 Position Title: Awards Committee Chair

Elected by House of Delegates

Term: 2 years

Term Limits: Unlimited

Voice, no vote

Duties and Powers:

- coordinate with the appropriate committees the awards presented to swimmers and coaches
- procure awards and other items as requested
- administer awards or promotion programs as determined by the Board of Directors develop other meaningful awards programs, which would help promote swimming within MDSI, retain swimmers, and/or recognize the achievements of swimmers

### 5.4.0 BOD/HOD Meeting Schedule

#### 5.4.1 House of Delegates Annual and Regular Meetings

Authority – By-Laws. The annual meeting of the House of Delegates of MDSI shall be held in the month of April of each year. Regular meetings of the House of Delegates shall be in accordance with a schedule adopted by the House of Delegates or the Board of Directors.

Special Meetings: - the Board of Directors or the General Chair may call special meetings of the House of Delegates. Should the Board of Directors or the General Chair fail to call the annual or scheduled regular meetings or should a special meeting be appropriate or helpful, a petition signed by at least five (5) members of the House of Delegates may call a meeting of the House of Delegates.

Meeting location and Time: All meetings of the House of Delegates shall take place at a site within the Territory. The House of Delegates or the Board of Directors shall determine the location and time of all meetings of the House of Delegates.

Incentives: Maryland Swimming offers incentives in the form of covering the cost of the venue for all attendees, media needs of the meeting groups, light snacks, providing catered lunch for attendees, and LSC Swag/Mementos. Another incentive for attending the HOD is that each team has a voice and can vote their wishes at HOD. The Athletes hold their annual meeting prior to HOD and bring their information to the HOD in the form of their report and their officers. The Coaches hold an annual meeting prior to the HOD to develop the meet schedule and address any issues they need presented at the HOD.

#### 5.4.2 Board of Directors Meetings Monthly and Regular Meetings

Authority – By-Laws .Maryland Swimming Board Meetings are held the second Tuesday of every month except for the months of September, March, July and August when there are no scheduled meetings.

Anyone who is a registered member of MDSI is welcome to attend. Meetings will generally alternate between Full Board Meetings and Executive Board Meetings.

It is the decision of the presiding General Chair if guests have a voice in the scheduled Board Meeting proceedings.

Meetings where sensitive items are on the agenda may be closed to all but the Executive Board (see section 4.2.1).

The Board Meeting Schedule is posted with dates, times and location on the Maryland Swimming website, at the beginning of each year.

Location is to be within the MDSI boundaries and must be publicized before all meetings.

#### 5.4.3 Open Meeting policy

Any person who is a member of MDSI may attend any Board of Directors Meeting. 22

It is the decision of the presiding General Chair if guests have a voice in the scheduled Board Meeting proceedings.

Meetings where sensitive items are on the agenda may be closed to all but the Executive Board.

Only registered members of US Swimming/ Maryland Swimming may attend the annual House of Delegates Meeting.

#### 5.5.0 Conflict of Interest Policy

Those who choose to serve Maryland Swimming in a volunteer or paid capacity, do so without personal gain and are held to a high standard of conduct. It is important to avoid any real or perceived conflict of interest and to behave in such a way that the organization's trust and public confidence are enhanced.

Standard of behavior at Maryland Swimming:

- Disclosure of the nature and extent of an actual or potential conflict of interest in the evaluation of matters where there may be a personal benefit or gain or that of family, significant other, employer, business, or close associates. This does not include awarding of swim meets to member clubs of board members.
- Non-participation, including voice and vote, in the decision making process of above matters.
- Commitment to honor the confidentiality and sensitivity of organizational information.
- Good faith effort to conduct the business of Maryland Swimming in observance of both the spirit and letter of applicable federal and state laws.
- Exhibit honesty, loyalty, candor and professional competence in relationships with Maryland Swimming and each other.
- Appropriate use of Maryland Swimming equipment, opportunities, authority and influence for the benefit of Maryland Swimming only.
- Fiduciary responsibility with expenses incurred in the furtherance of Maryland Swimming that are reasonable, necessary and substantiated.
- Personal receipt of or distribution of gifts, gratuities, entertainment, or other favors for the obligation or benefit of Maryland Swimming, except with full approval of the Board of Directors. This does not include items of nominal value exchanged in the normal course of business.

Any Board Member perceived to have intentionally violated the above standards may be subject to removal from office per MDSI Bylaws.

## 5.6 Convention Delegates and Procedures

### USAS Convention

Authority – By-Laws. Each year MDSI sends representatives from the MDSI family of Board Members, Coaches, Athletes and Officials to the USA Swimming National Convention, which is held in September. Clinics, seminars, education classes and training classes are offered and the MDSI delegates vote on the National USA Swimming budget and its Rules and Regulations as well as election of its officers. Each of the 52 USA Swimming LSC (Local Swim Committees) gets 5 votes per LSC. MDSI funds the travel expenses for all of its delegates, provided they attend the required and expected meetings.

Any MDSI registered Coach, Board member, Official or Athlete may apply to attend. Applications are taken at the Annual House of Delegates Meeting. Decision of the selected attendees, as approved by the Administrative Vice Chair and the General Chair, is final.

### Eastern Zone Participation

Authority – By-Laws. MDSI is one of 12 member LSCs making up the Eastern Zone of United States Swimming. The Eastern Zone is the oldest Zone in USA Swimming. Each spring, MDSI sends up to 3 representatives to the semi-annual Eastern Zone meeting to vote on its budget, Zone Meets, Sectional Meets and election of officers. The other semi-annual meeting takes place at the USA Swimming Convention where MDSI members attend and take part in the Eastern Zone business meetings. Each LSC gets 3 votes per LSC. MDSI funds the travel expenses for its representatives, who are chosen by the General Chair.

## 5.7.0 Crisis Management Plan

This policy shall be implemented when any incident requires communication with the public on behalf of Maryland Swimming. Only the individuals listed in this policy and acting within the scope and procedure below, are authorized to make any statements. All other individuals shall refer the media to the General Chair.

Crisis Communication Team:

General Chair

Sr. Legal Counsel

USA Swimming

Back Ups:

Administrative Vice Chair

Legal Counsel

Process:

General Chair gathers and confirms all the information from relevant sources

Determine what happened, when and where

Determine who is affected

Identify Cause

Determine reaction to incident and possible repercussions

Determine when there will be more information/update

Convene Crisis Communication Team or notify by phone

Team Determines appropriate response to crisis and develops plan and timetable Determine what needs to be done and when needs to be done

Determine what to say, who will say it, to whom it will be said, when it will be said and by what means it will be said

Determine whether to take a proactive or a reactive approach

Spokesperson makes any necessary statements to the news media, membership or others as appropriate.

Stakeholders to be notified:

Board of Directors – by email or phone

Clubs – by email, phone or MDSI website

Coaches –by email, phone or MDSI website

MDSI Membership – use MDSI website

Media/Public – contact local newspaper and television networks

#### 5.8.0 SWIMS Access and Responsibilities

The MDSI Administrator Director shall have access to the USA Swimming database known as SWIMS.

The MDSI Administrative Director shall have the following responsibilities related to SWIMS:

- Entering and maintaining LSC information such as Membership Offerings, Staff Roles, and Board of Directors
- Entering updated requirements for Non-Athlete Members
- Processing and approving Athlete & Non-Athlete Member Transfers
- Processing Meet Recon files and providing instructions to Meet Hosts on how to resolve errors
- Processing Meet Results and resolving any upload errors

The MDSI Administrative Director shall have responsibility to train and navigate MDSI Clubs and Members through the use of SWIMS.

#### 5.9.0 Code of Conduct/Honor Code

USA Swimming HONOR CODE

As a member of the team representing Maryland Swimming at the \_\_\_\_\_ Meet.

I understand and will comply with the following guidelines as set forth by Maryland Swimming and USA Swimming

1. The possession or use of alcohol, tobacco products or controlled substances by any athlete or staff member is prohibited throughout the duration of the trip (until the team has officially disbanded).
2. Curfews established by the staff will be adhered to each day of the competition. 25
3. Team members and staff will attend all team functions including meetings, practices, exhibitions, press conferences, competitions, etc., unless otherwise excused or instructed by the head coach.
4. To ensure the propriety of the athletes and to protect the staff, there will be no male athletes in female athlete's rooms, and no female athletes in male athlete's rooms, unless chaperoned by a parent, legal guardian or engaged in a team activity under the supervision of a team coach or team staff member. This does not apply to family members sharing a room.
5. Team members and staff will refrain from any illegal or inappropriate behavior that would detract from a positive image of Maryland Swimming or be detrimental to its performance objectives.
6. Team members will display proper respect and sportsmanship toward coaches, officials, administrators, fellow competitors and the public.

IMPLEMENTATION

- a. Signature of this document constitutes unconditional agreement to comply with the Honor Code of the Maryland Swimming Team.
- b. An evaluation system will be established to determine if team and staff members have followed all aspects of the policy.
- c. Failure to comply with the Honor Code as set forth in this document for the Team representing Maryland Swimming may result in disciplinary action. Such discipline may include, but may not be limited to:
  1. Dismissal from the team and immediate return home;
  2. Disqualification from one or more events, or all events of competition;
  3. Disqualification from future Maryland Swimming Travel Teams;
  4. Financial penalties. Any appeal following any disciplinary action shall be in accordance with Part Four of USA Swimming Rules and Regulations.

Name: \_\_\_\_\_

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

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

## **Article 6 VOLUNTEERS and COACHES**

### **6.1.0 Awards and Recognition for Volunteers**

#### **6.1.1 Maryland Swimming Hall of Fame**

Maryland Swimming inducts former athletes, coaches, officials and volunteers into their Hall of Fame as determined by the Hall of Fame Committee. Induction is celebrated with a ceremony and dinner or lunch, a Hall of Fame Bowl and recognition on the [www.mdswim.org](http://www.mdswim.org) website under Hall of Fame. Nominations are accepted at any time by emailing [halloffame@mdswim.org](mailto:halloffame@mdswim.org)

#### **6.1.2 Recognition of Tenure for Coaches and Officials**

Maryland Swimming recognizes and rewards coaches for their years of service to US or FINA Swimming: 5 years, 10 years; 15 years; 20 years; 25 years; 30 years; 35 years and over.

Maryland Swimming recognizes and rewards Officials for their years of service to US or FINA Swimming: 5 years, 10 years. 15 years, 20 years, and 25 years and over.

Milestone recognition is to take place at the annual House of Delegates Meeting each year.

#### **6.1.3 Jim Pusateri Outstanding Official Award**

Named for Maryland Swimming's long time Official, former General Chair and member of the MD Swimming Hall of Fame. This award recognizes an individual who has had the greatest impact on Officiating in Maryland Swimming. Recipient to be selected by the Maryland Swimming Officials Committee.

#### **6.1.4 General Chair's Outstanding Volunteer Awards**

Presented to 1 or 2 individuals, who continuously exceed expectations while providing superior service to the athletes, coaches and other volunteer members of Maryland Swimming. Recipient to be selected by the Maryland Swimming Board of Directors, from nominations submitted by any registered member of Maryland Swimming

#### **6.1.5 Life Time USA Swimming Membership Award**

Maryland Swimming will present a Lifetime Membership to any MD Swimming member who has contributed exemplary service to the LSC over a period of 10 or more years. A coach or volunteer is

eligible. Nominations can be made by any MDSI member and selection and approval will be by the MDSI Board of Directors.

#### 6.1.6 Conoco Phillips Award

This award is provided by USA Swimming to annually honor a former volunteer who displayed a commitment to Maryland Swimming, its coaches and athletes, through their volunteer service to the LSC. Nominations are accepted by the General Chair and the Board of Directors selects the recipient.

#### 6.2.0 Awards and Recognition for Clubs and Coaches

Every year an age group coaching staff and senior coach are recognized as the MD Swimming coaches of the year. The Coaching Recognition – Annual Achievement Awards program would expand the recognition of coaching excellence within the Maryland Swimming LSC.

Awards would be given annually based on yearly accomplishments of the coach's swimmers. Coaches must be the coach of record, for swimmers who achieve the standards, from September 1 – August 31 of any given year.

Coaches who receive a Gold Achievement Award, Senior and/or Age group, for five consecutive years will be recognized as a Platinum Award Winner,

#### SENIOR COACHING ACHIEVEMENT AWARDS

##### SENIOR GOLD ACHIEVEMENT AWARD:

- One Olympic Trial Qualifier (ALL Ages)
- One USA Swimming Senior National Qualifier (All Ages)
- One USA Swimming National Age Group Record (13 & Over Swimmers) One USA Swimming Final Top 10 #1 - #5 Ranking (13 & Over Swimmers)

##### SENIOR SILVER ACHIEVEMENT AWARD:

- One USA Swimming Junior National Qualifier (All Ages)
- One Maryland LSC Area or Resident Record (13 & Over Swimmers)
- One USA Swimming Final Top 10 #6 - #10 Ranking (13 & Over Swimmers) Five Future Qualifiers (All Ages)

##### SENIOR BRONZE ACHIEVEMENT AWARD:

- One USA Swimming Futures Meet Qualifier (All Ages)
- Five Eastern Zone Summer Sectional Qualifiers (All Ages)
- Two Maryland LSC SCY or LCM Champs Individual Event Champions (See Note) NOTE: MD LSC SR SCY Champs (All Ages)
- MD LSC LCM Champs (Open and 15 & Over event swimmers)

#### AGE GROUP COACHING ACHIEVEMENT AWARDS

##### AGE GROUP GOLD ACHIEVEMENT AWARD:

- One USA Swimming National Age Group Record (12 & Under Swimmers) One USA Swimming Final Top 10 #1 - #5 Ranking (11 - 12 Swimmers)
- One MD LSC Area or Resident Record (9 – 12 Swimmers)
- Ten Swimmers with USA Swimming AAAA Times (All Ages)

##### AGE GROUP SILVER ACHIEVEMENT AWARD:

- One MD LSC Area or Resident Record (8 & U Swimmers)

- One USA Swimming Final Top 10 #6 - #10 Ranking (11 - 12 swimmers) Three (Swimmers) MD LSC SCY or LCM Champs Ind. Event Champs (14 & U) NOTE: SCY 14 & U Champs & MD LSC LCM Champs
- Five Swimmers with USA Swimming AAAA Times (All Ages)

#### AGE GROUP BRONZE ACHIEVEMENT AWARD:

- One MD LSC Top 10 #1 Ranking (All Ages)
- NOTE: Must be a USA Swimming AAAA Time.
- Must be a MD LSC SCY/LCM Championship Event.
- Two Swimmers with USA Swimming AAAA Times (All Ages)
- One MD LSC SCY or LCM Champs Individual Event Champion (see note) NOTE: SCY 14 & U Champs (14 & U swimmers)
- MD LSC LCM Champs (14 & under events)

#### Adaptive Coach of the Year Award:

- Recognize outstanding contributions made by a coach who has demonstrated exceptional commitment and success in coaching athletes with disabilities

#### Rising Star / Emerging Start Award:

- Honor an up-and-coming coach or individual who has shown great promise, innovation, and potential within their early coaching career or involvement in the sport.

### 6.3.0 Recognition for Athletes

#### 6.3.1 All Maryland Team

This is an honorary team that is based on TIMES recognition. Applications are posted on the [www.mdswim.org](http://www.mdswim.org) website every year, along with the current year's qualifying times.

#### 6.3.2 AAAA Bag Tags

This is a program which awards recognition swim bag tags to a swimmer when they achieve a AAAA time for the first time in an event, in an age group. Names should be submitted by a coach to the Awards Chair of MDSI. ([awards@mdswim.org](mailto:awards@mdswim.org)) .

#### 6.3.3 State Records

Maryland Swimming recognizes MDSI swimmers who achieve Area and Resident records. They are awarded a Certificate of Recognition and a Maryland Swimming Record Holder's pin. Records are TIMES based and are recorded by the Maryland Swimming TIMES chair. No application is needed

#### 6.3.4 Swimmers of the Year

This is a performance based award that is presented to the TOP Point scoring swimmer, by gender, age group and Short Course and Long Course seasons. Awards are based on State Records achieved, NAG Records achieved, Sectionals, Juniors, Nationals, Olympic Trials participation and placement; TOP 10 USA and MDSI TOP 5 achievements and placement in State Championship Meets. Duplicate Awards will be given if swimmers score the same number of points in their category. Points are maintained by the Age Group Chair and approved by the Coaches Committee. Awards are presented at the State Championship Meet each spring, for the previous year...

In order to be eligible for a Maryland LSC Swimmer of the Year Award, a swimmer must have been a Maryland Swimming Registered Swimmer no later than the previous October 1, of the year(s) being awarded. EXAMPLE: Must be registered by October 1, 2015 in order to be eligible for the 2015-2016 SC Swimmer of the Year and the 2016 LC Swimmer of the Year.

The following criteria is used in determining the swimmers of the year:

1. USA Swimming SCY Top 10 List.
2. USA Swimming LCM Top 10 List.
3. Maryland Swimming SCY Top 10 List.
4. Maryland Swimming LCM Top 10 List
5. Maryland Swimming - ALL Maryland Team List
6. Maryland Swimming Senior Championship Results
7. Maryland Swimming 14 & Under Championship Results
8. Maryland Swimming LC Championships Results
9. Any other data related to swimmer performance if needed to declare a recipient cannot be made with the above data.
10. Consideration is given to those swimmers that age up prior to the championship meet for a particular season. Swimmers who do age up but have significant performance data are considered which is usually resulting in multiple awards for an age group.

#### 6.3.5 MARYLAND TOP 10

This is a TIMES based program that automatically generates the TOP 10 Maryland swims per event; by Age group and Gender – per season. The NSI Times chair will post the results on the [www.mdswim.org](http://www.mdswim.org) website each time they are updated.

#### 6.3.6 Comeback Athlete of the Year

This award may be presented to a deserving athlete who has shown exceptional determination to continue swimming after a major setback in their lives or their swimming careers. The recipient serves as an inspiring role model. The recipient is selected by the Awards Committee from nominating letters e-mailed to [awards@mdswim.org](mailto:awards@mdswim.org). The award would be presented at the Spring State Championship Meet.

#### 6.3.7 Open Water Swimmer of the Year

This award may be presented to a swimmer who has helped advance the sport of Open Water Swimming through their accomplishments as an Open Water Swimmer.

#### 6.3.8 Scholastic All-American

This is an honorary qualifying achievement that is overseen by USA Swimming. Applications are posted annually on the [www.mdswim.org](http://www.mdswim.org) website. They are submitted to USA Swimming for consideration and the All Americans are chosen by USA Swimming. Qualifications are from in the classroom and from in the pool.

### 6.4.0 Officials Training, Certification and Decertification

#### 6.4.1 Maryland Swimming Officials

Get information from the Maryland Swimming web site [www.mdswim.org](http://www.mdswim.org) or other source regarding stroke and turn official's clinic dates, times and locations.

#### 6.4.2 Training and Certification of MDSI officials.

To uniformly train, mentor and educate potential MDSI Stroke and Turn Judges, Chief Judges, Starters and Referees the following outlines the steps and personnel required to facilitate the process. See APPENDIX I, "2012 MDSI Standards for Officials" for further information on the MDSI Training and Certification process.



In the absence of a previously determined Training Referee, the Officials Chair has established the following criteria for an MDSI LSC Official to be able to conduct a final MDSI LSC Certification.

#### 6.4.2.1 Stroke & Turn

For the purposes of reviewing and certifying that a Stroke and Turn Apprentice has met the minimum on deck requirements to be certified, any LSC level Referee certified for more than 1 year in the position, may provide final sign off.

#### 6.4.2.2 Chief Judge

For the purposes of reviewing and certifying that a Chief Judge Apprentice has met the minimum on deck requirements to be certified, any MDSI Chief Judge with 2 years as an N2 Chief Judge, or any MDSI Referee certified more than 2 years or any MDSI Referee certified for 1 year with at least 1 year as an N2 Chief Judge, may provide the final evaluation and sign off.

#### 6.4.2.3 Starter:

For the purposes of reviewing and certifying that a Starter Apprentice has met the minimum on deck requirements to be certified, any LSC level Referee certified for more than 2 years, or 1 year as an LSC Referee with at least 1 year as an N2 Certified Starter, may provide the final evaluation and sign off.

#### 6.4.2.4 Referee:

For the purposes of reviewing and certifying that a Referee Apprentice has met the minimum on deck requirements to be certified, any LSC level Referee certified for more than 3 years with current N2 certifications in both Deck and Administrative Referee positions may provide the final evaluation and sign off.

#### 6.4.3 Discipline and Decertification

Information on the Discipline and Decertification of MDSI Officials can be found in APPENDIX II, "MDSI Officials Discipline and Decertification".

### 6.5.0 Board of Review

The Maryland Swimming Board of Review is created by the MDSI By-laws. It exists for the express purpose of hearing complaints, protests and appeals regarding the administration and conduct (including acts and failures to act) of the sport of swimming within Maryland Swimming, conduct that may violate the USA Swimming Code of Conduct or otherwise violate the policies, procedures, rules and regulations adopted by USA Swimming or Maryland Swimming or conduct that may bring USA Swimming, Maryland Swimming or the sport of swimming into disrepute.

All requests for relief of a statutory fine should go to the MDSI Executive Committee and Local Board of Review for review and does not include judgment calls by an official of a meet, which can only be appealed to the meet referee.

In the event any person or organization seeks review by the Board of Review, the Maryland Swimming by-laws provide that the person or organization:

Shall submit to the Chair of the Board of Review (whose email address is listed on the MDSI Administration page of the [www.mdswim.org](http://www.mdswim.org) website.) a written statement setting forth a description of the action, inaction or conduct that is believed to have been improper or incorrect and the name of the person or group believed to have acted improperly, or the circumstances believed to require answers, explanation or clarification within 90 days of the occurrence. A filing fee of \$50 is required before the Board of Review proceeds with any matter. The Chair of the Board of Review will tell you where to mail the fee when they receive your request for an appeal.

## **Article 7 ATHLETE PROTECTION**

### 7.1.0 Website management and privacy policy

The Maryland Swimming Website [www.mdswim.org](http://www.mdswim.org), is COPPA compliant. Maryland Swimming

Websites that collect information from children under the age of thirteen are required to comply with Federal Trade Commission (FTC) Children's Online Privacy Protection Act (COPPA).

Websites for all MDSI clubs shall be COPPA compliant and show the COPPA symbol.

### 7.2.0 Anti-Recruiting Policy

Active recruiting - the solicitation of an athlete of one USA Swimming member club by another USA Swimming member club is contrary to the best interests of Maryland Swimming, Inc. and its athletes. USA Swimming clubs within Maryland Swimming, Inc. shall be prohibited from directly or indirectly soliciting or encouraging an athlete of another USA Swimming member club to leave his or her existing club to join the soliciting club. This anti-recruiting policy shall prohibit a USA Swimming member club employee or coach from directly contacting an athlete from another USA Swimming member club in Maryland Swimming, Inc., or the athlete's family, with the intent that the athlete joins the soliciting club. The intent of this anti-recruiting policy is to prevent organized and club-sanctioned efforts to persuade a member of a one USA Swimming member club to leave his or her member club to join the other club.

It is not the intent of this anti recruiting policy to prevent athletes or parents of athletes of one member club from initiating contact with coaches, officials or athletes of another club for the purpose of inquiring about joining the other member club. Once such contact is initiated, the restrictions of this anti-recruiting policy shall not apply to any contact with that athlete of another member club.

Nothing in this anti-recruiting policy shall prevent a USA Swimming member club from conducting any self-promotional activities such as advertising, team tryouts or camps for the purpose of recruiting athletes as there is no direct solicitation of athletes of another member club.

It is also not the intent of this policy to prevent athletes or parents of athletes from different clubs from discussing any aspect of their respective USA Swimming member clubs, or incidental contact, such as may occur at a competition when a coach, parent or athlete of one club offers to congratulate an athlete from another club. However, any such activities which have been shown to have been promoted, encouraged or facilitated by a USA Swimming member club officer, employee or coach with the intent of recruiting shall be in violation of this anti-recruiting policy and subject the member club and/or its coach to the sanctions of this anti-recruiting policy.

Violation of this anti-recruiting policy shall be reported to the Maryland Swimming, Inc. Board of Review, which upon receipt of the complaint shall conduct hearings under the by-laws of Maryland swimming, Inc.

Any USA Swimming club or USA Swimming coach found to have violated this anti recruiting policy will be suspended from Maryland Swimming, Inc. for up to 1 year for a first offense and for up to 2 years for a second or subsequent offense.

### 7.3.0 LSC Travel Policies

Any team, or individual, representing Maryland Swimming that is wholly or partially funded by Maryland Swimming must meet the following conditions:

Requests for funding must be pre-approved by the Board of Maryland Swimming;

Team or individual must be representing Maryland Swimming, not an individual club or team, or may not be competing as "Unattached." All swimmers must be currently registered with, and be active members of Maryland Swimming.

Any meet being attended by a team representing Maryland Swimming and receiving any funding from Maryland Swimming must be either USA sanctioned or USA approved. Observed meets do not qualify for USA Swimming insurance coverage.

Any team representing Maryland Swimming and receiving any funding from Maryland Swimming, must consist of Age Group Swimmers, 19 and Under.

Any team representing Maryland Swimming, and receiving funding from Maryland Swimming, must provide a list of athletes, coaches and chaperones to Maryland Swimming, 7 days prior to departure for the event. Alternates

are to be included where applicable. These lists are to be submitted to the LSC Registration Chair to verify registration, staff and chaperone certification. All official chaperones for teams representing Maryland Swimming and receiving and funding from Maryland Swimming, shall be members of Maryland Swimming and have completed and passed the USA Swimming Background Check and the Athlete Protection Training Course, within the last two years. Maryland Swimming will reimburse the Background Check fee to all non-coach official chaperones of funded Maryland Swimming teams.

All athletes, staff members (including coaches) and official chaperones, for teams representing Maryland Swimming and receiving any funding from Maryland Swimming, shall sign the "Maryland Swimming Honor Code" before departure to the

event;

All athletes, staff members (including coaches) and official chaperones, for teams representing Maryland Swimming and receiving any funding from Maryland Swimming, shall adhere to the "Maryland Swimming Honor Code";

Any team, representing Maryland Swimming, and receiving any funding from Maryland Swimming, shall ensure that all Transportation, Lodging and Meals is limited to listed athletes, coaches and chaperones;

#### 7.4.0 Safety – report of occurrence policy

The Member Services Department of USA Swimming offers an online version of the Report of Occurrence form. Submitting the form online will be a more efficient way of sending information to USA Swimming. The Report of Occurrence is submitted any time there is an accident or injury during such USA Swimming activities as Sanctioned or Approved swim meets, swimming practices, contracted Swim-a-Thons or approved social events. The online form does require that certain sections, indicated by an asterisk, must be completed before it can be submitted.

Upon submission of the completed Report of Occurrence, you will receive an automated email indicating that USA Swimming has received the form. You should save this email as MDSI requires that it be forwarded to the LSC Safety Chair for reporting purposes.

### **Article 8 LSC MONETARY AWARDS, FUNDING & REIMBURSEMENTS**

#### 8.1 Funding & Reimbursements

Any team or non-athlete individual receiving funding or requesting reimbursement from Maryland Swimming while representing the LSC, must request pre-approval by submitting the applicable form published on the LSC website or obtained through the LSC office.

Reimbursement may be requested for USA Swimming registration fees, required background checks, educational materials, class or clinic registration fees, airfare, car rental, parking and mileage for use of a personal vehicle as per requirements as defined in this article.

Reservations for airfare, car rental and lodging (room & tax only) for approved travel may be made through the Maryland Swimming designated Travel Agent or by the team/individual (if pre-approved). Reimbursement shall be no more than the best available rate provided by the Maryland Swimming designated Travel Agent.

Changes to travel arrangements that incur an additional expense such as; a change or additional collection fee, non-use of a non-refundable or non-transferable ticket, no matter the travel vendor or cause, the cost of the change, fee or unused ticket becomes the sole responsibility of the traveler and shall not be paid by Maryland Swimming.

Reimbursement of mileage for use of a personal vehicle shall be made at the Federal Government published rate and may not exceed the best available airfare rate provided by the Maryland Swimming designated Travel Agent.

All forms, receipts and documentation must be submitted to the MDSI Administrative Director no later than 30 days following the event. All other purchases requiring reimbursement shall be submitted no later than 30 days after purchase.

Maryland Swimming shall not provide reimbursement for individual athletes, professional athletes or athletes

receiving reimbursement from USA Swimming, prize money or any other source.

Funding or reimbursements as outlined in this article may be adjusted as needed based on budget constraints.

Duplicate reimbursement is strictly prohibited.

Payments sent by US Mail are valid for 90 days from the date of issue. Expired payments may be reissued once by US Mail. Payments that expire after a second issue by US Mail may only be reissued by Electronic Payment.

All final decisions regarding funding and reimbursement shall be determined solely by Maryland Swimming.

## 8.2 State Championship Meets

Maryland Swimming shall provide payment for or reimburse hotel expenses for the Maryland Swimming hosted Championship Meet volunteers listed below. All volunteers must be named on the final Championship Meet Notice.

Operational Meet Director

Administrative Meet Director

Meet Referees (maximum of 3)

Head Starter

National Official Evaluators

Meet Operational Risk Director (maximum of 2)

Meet Photographer

Meet Entry Coordinator

Meet Announcer

Awards Coordinator

Maryland Swimming shall reimburse mileage at the Federal Government published rate and/ or the vehicle/trailer rental costs to the MDSI Equipment Chair or specific designee for transportation of equipment to and from the Championship Meet.

Any other requests for funding or reimbursement for a Championship Meet must be approved by the Board of Directors.

Reimbursement requirements as listed in 8.1 shall apply.

## 8.3 Club Athlete Performance Grant

Maryland Swimming shall provide the Performance Award Programs listed below to support MDSI able bodied and disabled athletes in higher level swimming. The grants shall include coach support as noted.

Age Group - Placement at MDSI Championship Meets and participation in specific meets

Senior - Achievement of a specified time standard

Junior & Senior National Meets - Reimbursement of meet expenses

Trials - Reimbursement of meet expenses

Award criteria shall be determined by the Technical Planning Committee and Coaches Representative. The DEI and Inclusion Chairs shall be consulted for criteria for disabled athletes. The criteria shall be approved annually by the MDSI Board of Directors. The criteria and application process shall be published on the MDSI website.

Awards shall be paid directly to the club for the club's determined use. Clubs in receipt of a Performance Award must provide a year end report on how the grant was used to the MDSI Board of Directors.

The Finance Committee shall determine budget limits for each grant program. The amount given for each

program shall be prorated up to the budget limit.

For meet participation requirements, clubs shall provide receipts for each athlete and coach receiving an award. Clubs that do not provide receipts will receive a 1099 from the MDSI designated accounting firm.

Clubs shall be responsible for reporting all awards received on their tax documentation.

Reimbursement requirements as listed in 8.1 shall apply.

#### 8.4 LSC, Zone & National Camps

Travel expenses for swimmers participating in MDSI, Zone or Nationals Camps, if pre-approved by Maryland Swimming may be reimbursed by the LSC or USA Swimming. Reimbursement caps shall be determined at the time of approval.

A coach selected by MDSI or USA Swimming to participate in a camp may submit a request for reimbursement for expenses up to \$200. Eligible expenses include fees for registration, airfare, car rental, parking and mileage for use of a personal vehicle that has not been paid by the LSC or USA Swimming.

Reimbursement requirements as listed in 8.1 shall apply.

#### 8.5 Coach Education

Teams may request reimbursement for up to \$2000 annually for pre-approved expenses for a coach to participate in a clinic, course or purchase educational materials. Requests for approval shall be submitted and evaluated on a first come, first served basis. Once the budget limit has been reached, no reimbursements are made.

Eligible clinics, courses and materials shall be determined by the Coaches Representative and Finance Vice-Chair. Criteria for the Coach Education program shall be reviewed annually by the MDSI Board of Directors. The criteria and request process shall be published on the MDSI website.

Coaches shall be registered for 1 full year with the Maryland Swimming LSC to be eligible for reimbursement. Clubs may be responsible for returning the reimbursement to MDSI for coaches who leave MDSI 1 year after receiving reimbursement.

Reimbursement requirements as listed in 8.1 shall apply.

#### 8.6 MDSI Officers Annual Reimbursement

Officers of the Maryland Swimming (MDSI) Board of Directors may submit a reimbursement request for their Annual USA Swimming Registration Fee and Background Check fee upon payment. Payment receipt for a Background Check is required.

Failure to execute the specific responsibilities as outlined in the MDSI By-Laws and the USA Swimming By-Laws shall result in a denial of reimbursement.

Reimbursements shall not be applied to current or future registration fees.

Reimbursement requirements as listed in 8.1 shall apply.

#### 8.7 MDSI Board of Directors Annual Reimbursement

Members of the Board of Directors may submit a reimbursement request for their Annual USA Swimming Registration Fee between June 1 and August 1 of each season. If a member's club paid the Annual Registration Fee, the club may submit a reimbursement request.

The following criteria must be met for reimbursement:

- attended 75% of the MDSI Board Meetings,

- attended the annual House of Delegates, and

- fulfilled their responsibilities as listed in the USA Swimming and MDSI Bylaws/policies

Reimbursements shall not be applied to current or future registration fees.

Reimbursement requirements as listed in 8.1 shall apply.

#### 8.8 Officials Annual Reimbursement

Individual USA Swimming Officials registered with MDSI or Clubs who paid for the USA Swimming Officials registration fees may request reimbursement for the immediate past year's fees.

Reimbursable expenses shall include the annual registration fee and background check fee.

The Officials Committee shall determine the criteria for reimbursement which shall be published on the MDSI Website.

Reimbursements shall not be applied to current or future registration fees.

Reimbursement requirements as listed in 8.1 shall apply.

#### 8.9 National Evaluator

The process for selection and approval of a National Evaluator shall be determined by the Officials Committee.

National Evaluators shall be reimbursed for transportation and lodging and approved meals.

The host club shall be responsible for submitting the applicable forms for travel arrangements and reimbursement for the National Evaluator.

Reimbursement requirements as listed in 8.1 shall apply.

#### 8.10 Outreach Meet Fee Reimbursement

An Outreach Athlete's club shall pay all meet entry fees and request reimbursement for the athlete's participation in an MDSI sanctioned meet no later than 30 days following the meet.

Individual Entry Fees, Relay Entry Fees and all Surcharges for the Outreach Athlete are eligible for reimbursement. A "No Show" is not eligible for reimbursement.

The reimbursement request form and all requirements shall be posted on the MDSI Website.

Reimbursement requirements as listed in 8.1 shall apply.

#### 8.11 Discretionary Reimbursement Fund

Maryland Swimming shall include a Discretionary Reimbursement amount in the annual budget as determined by the Finance Committee.

Reimbursement shall be made to a club for an athlete who does not qualify under any current reimbursement plan needing meet and other travel assistance.

To be eligible athletes shall be a current member of USA Swimming and MDSI in good standing.

### **Article 9 MISCELLANEOUS**

#### 9.1.0 Geographic regions or districts within the LSC

Authority By-Laws - The name of the corporation shall be Maryland Swimming, Inc. (MDSI)

The geographic territory of MDSI is the State of Maryland (except the counties of Montgomery and Prince George's).

MDSI shall have jurisdiction over the sport of swimming as delegated to it as a Local Swim Committee (LSC) by USA Swimming.

MDSI shall discharge faithfully its duties and obligations as a Local Swim Committee of USA Swimming in accordance with the MDSI By-Laws, the USA Swimming Rules & Regulations and all applicable policies and procedures.

#### 9.1.1 Vendor Bidding Policy

Maryland Swimming shall accept bids from three (3) swimming apparel vendors for State Championship Meets. The vendor shall apply six (6) months in advance of Championship Meets. An email to the Awards Chairperson shall suffice to secure one of the three bidding slots on a first come – first serve basis.

Vendor shall include in their bid, the type of swimwear (goggles, suits, towels, caps, etc..) they would provide at the meet, the number of workers they would provide to staff the vendor area, a price list of their company's items, their ability to design and distribute Championship specific apparel, and the percentage of sales they would provide to Maryland Swimming.

Selection of the vendor shall be completed by Maryland Swimming Awards Chairperson and the Vice General Chair of Maryland Swimming. The Awards Chairperson shall communicate the decision to the three vendors within 30 days of the receipt of the bids.

## **APPENDIX A**

### **MINIMUM STANDARDS FOR MDSI OFFICIALS**

R9 legislation from USA Swimming is the minimum standard for Officials in MDSI.

The Officials Committee creates supplemental tracks for officials that would like to move up to the National Deck. These supplemental tracks will prepare those officials for the National Deck (N2 and N3 certification).

## **APPENDIX B**

### **OFFICIALS DISCIPLINE AND DECERTIFICATION POLICY AND PROCEDURE**

Under the bylaws of Maryland Swimming, Inc., the Officials' Chairperson and the Officials' Committee are authorized and obligated to recruit, train, test, certify, evaluate, retest, recertify and supervise officials for MDSI and perform such other activities as may be necessary or helpful in maintaining a roster of qualified, well trained and experienced officials of the highest caliber. This includes the authority to reprimand, suspend or decertify officials under several categories.

#### **CATEGORIES**

Three categories or classification of cause for action are Professional Qualifications, Professional Misconduct and Code of Conduct.

#### **PROFESSIONAL QUALIFICATIONS**

This category relates to matters involving deficiencies in the professional qualifications of the official. It relates to the technical aspects of officiating, such as, a gross lack of knowledge of the rules, improper application of the rules, etc.

#### **PRIMARY RESPONSIBILITY - LSC Officials' Chairperson**

It is the responsibility of all officials to observe and evaluate the officials who are working for and with them. All major or consistently observed deficiencies, for positions other than the meet referee, should be reported to the meet referee, who may address them at the time of the meet. If a major or consistently observed deficiency is observed on the meet referee, that deficiency should be reported to the LSC Officials' Chairperson. Should it become apparent that the official is deficient in the qualifications to serve in the position the official is certified for, then these deficiencies need to be reported to the LSC Officials' Chairperson.

The Chairperson has primary responsible for investigating the situation.

The Chairperson will gather all of the facts, personally, or may assign the role to another member of the Committee. It is important that all of the facts are discovered and documented to the extent possible.

When conducting the investigation, the following shall be determined concerning the official:

- knowledge of the rules,
- application of the rules,
- judgment on deck in applying the rules, and
- professionalism on the deck.

Once the facts are obtained, the Chairperson will schedule a meeting with the official and review the situation. The official will be given the facts as gathered by the Chairperson, or his/her designee, have an opportunity to state his or her side of the matter and to make a request for additional training or guidance. If the Chairperson believes it is in the best interest of the official, it is appropriate to bring in other members of the Officials' Committee or some third person who is a friend of the official to assist in the meeting. In the latter situation, the friend should be an official since professional qualifications are being addressed. Should the Chairperson believe it is inappropriate for him or her to meet with the official or address the issue; the Chairperson may assign the matter to another member of the Committee.

The Chairperson has the following powers:

- leave the official in his or her current position but establish a retraining program to correct any deficiencies. The program proposed should include observation over a series of sessions and retesting. In this situation, the Chairperson may decide to withhold any future assignments at the certified position until the official completes the program and is signed off by a training official designated by the Chairperson.
- reassign the official to a lower position, where the official is qualified (i.e., referee to starter or stroke and turn judge). The Chairperson should present the official with a program to be performed within a given time frame, enabling the official the opportunity to regain his or her position. The program will include retraining, observation over a series of sessions and retesting.
- if the Chairperson is confronted with the situation where it is apparent the official does not comprehend and understand the rules and, in the opinion of the Chairperson, the official will not be able correct the situation, then the Chairperson has the power to recommend to the Officials' Committee that the official be decertified as an official.

#### SECONDARY RESPONSIBILITY – LSC Officials Committee

The Officials' Committee will make the final decision on decertification. This step will include a hearing with the official, where the official has full opportunity to make his or her position before the Committee. (See HEARINGS below.)

A decision to decertify the official will only be made as a last resort and on the recommendation of the LSC Officials' Chairperson. If there is no recommendation from the Chairperson then there will be no decertification.

#### PROFESSIONAL MISCONDUCT



This category relates to matters involving misconduct in the performance of the official's professional duties that do not rise to the level of acts specifically covered by the Code of Conduct (Article 304.3 of the Rules and Regulations of USA Swimming).

#### DUTIES – LSC Officials' Chairperson

A complaint alleging misconduct on the part of an official needs to be in writing, within 90 days of the occurrence, and filed with the LSC Officials' Chairperson. The complaint must set out the facts and the misconduct alleged. It is the duty of the Chairperson to conduct an investigation of the allegation and develop all of the facts. The Chairperson, or his/her designee, may conduct this investigation but should have no prior knowledge of the situation or the official's involvement.

#### PRIMARY RESPONSIBILITY – LSC Officials Committee

Once the investigation is completed, the entire file should be delivered to the Officials Committee. The Committee will then schedule a hearing. (See HEARINGS below.)

The Officials' Committee has the following powers if a finding that the allegations are true against the official:

- issue a verbal warning. The warning must be accompanied by conditions to be met to correct the problem and the possible consequences if they are not met. Even though it is a verbal warning, it should be documented in the notes of the Committee accompanying the hearing,
- o issue a written reprimand. The reprimand must be accompanied by the conditions to be met and possible consequences if they are not,
- reassign and establish a retraining program. The decision must be documented in the notes of the hearing,
- suspend the official. The suspension should be accompanied by conditions the official must complete during the suspension period, and
- permanently decertify the official. This should be for the most serious offenses and should be ordered only after all other remedial measures have been exhausted.

The investigating official will not participate in the deliberations of the hearing. The Chairperson is the "prosecutor" in this role and will not sit as part of the jury. However, if the penalty to be considered is decertification, then the Committee should consider this penalty only if the Officials' Chairperson has recommended it to the Committee.

#### CODE OF CONDUCT

This category involves all acts that fall under Article 304.3.1 through .15 of the Rules and Regulations of USA Swimming.

The Chairperson must determine whether the matter falls within the jurisdiction of the National Board of Review or the LSC Board of Review. All complaints received by the LSC Officials' Chairperson should be delivered to the Executive Director of USA Swimming in Colorado Springs if it is within the jurisdiction of the National Board of Review or the LSC General Chairperson if it is within the jurisdiction of the LSC.

All complaints would then be processed under the established procedures of the LSC and USA Swimming.

#### HEARINGS

Official Committee hearings will be scheduled, and notice provided, as soon as practical following the conclusion of any preliminary investigation made by or on behalf of the Committee, but no later than 30

days after the receipt of a written complaint or upon notice from the Chairperson that decertification of an official is recommended.

Emergency hearings may be called when compliance with the normal procedures would not produce a sufficiently early decision.

Hearing notices will be sent to all related parties, in written form (including electronic correspondence) and should be sent no less than 30 days before the hearing. The notice should include a detailed statement of the charges against the official, the circumstances believed to require answers or explanation, a copy of the written protest (if applicable), a description of the type of hearing to be held, the date, time and location of the hearing, a request that all answers to the charges be delivered at least 10 days prior to the hearing and the right to appeal to the LSC Board of Review should the decision be rendered against the official.

Extensions of time may be made at the discretion of the Chairperson or Officials' Committee for good cause.

The conduct of the hearing need not be formal but the proceedings will be documented. The official should be given full opportunity to present his or her side of the issue.

Decisions will be rendered by a majority of all the Committee members who may participate via electronic communication. The final decision of the Committee will be provided to the official in written form.

The official shall have the right to appeal any decision imposing penalties on the official, including suspension or decertification, to the LSC Board of Review and the opportunity to appeal will be made known to the official. All other decisions rest within the jurisdiction of the Committee.

#### GENERAL

This program is intended to place the professional matters within the jurisdiction of the professionals, the peers of the official. However, if there are decisions made in this process, the official may have the right of appeal pursuant to the Rules and Regulations of USA Swimming and the Bylaws of the LSC.

If the complaint involves more than one category, the category with the highest process should be used.

MDSI Policies and Procedures

Last Approved by BOD 1/27/2025