

HoD April 19, 2015  
Proposed Amendments to Rules & Procedures



**Values:** Excellence, Integrity, Education and Inclusion.

**Mission:** Michigan Swimming inspires excellence through education and develops integrity in a fun, inclusive environment.

**Vision:** Pure Swimming. Made in Michigan.

**THE FOLLOWING MINUTES ARE PROVIDED FOR INFORMATIONAL PURPOSES ONLY AND ARE SUBJECT TO REVISION AND APPROVAL AT THE NEXT REGULARLY SCHEDULED MEETING OF THE MICHIGAN SWIMMING BOARD OF DIRECTORS.**

#### **HOUSE OF DELEGATES MEETING MINUTES**

Michigan Swimming Inc.  
Sunday, April 19, 2015

**VOTING BOARD MEMBERS IN ATTENDANCE:** Geneen Bradley (TSSD – Diversity), Brandon Converse (EGRA – Secretary), Mike Cutler (ROCK – Program Ops/Dev), Laurie Davenport (UN – Safety Chair), Ellie Dean (Athlete Rep), Katy Dean (CUDA – General Chair), Vince Gallant (BBA – Jr. Coach Rep), Drew Hansz (dROP – Jr Coach Rep), Dan Meconis (UN – Finance Vice-Chair), Ahern Naylis (OLY – Vice Chair), Dakota Noble (Athlete Rep)

**VOTING BOARD MEMBERS ABSENT:** Cameron Fryzel (At-Large Athlete Rep), Dawn Gurley (LL – Officials Chair), Mary Perczak (SLA – Treasurer).

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**VOTING CLUB DELEGATES – NON-ATHLETES:** Alex Brinks GRNSA (Technical Planning Committee), Lisa Combs GLT, Josh Wood LATS, Andy Cebull OLY, Tom Cuticchia MLA, JT Guerin BBA, Tim Hochradel MICH, Don Kimble BC, Ray Onisko LL, Nicole Redder JAWS, Damon Robertson S, Jennifer Rusch PA, Steve Shipps MMA, Bill Thompson MCA, Erin Trampler ROCK, Julie Youngquist LAC, Erica Zuercher USSC,.

**VOTING DELEGATES - ATHLETES:** Grant Combs GLT, Kara Dean CUDA, Melanie Dunnuck SLA, Anna Giesler MLA, Kevin Hafner PA, Kristiaan Hector USSC, Charlie Jones dROP, Blake Kent OLY, Patrick Saucedo S, Leslie Schurchedt ROCK, Kevin Taylor BAC.

**OTHERS IN ATTENDANCE:** Jan Cartmill MS Office, Hannah Davenport CW, Dave Dunnuck SLA, John Loria MS Office, Arlene McDonald USA Swimming, Majoire Schuchardt ROCK, Jean Taylor BAC.

**CALL TO ORDER:** Katy Dean, General Chair, called the meeting to order at 12:05 PM.

**GENERAL CHAIR COMMENTS (Katy Dean):** Katy gave a summary of yesterday's strategic planning session that helped identify our Core Values and rewrite our mission/vision statements. (See top of document). There were also break-out groups that focused on the following key areas: Meet Scheduling, Calendar Schedule, Financing and Communication. All areas made progress and set short term goals. Part II of the strategic planning session will take place in the fall prior to HOD.

Katy thanked and introduced Arlene McDonald who lead the planning session.

**VICE CHAIR COMMENTS (Ahern Naylis):** Ahern went over how voting would proceed. Use Green card to vote and stand when recognized.

**MICHIGAN SWIMMING**  
**PROPOSED**  
**AMENDMENTS TO 2014-2015 RULES AND PROCEDURES**

<b>No.</b>	<b>Description</b>	<b>Page location in current R&amp;P</b>	<b>Recommendation of Board</b>	<b>Notes from 9/28/14 HOD and 4/19/15 Special HOD</b>
R-1	Types of Meets (McBratnie)—Adds some changes to the types of meets	13-16	<a href="#">No Recommendation</a>	<b>Proposal Failed</b>
R-2	Time Standards (McBratnie)	16-17	<a href="#">Approval</a>	<b>Proposal Failed</b>
R-3	Meet Announcements (McBratnie)	17	<a href="#">Approval</a>	<b>Proposal Failed</b>
R-4	4-Hour Rule (McBratnie)	20-21	<a href="#">Approval</a>	<b>Proposal Passed</b>
R-5	Host club to determine check-in procedures (Zuercher)	22	<a href="#">Rejection</a>	<b>Proposal Passed</b>
R-6	Adds verbiage regarding "controlled warm-ups" (McBratnie)	23-24	<a href="#">Withdrawn by McBratnie to be</a>	<b>WITHDRAWN By J. McBratnie</b>

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			<a href="#">added to "Best Practices"</a>	
R-7	<del>Puts swimmer entry fees in a table</del> <a href="#">Adds Tier Six</a> (McBratnie)	23-24	<a href="#">Approval of Tier Six; other items will be added to table with next revision of R&amp;P</a>	<b>WITHDRAWN By J. McBratnie</b>

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R-8	Marshaling Procedures—changes verbiage to match current practice (Zuercher)	25	<a href="#">Approval</a>	<b>Proposal Passed 4/19</b>
R-9	NEW SECTION Common Championship Rules – moves sections from State Meet Rules and other sections (McBratnie)	Suggest placing before item currently on page 30	<a href="#">Approval after removal of sentence from paragraph under "Qualifying Period"</a>	<b>WITHDRAWN By J. McBratnie</b>
R-10	Proof of Times—would require times used for all State Championships to be in SWIMS (Meconis)	31-32	<a href="#">No Recommendation</a>	<b>Proposal Fails 4/19</b>
R-11	State Championship Meet Rules- moves some things around; changes age groups in the LCM State Championship Meets (McBratnie)	30-36	<a href="#">No Recommendation</a>	<b>WITHDRAWN By J. McBratnie</b>
R-12	District Championship Rules—would no longer allow NT entries; adds time trials to meet (McBratnie)	36-38	<a href="#">No Recommendation</a>	<b>WITHDRAWN By J. McBratnie</b>
R-13	Athlete Travel Reimbursements; increases reimbursement for summer meets and other changes (Meconis)	58-59	<a href="#">Part 1—Approval; Part 2—No recommendation</a>	<b>Split into two proposals Part 1 (increase funding for nationals) Passes Part 2 (eliminate funding for NSCA) Fails 4/19</b>
R-14	Official's Travel Reimbursements – changes to 1 reimbursement per fiscal	59	<a href="#">Approval</a>	<b>Proposal passes 4/19</b>

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	year and eliminates reimbursement for Olympic Trials (Meconis)			
R-15	Outreach—deletes Fund Request Form and moves it to MS website (McBratnie)	61	<a href="#">Approval</a>	<b>WILL BE MOVED TO WEBSITE</b>
R-16	Camps & Clinics – removes verbiage regarding camps at Colorado Springs (McBratnie)	63	<a href="#">Approval</a>	<b>WITHDRAWN By J. McBratnie</b>
R-17	Safety At Meets (McBratnie)	65	<a href="#">Approval</a>	<b>Proposal passes 4/19</b>
R-18	Safety Training for Swim Coaches (McBratnie)	65	<a href="#">Approval</a>	<b>WITHDRAWN By J. McBratnie</b>
R-19	MS Zone / Quad Teams—adds Quad Team and application process for coaches (McBratnie)	68	<a href="#">Approval with change from “Quad” to “Mid-States”</a>	<b>WITHDRAWN By J. McBratnie</b>
R-20	Skeleton Meet Schedule (McBratnie)	70	<a href="#">Approval with change in effective date from immediately to January 1, 2016</a>	<b>WITHDRAWN By J. McBratnie</b>
R-21	Sanction / Approval Process; proposes to have all entries for every meet go through Sanctioning Chair (McBratnie)	71-72	<a href="#">No Recommendation</a>	<b>WITHDRAWN By J. McBratnie</b>
R-22	Sanction / Approval Process; proposes fines for late sanction request and / or	71-72	<a href="#">Approval</a>	<b>Proposal passes with following</b>

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	use of incorrect meet template (Meconis)			<b>amendment: Fines collected goes into athlete travel fund.</b>
R-23	Meet Evaluations; proposes that all meet evaluations be sent to 4 places (McBratnie)	74	<a href="#">No Recommendation</a>	<b>WITHDRAWN By J. McBratnie</b>
R-24	Sanction Fees (McBratnie)	74-75	<a href="#">No Recommendation</a>	<b>WITHDRAWN By J. McBratnie</b>
R-25	Move Appendices to Website (McBratnie)	76-108	<a href="#">No Recommendation</a>	<b>VOTE IS NOT NEEDED—THIS CAN BE DONE WITHOUT A VOTE</b>
R-26	Nominating Process -- Changes dates for seeking & receiving Official's Chair Nominations (Gurley)	110	<a href="#">No Recommendation</a>	<b>Proposal passes 4/19</b>
R-27	Official's voting procedures -- Clarifies which members are eligible to receive a ballot to elect the Officials Chair (Gurley)	110	<a href="#">No Recommendation</a>	<b>Proposal fails 4/19</b>
R-28	Official's Coordinators -- Deletes MS Certification Exam Coordinator position & re-letters succeeding paragraphs in the section (Gurley)	111	<a href="#">No Recommendation</a>	<b>Proposal passes 4/19</b>
R-29	USA-S Clinics & Workshops -- Removes active involvement on Officials Committee as a criterion for selection to attend a	112	<a href="#">No Recommendation</a>	<b>Proposal passes 4/19</b>

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	USA-S workshop (Gurley)			
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R-30	How to Become An Official -- Cleans up R&P, adds USA-S Requirements & clarifies who is responsible for paying for membership requirements (Gurley)	113-114	<a href="#">No Recommendation</a>	<b>APPROVED W/ AMENDMENT TO REMOVE "LEVEL 2" IN REFERENCE TO BACKGROUND SCREENS 4/19</b>
R-31	Minimum Number of Officials At Meets -- Adds AO to list of officials; moves S/T Judges to ends of pool rather than sides; defines separate configurations for Short- and Long-Course Championship Meets (Gurley)	115-117	<a href="#">No Recommendation</a>	<b>Proposal passes 4/19</b>
R-32	Compensation of Officials--Defines pay for AO, increases pay for officials and defines who pays for officials at District & JO Meets (Gurley)	117	<a href="#">No Recommendation</a>	<b>PAY INCREASE (SECTIONS A &amp; B) FAILED; SECTION C RE PAYING FOR OFFICIALS AT DISTRICT &amp; JO MEETS PASSES 4/19</b>
R-33	Compensation of Officials - Adds Michigan Mile & Open Water Meets to those where cost of Officials will be paid by MS (McBratnie)	117	<a href="#">No Recommendation</a>	<b>WITHDRAWN By J. McBratnie</b>
R-34	Defines who is responsible for selecting state meet referee and officials (Gurley)	118-119	<a href="#">No Recommendation</a>	<b>Proposal passes 4/19</b>
R-35	Athlete Elections—sweeping changes	120	<a href="#">Approval</a>	<b>PASSED</b>

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	proposed (Proctor)			
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R-36	Eliminate sanctions for competing meets on same weekends as championship meets (McBratnie)	NEW	<a href="#">No Recommendation</a>	<b>WITHDRAWN By J. McBratnie</b>
R-37	Conduct annual employee reviews (McBratnie)	NEW	<a href="#">Withdrawn by McBratnie–this will be a part of new Bylaws</a>	<b>WITHDRAWN By J. McBratnie</b>

R-1 ACTION:	Adopted	<b>Defeated</b>	Adopted/Amended	Tabled
	Postponed	Pulled		

**Location:** Pages 13-16 **Types of Meets**

**Proposed by:** Joe McBratnie

**Purpose / Rationale:** To clean up the Rules and Procedures document to reduce years of bloat and allow flexibility to allow the LSC to continue to meet the needs of its membership and grow.

**Effective Date:** Immediately.

**Recommendation:** *The MS Board of Directors recommends* **NO RECOMMENDATION**

**TYPES OF MEETS**

The following types of meets are available for competitive swimming purposes within the State of Michigan through the Michigan Swimming (hereinafter “MS”) sanctioning process of the Program Operations Division: ~~(aA) Age Group (Bb) Senior (eC) A/B/C Festival (d) District Championships (e) Junior Olympic Championships (f) State Championships (gD) Internet Distance Challenge (hE) The Michigan Mile (iF) Open Water/Long Distance/ Marathon and (Gj) Specialty/Non-Typical.~~

*A. Age Group*

Age group swimming is the program through which USA Swimming provides fair and open competition for its registered swimmers. The swimmers are grouped by age, gender and, sometimes with the use of time standards, swimming ability. Within MS the grouping of swimmers by particular age groups has varied throughout the years. The age groups for the State Championship Meets are designated by specific rule. (See Rule V H.) However, for regular season meets the age groups offered in a meet are determined by the meet host with approval through the sanctioning process of the Program Operations Vice-Chair. These age groupings should be designed by the meet host and the program operations Vice-Chair to promote fair competition within the designated age group(s). Examples of some of the age groups usually used in Michigan include 8 and Under, 9 & 10, 10 and Under, 11 & 12, 13 & 14, 15-18 and Open, although variations may occur. “Open” events include swimmers of any age who compete in the event so long as the swimmer has achieved a qualifying time standard for the event (if any) unless a minimum age for entry in the event has been established by the meet host. Other possible groupings may include (1) “own age” where swimmers

compete in single year age groups, ~~or~~ (2) “mini meets” wherein the ages of swimmers and types of events are limited (usually designed to accommodate beginning level swimmers)- or (3) “A/B/C Festival” wherein swimmers with Q1 time standard cuts are not allowed to swim that event. Age Group meets may also be delineated by time standards in addition to the swimmers age. The time standards used in Michigan are Q1, Q2, Q3, A, B, and C (See rule II). MS encourages a variety in age group meet formats to take place throughout the year including multi-level time standard meets and meets with unique time standards. (e.g., a B-C meet offers both B and C level events accommodating swimmers who have B times in some events and C times in other events. See rule XXXXXX officials payment. Age Groups meets may also be designated as Group I or Group II Meets which are required to offer, if so designated, the following events:

<b>Group I Events</b>			
<b>8 &amp; Under</b>	<b>10 &amp; Under</b>	<b>11-12</b>	<b>13 &amp; Older</b>
			<b>&amp; Open</b>
25 free	50 free	50 free	50 free
50 free	100 free	100 free	100 free
25 back	200 free	500 free	500 free
50 back	50 back	50 back	100 back
25 breast	50 breast	50 breast	100 breast
25 fly	50 fly	50 fly	100 fly
50 fly	100 fly	100 fly	200 fly
100 IM	100 IM	100 IM	200 IM

<b>Group II Events</b>			
<b>8 &amp; Under</b>	<b>10 &amp; Under</b>	<b>11-12</b>	<b>13 &amp; Older</b>
			<b>&amp; Open</b>
25 free	50 free	50 free	50 free

50 free	100 free	200 free	200 free
100 free	50 back	50 back	100 back
25 back	100 back	100 back	200 back
25 breast	50 breast	200 back	100 breast
50 breast	100 breast	50 breast	200 breast
25 fly	50 fly	100 breast	100 fly
100 IM	200 IM	200 Breast	200 fly
		50 Fly	200 IM
		200 Fly	400 IM
		200 IM	
		400 IM	

*B. Senior*

Senior swimming is the program through which USA Swimming provides fair and open competition for its registered swimmers who are striving for participation in USA Swimming National Swimming Championships. All registered USA swimmers regardless of age are eligible for these meets. All events are designated as “Open” events and any all swimmers are eligible to compete so long as they have met or bettered the qualifying times as stated in the meet announcement. Senior swimming events are those listed in USA Swimming Rule 102.1.1.

**C. A/B/C Festival**

~~These meets are a subsection of the above referenced age group meets, however, merit specific reference. Swimmers with State Championship qualifying times (“Q1”) in an event are not allowed to enter the ABC Festival meets in that particular event. However, swimmers with A, B and C times are eligible to enter those events in the Festival meets. Swimmers with Q1 times in some events and not others may enter those events in which they do not have Q1 times. Festival meet(s) may be conducted shortly before the State Championships and only in the short course season. Festival meets and the Short Course State Championship meets are held on different weekends so that swimmers who have State Meet qualifying times in some events but not in others may compete in both meets if they desire to. These meets may or may not be~~

~~offered during the short course season depending on the availability of District or Junior Olympic Championships.~~

#### **~~DC. District Championships~~**

MS shall conduct ~~enough District~~ Championship meets to match its membership where teams are assigned to a particular region within the State. ~~This is a~~These are meets designed to allow swimmers an opportunity to qualify for the next higher level of meets, i.e. the “Junior Olympics” and/or the “State Championship” meets. ~~As such, a swimmer cannot enter individual events that they already have achieved Junior Olympic or State Championship qualifying times.~~ In essence, ~~District each~~ Championships ~~are~~ meets is designed to be “steppingstones” to the next level of meets. ~~Each District Meet is a two and one half day timed finals meet.~~ For further rules on the District Championships, see section 6. Michigan Swimming will not conduct competing meets during the weekends of any championship meet. The championship meet progression is:

- 8 and Under State Championships – 2-2 day meet – short course only
- District Championships – short course only. See section 6.
- Junior Olympic Championships – both short and long course. See section 7.
- 12 and Under State Championships – both short and long course.
- 13 and Over State Championships – both short and long course.

#### **~~E. Junior Olympics Championships~~**

~~MS shall conduct enough “Junior Olympic” (JO) Championship meets to match its membership where teams are assigned to a particular region within the state. Teams are assigned to a meet in attempts to generate meets of equal size. These meets are designed to allow all swimmers who have achieved Q2 time standards the opportunity to achieve Q1 State Championship standards. Thus, a swimmer cannot compete in events that they have currently achieved State Championship “Q1” standards. Also, a swimmer must also have minimally met the Q2 time standards in an event in order to be eligible to swim the event. This is a two and one half day timed finals meet. For further rules on the JO’s see section 7.~~

#### **~~F. State Championship~~**

~~Short Course Season: MS conducts two (2) separate State Championship Meets—a 12 and Under Meet and a 13-14 and Open Meet—at the conclusion of the short course season (typically in March). Long Course Season: MS conducts two (2) separate State Championship Meets—a 14 & Under Meet and an Open Meet at the conclusion of the long course season (typically in late July/early August). The qualifying times for the Short Course and Long Course State Championships in all age groups and all events are published annually by the Office of Michigan Swimming, Inc at the beginning of the~~

~~short course season and are referred to as “Q1”. They may also be found on the Michigan Swimming website.~~

**GD. Internet Distance Challenge**

See USA Swimming Rules and Regulations Article 701 for details.

**HE. The Michigan Mile**

The Michigan Mile is a meet designed to encourage swimmers to participate in distance freestyle events. Although referred to as the “mile” there are two short course distances that may be offered (1000 yards and 1650 yards) and two long course distances (800 meters and 1500 meters). [See rule Compensation of officials D.](#)

**IF. Open Water Swimming (OWS), Long Distance and Marathon Swimming**

These meets are conducted in a natural body of water such as lakes and rivers and offer non-standard swimming events. MS encourages clubs to host open water/long distance and marathon swimming events pursuant to Article 701 of the USA Swimming Rules in Michigan lakes and rivers. Guidelines and requirements (updated May 2011 by USA Swimming) for planning and conducting swimming events in lakes and rivers are available from the Programs Operations Vice-Chair of MS. An Open Water Application Checklist and an Open Water Application are available in this document as Appendices 5 and 5A. All Open Water Competitions seeking sanction or approval must complete the USA Swimming application (see Appendix 5A) and send to the LSC sanction officer. The LSC sanction officer must submit this application to USA Swimming for review and approval.

**JG. Specialty/ Non-Typical**

These meets are meets that do not clearly fall within the above referenced types of meets. Examples of these meets include relay only meets, “Day After” the MHSAA State Championship Meets, etc.

R-2 ACTION:	Adopted	<b>Defeated</b>	Adopted/Amended	Tabled
	Postponed	Pulled		

**Location:** Pages 16-17, **Time Standards**

**Proposed by:** Joe McBratnie

**Purpose / Rationale:** To clean up the Rules and Procedures document to reduce years of bloat and allow flexibility to allow the LSC to continue to meet the needs of its membership and grow.



**Effective Date:** Immediately.

**Recommendation:** *The MS Board of Directors recommends* **APPROVAL**

#### **TIME STANDARDS**

##### **A. A/B/C Classification for general age group meets**

(1) In order to facilitate the management of general age group swim meets that take place during the season ( i.e. not including championship meets such as the Districts, JO's or the State Meets) MS classifies swimmers into ability levels by the use of time standards labeled "AAAA", "AAA", "AA", "A", "BB", "B", and "C". "AAAA" is the fastest, "AAA" is the next fastest, etc. with "C" including everything slower than "B". The "AAAA" through "B" standards are "faster than or equal to" standards and the "C" standard is a "slower than" standard. Examples: In a "B" meet, all of the swimmers in a given event will have achieved times equal to or better than the "B" time standard, but slower than the "A" time standard. In an "A" meet, all swimmers must have achieved the "A" standard or better. In an "A, B" meet all of the swimmers must have achieved the "B" standard or better (that is, "A" swimmers may also attend). An "A, B, C" meet is open to all swimmers.

(2) The "A", "B", "C" time standards used in MS meets are the "National Motivational Time Standards" set forth by USA Swimming.

(3) Open events will use 15-16 "National Motivational Time Standards."

(4) Once a swimmer has achieved or claimed a best time at a certain level, the swimmer may not compete in that specific event at a lower level. For example, a swimmer who has achieved an "A"-level time may not enter that event in a "B"-level meet. If a swimmer achieves a faster time standard after having entered an event in a lower level, the swimmer must withdraw from the lower level event. For example, a swimmer who achieves an "A" time in a specific event after entering the "B" event must withdraw from the "B" event.

##### **B. Achieved Time Standard**

Refund of meet entry fees shall be granted for any meet with a 'slower than' qualification time for any swimmer who 'over qualifies' (exceeds the entry qualification) between the time that the entry has been accepted and the first day of the meet. The host club may request proof of time verification.

##### **C. Use of the A, B, C [National Motivational](#) Time Standards**

In general age group meets the Meet Host shall use the stated A, B, C time standards to establish qualifying times for the event(s). This establishes consistency in time standards from meet to meet throughout the entire State. However, MS encourages a variety in meet formats. As part of the meet sanctioning process through the Programs Operations Division a meet host may request deviations in time standards from the published times upon good cause shown, i.e. not to exceed the four hour rule, specific facility limitations, balancing morning and afternoon sessions, etc. Meet hosts for Senior Meets may also request unique nationally based time standards to establish qualifying times for the Senior events. See the procedures outlined in the Program Operations Division section of this manual.

#### **D. Time Standards for Season Ending Championship Meets (Q1/Q2/Q3)**

(1) In order to facilitate the management of the Championship meets that take place at the end of the short and long course seasons ( i.e. including the Districts, JO's and the State Meets) MS classifies swimmers into three ability levels by the use of time standards labeled Q1, Q2 and Q3. "Q1" the fastest, "Q2" is the next fastest and "Q3" includes nearly everything slower than "Q2". ~~The Q1 and Q2 standards are "faster than or equal to" standards and the Q3 standard is a "slower than" standard.~~

(2) The Q1, Q2 and Q3 time standards used in MS championship meets are unique to Michigan. These time standards may be adjusted from year-to-year to reflect the anticipated number of swimmers in each ability level. The time standards are determined by the Technical Planning Committee (See MS Bylaw 7.4.5) no later than the annual House of Delegates meeting and such changes, if approved, will take immediately. Time standards are available on the MS website after the HoD Meeting (October).

(3) State Championship(s) Qualifying Standard: Equal to or ~~Faster~~ faster than Q1

Junior Olympic Qualifying Standard: Equal to or faster than Q2 but slower than Q1

District Meet(s) Qualifying Standard: ~~Slower than Q3~~ Equal to or faster than Q3, if such exists, but slower than Q2

#### **E. Amendment of Time Standards**

~~Any changes to existing Q1, Q2, Q3, A, B, or C time standards shall be made by the Technical Planning Committee ( See Bylaw 7.4.5) no later than the annual House of Delegates meeting and such changes if approved will take effect the following September 1 (approximately the beginning of the next short course season).~~

R-3 ACTION:	Adopted	<b>Defeated</b>	Adopted/Amended	Tabled
	Postponed	Pulled		

**Location:** Pages 17, **Meet Announcements**

**Proposed by:** Joe McBratnie

**Purpose / Rationale:** To clean up the Rules and Procedures document to reduce years of bloat and allow flexibility to allow the LSC to continue to meet the needs of its membership and grow.

**Effective Date:** Immediately.

**Recommendation:** *The MS Board of Directors recommends* **APPROVAL**

## MEET ANNOUNCEMENTS

### A. General Information

The Meet Announcement is the document that announces the date, time, location, format and all relevant information surrounding the meet. It is originally submitted to the Program Operations Vice-Chair by the Meet Host as part of the sanctioning process. If a meet announcement procedure is in direct or indirect conflict with the official USA Swimming Rules and Regulations, the stated meet announcement procedure is null and void. All other stated procedures in the meet announcement shall govern the meet. Further procedures surrounding the submitting and transmittals of the Meet Announcement are detailed in the Program Operations Section of this manual.

### B. Mandatory Use of Templates

**1. Non State Championship Meets:** In drafting the original meet announcement submitted to the ~~Program Operations Vice-Chair Sectioning Office~~ during the sanctioning process, the Meet Host must use the standardized Meet Announcement Template ~~attached to the Program Operations Division section of these Rules and Procedures as Appendix 3~~ located on the Michigan Swimming Website.

**2. All Championship Meets:** the meet announcements for all championship meets will be provided by the Program Operations Vice-Chair. The meet host must use the standardized template for their meet. ~~Championship meets include: State Championships, Junior Olympic Championships and District Championships. See Types of Meets C.~~

**3. Modifications or additions to the template language:** Not allowed unless specifically approved by the [Program Operations Vice-Chair Sanctioning Office](#) during the sanctioning process.

R-4 ACTION:	<b>Adopted</b>	Defeated	Adopted/Amended	Tabled
	Postponed	Pulled		

**Location:** Pages 20-21

**Proposed by:** Joe McBratnie, **4-Hour Rule**

**Purpose / Rationale:** To clean up the Rules and Procedures document to reduce years of bloat and allow flexibility to allow the LSC to continue to meet the needs of its membership and grow.

**Effective Date:** Immediately.

**Recommendation:** *The MS Board of Directors recommends **APPROVAL***

#### I. Four Hour Rule

Any Michigan Swimming meet sessions which include events for swimmers 12 years and younger shall be conducted using the following rules (~~except for the State Championship Meets, District Championships and Junior Olympic Championships~~— See USA-S Rule 205.3.1F). Entries are to be accepted on a first come first serve basis until the maximum session time limits as stated below are met. Entries will be accepted by email date code or mail date code and processed only when the hard copies are received with payment. No entries are to be accepted after the maximum time limits are met. Guidelines commonly referred to as “Numbers of splashes” are not to be used in accepting entries.

**1. All Timed Finals meets shall be no more than four hours (4 hours) per session,** excluding warm-ups.

**2. All Prelim / Finals meets shall be no more than eight (8:00) hours per day,** excluding warm-ups. These meets may have any combination of session lengths so long as the eight hours per day limit is not exceeded. This means that a preliminary session might last five hours but the finals session must then be completed within three hours (for a maximum total of eight hours per day).

**3. In the event that the meet format is a combination** of a Prelim/Final meet and a Timed Final Meet, both 1 and 2 above apply. This means that the Prelim-Finals portion of the meet needs to be completed within eight (8:00) combined hours for the two

sessions. The timed final session must complete within the four (4:00) hours per session. In this meet format the total sessions, excluding warm-ups, shall be no longer than 12 hours and shall not go past 10:00 PM.

**4. These guidelines do not apply to Championship Meets** where all qualified swimmers shall be allowed to swim regardless of the length of the sessions.

**5. When establishing the sessions** for a meet, use the following:

a. For sessions with events for swimmers 11&O, 15 second heat intervals with +15 seconds for backstroke are the minimum heat intervals to be used. If there are events that require the moving of timers, e.g. 50M Freestyle, insert breaks into the session timeline. Three (3) to five (5) minutes is suggested.

b. For sessions with events for swimmers 10&U, 20 second heat intervals with +15 seconds for backstroke are to be used. By using this heat interval, it takes into account over water starts and the movement of timers, i.e. 25y and 50M events.

c. When evaluating entries for compliance with this rule, the sessions **MUST** be SEEDED.

d. The intervals stated above are minimums and host clubs may use longer intervals. The requirements of paragraphs 1, 2, and 3 must be met.

## **6. Reporting**

a. Within two calendar days after the entry closure date as specified in the meet packet, the meet host must e-mail the seeded electronic meet management backup file from any program approved by USA Swimming, Inc. These files shall be sent to the Michigan Swimming Office (Meet & Sanctioning Chair and the Registration Chair) and to the Vice-Chair of Program Operations to verify compliance with this rule.

b. After the entry closure date, **NO** additional entries may be taken, other than deck entries and time trials as specified in the meet packet.

## **7. Sanctions/Penalties**

a. Michigan Swimming will accept a back-up file which provides a timeline of up to 4 hours and 24 minutes. Any backup file submitted over 4 hours but less than or equal to 4 hours and 24 minutes will not incur a penalty if the actual elapsed time of the meet is less than 4 hours; however, if the actual elapsed time runs more than 4 hours or if the pre-meet backup file is over 4 hours and 24 minutes

there will be a penalty. Any backup file submitted in which the time line is less than 4 hours and the actual time of the meet is longer than 4 hours will not be penalized. The penalties are as follows:

(1) FIRST OFFENSE: The host club is fined a \$500 per session.

(2) SECOND OFFENSE: The host club is fined \$750 per session and the host club may be barred, by a vote of the Board of Directors, from hosting a meet or meets for the rest of the season (includes either Short or Long Course or both).

(3) THIRD OFFENSE: The host club is fined \$1,000 per session and the host club may be barred from hosting a meet or meets for up to two full seasons (includes either Short or Long Course or both) by a vote of the Board of Directors.

All fines are due when the meet sanction/athlete surcharge fees are paid. If the fines are not paid in a timely manner (within 30 days of the conclusion of the meet), a \$20 per day penalty applies (in addition to the principal fine) beginning on the first day after the due date of the fine. [Program Operations Sanctioning Office](#) will be responsible for notifying all parties involved.

b. In determining whether or not a violation is a First, Second or Third offense in meets where more than one session at the meet violated the four hour rule it will be considered a single violation (rather than multiple violations) and an offense occurring more than five years in the past will not be considered.

c. Failure to submit a backup file to Program Operations and the Michigan Swimming office will be considered a violation of this rule and will automatically be penalized in accordance with paragraph a. above. For purposes of this paragraph, all sessions will be considered to be in violation.

R-5 ACTION:	<b>Adopted</b>	Defeated	Adopted/Amended	Tabled
	Postponed	Pulled		

**Location:** Page 22 R&P – General Rules

**Proposed by:** Erica Zuercher, Sr. Coach Rep

**Purpose:** When teams are below the 4-hour session mark, it may be in the best interest of the athletes to pre-print heat sheets to control the pace of  
Page | 22

the meet. The host club shall make the best determination for their meet and communicate to attending clubs accordingly.

**Effective Date:** Immediately.

**Recommendation:** *The MS Board of Directors recommends **REJECTION***

~~K. Mandatory Check In Procedure~~

~~For proper seeding, fair competition and to insure that a swimming meet is administered as efficiently as possible, all Michigan Swimming sanctioned meets (excluding State Championship Meets which may or may not require positive check in for specific events) shall require that all swimmers check in for their events prior to the time stated in the meet announcements for each session. Check In sheets for meet hosts to produce are available using any electronic meet management software and instructions for producing the required documents are available from the Program Operations Vice-Chair. Meet Hosts are required to use the Positive Check In Procedure as outlined herein. It is the responsibility of all teams attending a swim meet to make their swimmers and parents aware of the mandatory check in requirement.~~

**K. Check In Procedure**

It is at the Host Club's discretion to have swimmers "Check-in" for their events. Check-in procedure shall be outlined in the host club's meet packet and communicated to all teams attending.

R-6 ACTION:	Adopted	Defeated	Adopted/Amended	Tabled
	Postponed	Pulled	<b>Withdrawn by Author</b>	

**Location:** Pages 23-24

**Proposed by:** Joe McBratnie

**Purpose / Rationale:** To clean up the Rules and Procedures document to reduce years of bloat and allow flexibility to allow the LSC to continue to meet the needs of its membership and grow.

**Effective Date:** Immediately

**Recommendation:** *The MS Board of Directors recommends Withdrawn by McBratnie to be added to "Best Practices"*

**N. Warm Up Guidelines: Host Club to post in visible area on deck**

1. A designated supervisor shall be on deck during the entire warm up period.
2. Swimmers shall enter the water feet first except for starts which are limited to specified lanes.
3. Specify Lanes 2 and 5 (six lane pool) or Lanes 2 and 7 (eight lane pool) as one way sprint lanes with racing starts permitted at the starting end of the pool.
4. Place a cone marker or similar sign on starting platforms in lanes not specified as one way sprint lanes.
5. Specify all lanes for circle swimming (two lengths of the pool beginning at the starting end of the pool until such time as one way sprints begin).
6. If pace lanes are used, specify outside lanes as pace lanes (swimmers swim one or two lengths from an in water push-off position from the starting end of the pool).
7. May specify lanes for relay practice during the last 15 minutes of the warm up.
8. Coaches should stand at the starting end of the pool and verbally start swimmers for sprint or pace work.
9. Swimmers should not be allowed on a starting platform when a backstroker is executing a start in the same sprint lane.
10. Swimmers shall not swim in the area where the diving warm up (if any) is occurring.
11. In facilities that have a warm up and/or warm up area different from the competition pool, meet management shall provide supervision pursuant to these rules at all times.
12. The Meet Referee may remove a swimmer, a coach and/or the entire team from the deck, events or the entire meet for violations of these guidelines.
13. For all Michigan Swimming sanctioned meets (LCM, SCM, SCY), all warm up and cool down areas must be marked. Due to **safety issues** all warm up and cool down areas need to include: (1) Lane lines/ropes--this can be modified lane rope with a few floats attached, some form of lane dividers facilitate safe circle swim. (2) Backstroke



flags can be a rope or a cable with attached flags or visible markers a few feet apart that warns athletes they are five (5) yards or meters away from the wall.

14. The meet host will use the warm up swimmers in the session report to determine the use of a "controlled warm up". Controlled warm-ups is enacted with there is more than 23 swimmers per lane in a 25 SC pool (yards or Meters) or 40 in a LCM pool. The host club determines how a controlled warm up will function.

R-7 ACTION:	Adopted	Defeated	Adopted/Amended	Tabled
	Postponed	Pulled	<b>Withdrawn by Author</b>	

**Location:** Pages 23-24

**Proposed by:** Joe McBratnie

**Purpose / Rationale:** To clean up the Rules and Procedures document to reduce years of bloat and allow flexibility to allow the LSC to continue to meet the needs of its membership and grow.

**Effective Date:** Immediately

**Recommendation:** *The MS Board of Directors recommends Approval of Tier Six; other items will be added to table with next revision of R&P*

#### P. Swimmer Entry Fees-Electronic/Refunds

It is preferred that all entries be submitted to the entry chair of the Meet Host using an electronic file from any USA Swimming, Inc approved meet management software. Entry fees, if submitted electronically, cannot exceed the fees stated in the below schedule. All Meet announcements must clearly state the fees paid to enter the event. Once a team or individual entry has been received and processed by the Entry Chair there are no refunds in full or in part except under the achieved time standard rule.

Tier One — Includes "Mini BC" — Not greater than \$5 per event

Tier Two — Includes AB and ABC — Not greater than \$5 per event

Tier Three — Includes A and above, — Not greater than \$5 per event

ABC Festivals, Districts

and JO's

Tier Four — Senior Meets — Not greater than \$7.50 per event

State Championships,  
Prelim/Final Meets  
(prelim/final sessions only)  
Tier Five — Not included in Tiers 1-4 — Not greater than \$10 (requires Program  
 Operations Approval)  
Relays — All Meets — Not greater than \$12 per relay  
Time Trials — All Meets — Not greater than \$7.50 per individual and  
 \$15 per relay  
Deck Entries — All Meets — Not greater than \$7.50 per individual and  
 \$15 per relay  
MS Surcharge — Non Championship Meets — \$1 per swimmer  
 District & JO Championships — \$5 per swimmer  
 State Championships — \$3 per swimmer

Meet Type	Inv. Event	Relay	Surcharge	Note
Tier one - Mini BC	\$5.00		\$1.00	Not greater than
Tier two - AB and ABC	\$5.00		\$1.00	Not greater than
Tier three - A and above and ABC Festivals	\$5.00		\$1.00	Not greater than
Tier four - Senior Level P/F	\$7.50		\$1.00	Not greater than
Tier five - Not in no included on Tier 1-4	\$10.00		\$1.00	Not greater than (requires Program)
Tier six - Special low volume meets with special	\$20.00		\$1.00	Not greater than (requires Program Operations Approval) Intended for Open water / "Michigan

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<a href="#">features</a>				<a href="#">" Mile" format meets that provide participation shirts</a>
<a href="#">Non-Championships</a>	<a href="#">\$5.00</a>	<a href="#">\$12.00</a>	<a href="#">\$1.00</a>	
<a href="#">8 &amp; U Championships</a>	<a href="#">\$5.00</a>	<a href="#">\$12.00</a>	<a href="#">\$3.00</a>	
<a href="#">District Championships</a>	<a href="#">\$5.00</a>	<a href="#">\$12.00</a>	<a href="#">\$5.00</a>	
<a href="#">JO Championships</a>	<a href="#">\$7.50</a>	<a href="#">\$12.00</a>	<a href="#">\$5.00</a>	
<a href="#">12 &amp; U State Championships</a>	<a href="#">\$7.50</a>	<a href="#">\$12.00</a>	<a href="#">\$3.00</a>	
<a href="#">13 &amp; O State Championships</a>	<a href="#">\$7.50</a>	<a href="#">\$12.00</a>	<a href="#">\$3.00</a>	
<a href="#">BC state Championships 7.5/15</a>	<a href="#">\$7.50</a>	<a href="#">\$12.00</a>	<a href="#">\$5.00</a>	
<a href="#">14 and Under State Championships</a>	<a href="#">\$7.50</a>	<a href="#">\$12.00</a>	<a href="#">\$3.00</a>	
<a href="#">Open State Championships</a>	<a href="#">\$7.50</a>	<a href="#">\$12.00</a>	<a href="#">\$3.00</a>	
<a href="#">Relays</a>				<a href="#">Not greater than 12 per relay</a>
<a href="#">Time Trials</a>	<a href="#">\$7.50</a>	<a href="#">\$15.00</a>		
<a href="#">Deck Entries</a>	<a href="#">\$7.50</a>	<a href="#">\$15.00</a>		

R-8 ACTION: <b>Adopted</b> Defeated      Adopted/Amended      Tabled
Postponed      Pulled

**Location:** Page 25 R&P – General Rules

**Proposed by:** Erica Zuercher, Sr. Coach Rep

**Purpose:** Streamlines description of marshaling procedure.

**Effective Date:** Immediately

**Recommendation:** *The MS Board of Directors recommends **APPROVAL***

**T. Marshaling Procedures**

~~It is the responsibility of the meet host to see that marshaling procedures insure that swimmers have been assigned to their heats and lanes far enough in advance so there is an uninterrupted flow of swimmers at the starting blocks ready to swim. The meet host determines the type of marshaling procedure which is appropriate for the particular session(s) of the meet. The uninterrupted flow of swimmers can be accomplished in a variety of ways including the following (a combination of these procedures may be used in a single meet): 1. No marshaling—This is where the meet is pre-seeded, a heat sheet is printed, etc., and the swimmers are responsible for reporting to the blocks in time to swim. This method is typically used for State Championship meets, Senior meets, prelim/final meets and age group meets where the qualifying time standards for the age group indicate a level of swimmer experience which justifies the lack of supervised marshaling. 2. Supervised marshaling—The swimmers report to a designated area and remain there until they are escorted to the starting blocks. This method is typically selected for the 12 & under age groups.~~

All meets shall be self-marshaled, unless noted in the meet announcement or communicated to all teams prior to the beginning of the meet.

R-9 ACTION:	Adopted	Defeated	Adopted/Amended	Tabled
	Postponed	Pulled	<b>Withdrawn by Author</b>	

**Location:** NEW ITEM—suggest page 30 prior to current State Championship Meet Rules

**Proposed by:** Joe McBratnie

**Purpose / Rationale:** To clean up the Rules and Procedures document to reduce years of bloat and allow flexibility to allow the LSC to continue to meet the needs of its membership and grow.

**Effective Date:** Immediately

**Recommendation:** *The MS Board of Directors recommends Approval after removal of sentence from paragraph under "Qualifying Period"*

**COMMON CHAMPIONSHIP RULES**

**A. Assignment of Clubs to Venue**

For the District [and Junior Olympic](#) Championships all teams registered with MS will initially be assigned by the Programs Operations Vice-Chair to district meet “venues”. These venues will be geographically located throughout the State of Michigan in an effort to equalize the size (total entries) of the meets as well as travel distance to the meets. The ~~districts area~~ will typically be referred to as the ~~“Red, White and Blue”~~ [by colors of the Olympic Rings](#) Divisions. Each MS team will compete at and send their entries to the initial venue assigned by the Programs Operations Vice-Chair (i.e. a MS team cannot choose which venue they will compete at). After the entries are received at each venue the Program Operations Vice-Chair, in his/her discretion, has the right to and may reassign clubs among the meet venues to balance the entries in an equitable manner between each venue.

#### B. Qualifying Period

1. ~~All State Meets: All The~~ qualifying times must have been achieved **on or after** January 1<sup>st</sup> of the previous year. ~~Those with qualifying times in any event earned prior to January 1st of the previous year are outside the qualifying period (too old to use entry) and the swimmer must then swim that event at a previous level meet if they choose to.~~
2. The qualifying time can be achieved without regard to the swimmers age when the swimmer made the qualifying standard so long as the time is achieved during the qualifying period.

**Commented [J1]:** BoD recommends that this sentence be removed since it does not add anything.

#### ~~A. C.~~ Eligibility

All swimmers registered with Michigan Swimming and residing within the United States who have achieved a time equal to or faster than the ~~“Q1”~~ qualifying times [at the championship meet level](#) for the event during the qualifying period are eligible to enter. A swimmer may not be entered in the meet without having actually achieved the qualifying time (conforming or non-conforming) during the qualifying period. [See table below:](#)

<a href="#">Meet</a>	<a href="#">Faster Than</a>	<a href="#">Slower Than</a>
<a href="#">Districts</a>	<a href="#">Q3</a>	<a href="#">Q2</a>
<a href="#">Junior Olympic</a>	<a href="#">Q2</a>	<a href="#">Q1</a>
<a href="#">State Meet</a>	<a href="#">Q1</a>	<a href="#">N/A</a>

#### D. Determination of Age Group

Age of the swimmer on the first day of the meet shall determine his or her age for the entire meet. Eligibility to compete in a particular age group shall be determined by the swimmers date (not hour) of birth.

#### A. ~~E.~~ Entry Limitations

Swimmers of any age may enter events designated as "Open" so long as the swimmer has achieved the qualifying time for the event and meet all other eligibility requirements. A swimmer may enter as many events as he/she desires, however, may swim no more than 3 individual events per day and a total of no more than 6 individual events for the entire meet. If a swimmer chooses to enter more events than the maximum number allowed, the swimmer must use the scratch procedure to avoid being penalized pursuant to the scratch rules but to not exceed 8 events per meet or 5 per day.

### **F. Entry Fees**

See General Rules P

#### **U. G. Selection and Compensation of State Championship Meet Officials**

The selection and compensation of State Championship Meet Officials is contained in the Officials Committee section of this manual.

#### **M. H. Relay Only Swimmers**

Relay only swimmers must be listed on the official entry form provided for that purpose or they will not be allowed to participate on any relay.

#### **P. I. Non-Application of Four Hour Rules**

The four hour rules as stated in Rule IV, H above do not apply to State Championship Meets where all qualified swimmers shall be allowed to swim regardless of the length of the sessions. In cases where it appears, by review of the timeline within each session on any electronic meet management software approved by USA Swimming, Inc., and all other relevant entry data, that sessions may exceed four hours, the State Meet Referee shall make every attempt to balance the sessions of the meet and complete them in the most efficient manner possible while assuring the athlete the quality of the start and the swim. This might include swimming 10 lanes in prelims and the timed finals sessions only and over the water starts for prelims and timed finals sessions only. In either of these cases, the meet program should state these items as discretionary by the Meet Referee and must be approved prior to the meet by the Program Operations Vice-Chair.

#### **T. J. Required Timers Participation by Host Club**

1. All timers for MS Championship meets will be provided by the host club for all sessions including preliminary, finals and timed finals sessions. ~~However, the host club will provide only one (1) timer per lane for preliminaries in individual freestyle distance events of 800 meters and/or yards and longer. The swimmer will provide the second timer for their individual swim in these events.~~
2. The host club will provide two timers per each lane used for Finals sessions.

#### **W. K. Financial Statements for State Meets**

The SCY and LCM State Meet hosts will required to file a financial statement setting forth a general summary of all receipts and disbursements in connection with the specific State Meet with the MS Office within 60 days following the conclusion of the meet. The MS Office will then distribute the statement to the MS Board of Directors. The financial statement is not required to

be on any particular form, however, must be an accurate summation of the finances concerning the meet. Generally, the statement prepared for the Host club itself and for the use of the Host club itself will suffice.

R-10 ACTION:	Adopted	<b>Defeated</b>	Adopted/Amended	Tabled
	Postponed	Pulled		

**Location:** Pages 31-32

**Proposed by:** Dan Meconis

**Purpose / Rationale:** Requiring that times be proved through OME will save a substantial amount of time that the Office spends verifying times. It may increase participation in sanctioned, approved and observed meets. It will encourage YMCA teams to have their times uploaded into SWIMS. It will also encourage High School teams to apply for league meets to become observed meets.

**Recommendation:** *The MS Board of Directors recommends **NO RECOMMENDATION***

#### J. Proof of Individual Entry Times

1. DEFINITION: These are “proof of time” meets. This means that all submitted entry times must be proven/verified by a specific point in time or the entry will be scratched. If an entry time is not pre-proven/verified the swimmer will be scratched from the event and the MS Office will notify the club’s entry chair via the email address stated on the entry file of the rejected entry. Once the entry is rejected, no proof of time will be accepted and the swimmer is out of the event. Refunds will not be issued for failure to supply a proof of time.

2. ACCEPTABLE MEETS USED FOR PROOF: For State Meet qualifying proof of times, MS will accept all times from any USA Swimming Sanctioned, Observed or Approved Meet. ~~MS will also accept all times from meets Sanctioned by National Governing Bodies to include College, High School, Masters, YMCA and foreign meets approved by FINA, that are run on approved meet management software and within the qualifying period.~~

3. CONTENTS OF SWIMS DATABASE: The SWIMS database maintained by USA Swimming contains results of all Sanctioned, Approved and Observed meets held in the USA and certain other International Meets. If the time is in SWIMS it may be viewed from the USA Swimming website by selecting **Times & Teams > Times Search > Individual Times Search** and running a search using the athlete name.

4. PROVEN vs. UNPROVEN TIMES: Times in the SWIMS database are proven times and do not require any further proof. If a time does not appear in OME, it is NOT a proven time. If the OME user chooses to enter a custom time by using the Override Times entry function to enter the meet with an unproven time ~~they must send a proof of time to the MS Office (see paragraph #5 below for acceptable proof of time criteria); the athlete will be allowed to compete but will be~~

subject to a \$50 fine if they swim slower than the cut time, not the time entered. The fine must be paid prior to the competing in their next scheduled event. Unpaid fines will be billed to the club the athlete represents and if unpaid after 60 days, until such time as the fine is paid, the club will be barred from competing in any Michigan Swimming sanctioned, approved or observed meet.

~~5- ACCEPTABLE PROOFS: Proof of time must be in accordance with the type of time entered (LCM, SCY or SCM). Acceptable proofs include printed meet results which clearly identify the meet host, the location of the meet and the date the meet was held (swim date must be on or after January 1, (prior year)) as well as the name of the event and the names, clubs and times of other swimmers in the event. The preferred proof is a locked backup of the meet results using any electronic meet management software approved by USA Swimming, Inc. Results files exported from Team Manager will work but are NOT preferred. Computer printed award labels, time cards signed by a meet referee and similar items are not acceptable for proof purposes.~~

**6-5. MEET ENTRY REPORTS:** To simplify the process, coaches / entry chairs should also include a Meet Entry Report from Team Manager or Team Unify. This report will include the names and dates of the meets where the swimmers achieved the entry times for this meet. Times from relay leadoffs and splits from individual events which are being submitted as entry times should be noted on this form or in the accompanying e-mail. See the 'help' section in the software being used for instructions on creating the Meet Entry Report with its associated proof of time.

**7-6. TIMELINE:** Proofs should be mailed or e-mailed (not faxed) to the MS Office so that they will be received within 3 days after the initial entry deadline. It is preferred that clubs collect these and send them in one batch.

**8-7. ENTRY EXTENSION PERIOD:** The OME Override Times feature may not be used for entries during the entry extension. Times for all events entered during this period must be in SWIMS and are, therefore, pre-proven.

**9-8. INDEPENDENT VERIFICATION OF PROOFS:** Michigan Swimming reserves the right to independently verify all proofs of time.

R-11 ACTION:	Adopted	Defeated	Adopted/Amended	Tabled
	Postponed	Pulled	<b>Withdrawn by Author</b>	

**Location:** Pages 30-36

**Proposed by:** Joe McBratnie

**Purpose / Rationale:** To clean up the Rules and Procedures document to reduce years of bloat and allow flexibility to allow the LSC to continue to meet the needs of its membership and grow.

**Effective Date:** Immediately.

**Recommendation:** *The MS Board of Directors recommends **NO RECOMMENDATION***



## STATE CHAMPIONSHIP MEET RULES

### A. Eligibility

~~All swimmers registered with Michigan Swimming and residing within the United States who have achieved a time equal to or faster than the "Q1" qualifying times for the event during the qualifying period are eligible to enter. A swimmer may not be entered in the meet without having actually achieved the qualifying time (conforming or non-conforming) during the qualifying period.~~

Commented [JBC2]: Moved to Common Rules (C)

### G. A. Time conversions

Time conversions are not permitted to establish an entry time. Actual times must be used except when entering as an automatic qualifier (which enter at the cut).

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### B. Qualifying Period

Commented [JBC3]: Moved to Common Rules (B)

~~1. All State Meets: All qualifying times must have been achieved on or after January 1<sup>st</sup> of the previous year.~~

2. The qualifying time can be achieved without regard to the swimmers age when the swimmer made the qualifying standard so long as the time is achieved during the qualifying period.

### C. B. Qualifying Time Standards/Seeding

**1. Calculation:** The Short and Long Course State Championship Q1 times will be determined by the Technical Committees review of all performances at the respective short and long course State Championship meets. In addition to establishing conforming times for each State Championship Meet, equivalent non-conforming (SC Meters and LC Meters in the Spring SCY Meets and, secondly, SC Yards and SC Meters in the Summer LCM Meet) shall be established for each State Championship Meet.

**2. Seeding:** Seeding individual events when using non-conforming times shall be as follows:

- a) All conforming times will first be arranged in time order.
- b) 12 and Under and 13/14 & Open Short Course State Meets: Following the conforming short course yards times, non-conforming long course meters times will be arranged in time order followed by non-conforming short course meter times arranged in time order.
- c) Long Course State Meet: Following the conforming long course times, non-conforming short course meter times will be arranged in time order followed by non-conforming yard times arranged in time order.
- d) After arranging the times as provided above, the event shall be seeded in normal fashion.

### C. "Age-Up Athlete" – State Meet Entry Option

1) DEFINITION: An "Age-Up Athlete" is 12 year- who has a birth day between the second day (Saturday) of 12 and Under State Meet and the first day of their 13 and Over State meet. These swimmers may swim both meets.

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### D. Determination of Age Group

Age of the swimmer on the first day of the meet shall determine his or her age for the entire meet. Eligibility to compete in a particular age group shall be determined by the swimmers date (not hour) of birth.

Commented [JBC4]: Moved to Common Rules (D)

### B. Entry Limitations

Swimmers of any age may enter events designated as "Open" so long as the swimmer has achieved the qualifying time for the event and meet all other eligibility requirements. A swimmer may enter as many events as he/she desires, however, may swim no more than 3 individual events per day and a total of no more than 6 individual events for the entire meet. If a swimmer chooses to enter more events than the maximum number allowed, the swimmer must use the scratch procedure to avoid being penalized pursuant to the scratch rules.

Commented [JBC5]: Moved to Common Rules (D)

### N. D. Scratch Rules / \$50 Fine Rule

**1. Individual Events:** All individual events are subject to the USA Swimming National Scratch Procedures as described in Rule 207.12.6.A-E. Scratch procedures are further explained in the respective meet announcements. In addition, if a swimmer fails to compete in his/her last scheduled individual event of the meet without having properly scratched that event, he/she shall be fined \$50 payable immediately to MS. The swimmer is not allowed to compete in any subsequent MS sanctioned events until the fine is paid.

**2. Relay Events:** All relays must check in or scratch pursuant to procedures in their respective meet announcement.

### S. E. Deck Entry and Late Entries

Deck entries are not allowed for the State Meets. A Coach or an Entry Chair who has made an honest mistake and inadvertently failed to enter a swimmer and/or swimmers in an event by the entry deadline may then do so by: a) entering the athlete(s) and/or event(s) by the scratch deadline of the first day of the meet; b) paying a fee of \$100.00 per team and double the entry fee for the event; and, c) providing a paper proof of time (meet results) and current USA-S registration to the Meet Referee at the time of the entry. These fees will go to the meet host for the administrative burden resulting from late entry. The Meet Referee's decision is final and non-appealable.

### Q. F. Time Trial Rules

#### **1. Eligibility to Compete:**

A. All swimmers who participate in Time Trials must be properly registered with USA Swimming before competing in any time trial event.

B. All swimmers must properly identify themselves with their correct name as submitted to USA Swimming, correct USA Identification Number, correct Club Name and correct Club Code before being allowed to compete in any Time Trial event. It is preferred (and mandatory if stated in the meet announcement) that all swimmers intending to swim in Time Trial events present their USA Athlete membership card and other proper identification at the time of registering for Time Trials.

**2. Availability:**

A. Time Trials are offered on a “time available” basis as decided by the Meet Referee and Meet Director(s) and are offered under a separate sanction number.

B. If, after entries are closed, in the opinion of the Meet Referee and Meet Director(s), the meet timeline indicates there is insufficient time available, Time Trials may be cancelled by the Meet Referee and Meet Director(s).

**3. Required Participation in Meet:**

A. Time Trials are only available for swimmers who are already entered in the meet.

B. At the discretion of the Meet Referee, swimmers who are not already entered in the meet and are potential National, US Open, World Cup or Olympic Trial qualifiers may be allowed to compete in Time Trial events.

**4. Number of Time Trials allowed:**

A. A swimmer is allowed a maximum of two time trials per day (or fewer if B applies).

B. Time Trials are counted against the total number of events a swimmer may enter per day as stated in the Meet Announcement. (Example: As stated in the meet announcement, a swimmer has entered the maximum 4 events per day. If the swimmer wants to swim two Time Trials events, the swimmer must scratch out of two regularly entered events.) The maximum number of events swum per day cannot be exceeded under any circumstances.

C. Time Trials are not counted against the maximum number of events a swimmer may enter per meet. (Example: A swimmer has entered the maximum 6 events for the entire meet and swims those six events on the first two days of the meet. The swimmer may attend the third day of the meet and swim a maximum of two time trial events.)

**5. Order of Time Trial events:**

A. Only events contested in the respective meet (JO or State) are available for a Time Trial Event during that meet.

B. The Time Trial events shall be swum in the order listed in the schedule of events for the meet as follows:

1. First Day: First days events followed by the second day's events, third day's events, etc.
2. Second and subsequent days: That days events followed by the events on the remaining days, followed by the events of the previous days.

**6. Competing of Time Trial events:**

A. Time Trial events when offered shall be conducted following the conclusion of the normally scheduled morning or afternoon sessions. No time trials shall be offered following the Finals sessions of the State Championship meets.

B. Distance Freestyle Exception Only: In the Meet Referees discretion, Time Trials for the 800yard / 1000yard / 1500meter / 1650yard distance freestyle events may be swum in the open lanes of the slowest heats during the normally scheduled morning, afternoon or evening session where those events are offered. Additional heats during the normally scheduled sessions shall not be created to accommodate distance freestyle time trial swimmers. All other time trial events must be conducted following the conclusion of the normally scheduled sessions.

**7. Entry Fees:** Entries fees for Time Trial events must be stated in the meet announcement and comply with Rule 4 O.

**G. Scoring and Awards**

Awards will be given for the top sixteen (16) individual finishers in individual events. Awards will be given for the top eight (8) finishers in relay events. Individual high point awards will be awarded for the top three (3) finishers in each age group-male and female. An overall (Combined Men's and Women's) Team State Champion and a runner up (Combined Men's and Women's) trophy will be given. A separate Team Men's and Team Women's Championship Trophy will be given. Awards for the State Championship Meets are secured through the Programs Operations Division of MS and paid for by MS.

**F.H. Entry Times**

Entry times for individual and relay events shall (a) be achieved during the qualifying period (b) be submitted to the hundredths of a second and (c) be the fastest achieved time by the

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swimmer/relay during the qualifying period. Exception for individual Timed Finals Events: A swimmer, if entered in two or more events on (1) the day of the 500 Free or 400 IM at the 12 and Under State Short Course Championships or (2) the day of the 1000 Free or the 1650 Free at the 13/14 and Open Short Course State Championships or (3) the day of the 1500 meter Free at the Long Course State Championships, may enter at his/her fastest time or at the time standard, in his/her discretion.

#### **G. Time conversions**

~~Time conversions are not permitted to establish an entry time. Actual times must be used except when entering as an automatic qualifier (which enter at the cut).~~

Commented [JBC6]: Moved to (A)

#### **H. I. Age Groups**

The following age groups will be used in the respective State Championship Meets for both male and female swimmers:

- 1: 12 and Under Short Course: 10 & Under, 11 and 12
- 2: 13 and Over Short Course: 13 & 14, Open
- 3: ~~14 and Under~~ 12 and Under Long Course: 10 & Under ~~(TF)~~, 11 and 12 ~~and 13 & 14~~
4. 13 and Over and Open Senior Long Course: Open (P/F)

Each Long Course State Championship Meet will be run as a three-day meet with the order of events and specification as to whether the 10 and Under, 11-12 and 13-14 age groups will swim timed finals (TF) or prelim finals (P/F) to be determined by the Technical Committee.

For the Long Course State Championship Meets, it is recommended to have the 14 and Under Age Group meet on the same weekend as our current state championship (usually one week ahead of the Central Zone Age Group Meet) and the Open Senior Meet prior to Sectionals, Junior Nationals and Senior Nationals. Each meet will receive \$6,000.00 from MS to help offset pool rental, along with awards and the administrative official being paid by MS.

#### **H. J. Individual / Relay Events Offered**

All Michigan LSC individual and relay events in the above specified age groups that have established time standards are offered. However, all 800/1000's and 1500/1650's at the State Championship Meets will be swum together, fastest to slowest alternating heats by gender. The computer will separate the 13-14 and Open age groups for awards and scoring after the completion of the event. Swimmers will need to consult the heat sheet posted on deck for heat and lane assignments.

#### **H. K. Proof of Individual Entry Times**

1. DEFINITION: These are "proof of time" meets. This means that all submitted entry times must be proven/verified by a specific point in time or the entry will be scratched. If an entry time is not pre-proven/verified the swimmer will be scratched from the event and the MS Office will notify the club's entry chair via the email address stated on the entry file of the rejected entry. Once the entry is rejected, no proof of time will be accepted and the swimmer is out of the event. Refunds will not be issued for failure to supply a proof of time.

2. ACCEPTABLE MEETS USED FOR PROOF: For State Meet qualifying proof of times, MS will accept all times from any USA Swimming Sanctioned, Observed or Approved Meet. . MS will also accept all times from meets Sanctioned by National Governing Bodies to include College, High School, Masters, YMCA and foreign meets approved by FINA, that are run on approved meet management software and within the qualifying period.

3. CONTENTS OF SWIMS DATABASE: The SWIMS database maintained by USA Swimming contains results of all Sanctioned, Approved and Observed meets held in the USA and certain other International Meets. If the time is in SWIMS it may be viewed from the USA Swimming website by selecting **Times & Teams > Times Search > Individual Times Search** and running a search using the athlete name.

4. PROVEN vs. UNPROVEN TIMES: Times in the SWIMS database are proven times and do not require any further proof. If a time does not appear in OME, it is NOT a proven time. If the OME user chooses to enter a custom time by using the Override Times entry function to enter the meet with an unproven time they must send a proof of time to the MS Office (see paragraph #5 below for acceptable proof of time criteria).

5 ACCEPTABLE PROOFS: Proof of time must be in accordance with the type of time entered (LCM, SCY or SCM). Acceptable proofs include printed meet results which clearly identify the meet host, the location of the meet and the date the meet was held (swim date must be on or after January 1, (prior year)) as well as the name of the event and the names, clubs and times of other swimmers in the event. The preferred proof is a locked backup of the meet results using any electronic meet management software approved by USA Swimming, Inc. Results files exported from Team Manager will work but are NOT preferred. Computer printed award labels, time cards signed by a meet referee and similar items are not acceptable for proof purposes.

6. MEET ENTRY REPORTS: To simplify the process, coaches / entry chairs should also include a Meet Entry Report from Team Manager or Team Unify. This report will include the names and dates of the meets where the swimmers achieved the entry times for this meet. Times from relay leadoffs and splits from individual events which are being submitted as entry times should be noted on this form or in the accompanying e-mail. See the 'help' section in the software being used for instructions on creating the Meet Entry Report with its associated proof of time.

7. TIMELINE: Proofs should be mailed or e-mailed (not faxed) to the MS Office so that they will be received within 3 days after the initial entry deadline. It is preferred that clubs collect these and send them in one batch.

8. ENTRY EXTENSION PERIOD: The OME Override Times feature may not be used for entries during the entry extension. Times for all events entered during this period must be in SWIMS and are, therefore, pre-proven.

9. INDEPENDENT VERIFICATION OF PROOFS: Michigan Swimming reserves the right to independently verify all proofs of time.

#### **Relay Entry**

1. Each team may enter no more than two (2) relays in a relay event and the relays must be designated as "A" and "B" with the entry.

2. A and/or B relays must originally be entered with a seed time and the seed time must be at or faster than the qualifying standard for the relay event. A and/or B relays may be entered without pre-proving the entry time, however, all relays missing a qualifying time standard must then prove that the qualifying standard had been achieved during the qualifying period or pay a fine. Therefore, it is highly suggested that all relay seed times as submitted on the entry have a provable aggregate time.

3. Both swimmers that are participating in the meet in an individual event(s) and "Relay Only Swimmers" are eligible to compete on an A or B relay. However, "Relay Only Swimmers" who are not entered in any individual event(s) in the meet must be listed with all necessary information on the form attached to the meet announcement or they will not be allowed to participate on any relay. Coaches should list all swimmers who could possibly participate on a relay on the "Relay Only Swimmers" form.

#### **M. Relay Proof of Time**

Relay proof of times are owned by individual teams. Proof of relay time is only necessary if a team overrides the required entry time and the relay does not swim the entry time. If the relay, including disqualified relays, was entered using an override entry time and actually swims slower than the qualifying standard, proof of time is required. This is done by proving the aggregate time for the four individuals who actually swam on the particular relay within 30 days following the conclusion of the meet to the MS Office. The aggregate time to be proved need not be equivalent to the submitted entry time for the relay, however, the time must be at or faster than the qualifying standard for the relay event. Aggregate proof times must all be equivalent (i.e. all short yards or long course meters in the respective meet) and all must have occurred during the qualifying period. Failure to prove a qualifying aggregate time within the 30 days will result in a fine of \$100 payable immediately to the Office of Michigan Swimming. Failure to pay the \$100 fine will result in that team being barred from participating in any future events sanctioned or approved by Michigan Swimming until the fine is paid.

#### **N. Protests**

USA Rule 102.11.1 et seq will govern all protests in the State Championship Meets.

#### **M. Relay Only Swimmers**

~~Relay only swimmers must be listed on the official entry form provided for that purpose or they will not be allowed to participate on any relay.~~

Commented [JBC7]: Moved to Common Rules (H)

#### **N. Scratch Rules / \$50 Fine Rule**

~~1. Individual Events: All individual events are subject to the USA Swimming National Scratch Procedures as described in Rule 207.12.6.A-E. Scratch procedures are further explained in the respective meet announcements. In addition, if a swimmer fails to compete in his/her last scheduled individual event of the meet without having properly scratched that event, he/she shall be fined \$50 payable immediately to MS. The swimmer is not allowed to compete in any subsequent MS sanctioned events until the fine is paid.~~

Commented [JBC8]: Moved to (D)

~~2. Relay Events: All relays must check in or scratch pursuant to procedures in their respective meet announcement.~~

#### **O. Time Trial Rules**

Commented [JBC9]: Moved to (F)

#### **1. Eligibility to Compete:**

~~A. All swimmers who participate in Time Trials must be properly registered with USA Swimming before competing in any time trial event.~~

~~B. All swimmers must properly identify themselves with their correct name as submitted to USA Swimming, correct USA Identification Number, correct Club Name and correct Club Code before being allowed to compete in any Time Trial~~

~~event. It is preferred (and mandatory if stated in the meet announcement) that all swimmers intending to swim in Time Trial events present their USA Athlete membership card and other proper identification at the time of registering for Time Trials.~~

**~~2. Availability:~~**

~~A. Time Trials are offered on a “time available” basis as decided by the Meet Referee and Meet Director(s) and are offered under a separate sanction number.~~

~~B. If, after entries are closed, in the opinion of the Meet Referee and Meet Director(s), the meet timeline indicates there is insufficient time available, Time Trials may be cancelled by the Meet Referee and Meet Director(s).~~

**~~3. Required Participation in Meet:~~**

~~A. Time Trials are only available for swimmers who are already entered in the meet.~~

~~B. At the discretion of the Meet Referee, swimmers who are not already entered in the meet and are potential National, US Open, World Cup or Olympic Trial qualifiers may be allowed to compete in Time Trial events.~~

**~~4. Number of Time Trials allowed:~~**

~~A. A swimmer is allowed a maximum of two time trials per day (or fewer if B applies).~~

~~B. Time Trials are counted against the total number of events a swimmer may enter per day as stated in the Meet Announcement. (Example: As stated in the meet announcement, a swimmer has entered the maximum 4 events per day. If the swimmer wants to swim two Time Trials events, the swimmer must scratch out of two regularly entered events.) The maximum number of events swum per day cannot be exceeded under any circumstances.~~

~~C. Time Trials are not counted against the maximum number of events a swimmer may enter per meet. (Example: A swimmer has entered the maximum 6 events for the entire meet and swims those six events on the first two days of the meet. The swimmer may attend the third day of the meet and swim a maximum of two time trial events.)~~

**~~5. Order of Time Trial events:~~**



~~A. Only events contested in the respective meet (JO or State) are available for a Time Trial Event during that meet.~~

~~B. The Time Trial events shall be swum in the order listed in the schedule of events for the meet as follows:~~

~~1. First Day: First days events followed by the second day's events, third day's events, etc.~~

~~2. Second and subsequent days: That days events followed by the events on the remaining days, followed by the events of the previous days.~~

~~**6. Competing of Time Trial events:**~~

~~A. Time Trial events when offered shall be conducted following the conclusion of the normally scheduled morning or afternoon sessions. No time trials shall be offered following the Finals sessions of the State Championship meets.~~

~~B. Distance Freestyle Exception Only: In the Meet Referees discretion, Time Trials for the 800yard / 1000yard / 1500meter / 1650yard distance freestyle events may be swum in the open lanes of the slowest heats during the normally scheduled morning, afternoon or evening session where those events are offered. Additional heats during the normally scheduled sessions shall not be created to accommodate distance freestyle time trial swimmers. All other time trial events must be conducted following the conclusion of the normally scheduled sessions.~~

~~**7. Entry Fees:** Entries fees for Time Trial events must be stated in the meet announcement and comply with Rule 4-O.~~

#### ~~P. Non-Application of Four Hour Rules~~

Commented [JBC10]: Moved to Common Rule (I)

~~The four hour rules as stated in Rule IV, H above do not apply to State Championship Meets where all qualified swimmers shall be allowed to swim regardless of the length of the sessions. In cases where it appears, by review of the timeline within each session on any electronic meet management software approved by USA Swimming, Inc., and all other relevant entry data, that sessions may exceed four hours, the State Meet Referee shall make every attempt to balance the sessions of the meet and complete them in the most efficient manner possible while assuring the athlete the quality of the start and the swim. This might include swimming 10 lanes in prelims and the timed finals sessions only and over the water starts for prelims and timed finals sessions only. In either of these cases, the meet program should state these items as discretionary by the Meet Referee and must be approved prior to the meet by the Program Operations Vice-Chair.~~

#### ~~Q. Protests~~

~~USA Rule 102.11.1 et seq will govern all protests in the State Championship Meets.~~

#### ~~R. Awards~~

Commented [JBC11]: Moved to (G)

~~Awards will be given for the top sixteen (16) individual finishers in individual events. Awards will be given for the top eight (8) finishers in relay events. Individual high point awards will be awarded for the top three (3) finishers in each age group male and female. An overall (Combined Men's and Women's) Team State Champion and a runner up (Combined Men's and Women's) trophy will be given. A separate Team Men's and Team Women's Championship Trophy will be given. Awards for the State Championship Meets are secured through the Programs Operations Division of MS and paid for by MS.~~

#### ~~S. Deck Entry~~

Commented [JBC12]: Moved to (E)

~~Deck entries are not allowed for the State Meets.~~

#### ~~T. Required Timers Participation by Host Club~~

Commented [JBC13]: Moved to Common Rules (J)

- ~~1. All timers for MS Championship meets will be provided by the host club for all sessions including preliminary, finals and timed finals sessions. However, the host club will provide only one (1) timer per lane for preliminaries in individual freestyle distance events of 800 meters and/or yards and longer. The swimmer will provide the second timer for their individual swim in these events.~~
- ~~2. The host club will provide two timers per each lane used for Finals sessions.~~

#### ~~U. Selection and Compensation of State Championship Meet Officials~~

Commented [JBC14]: Moved to Common Rules (G)

~~The selection and compensation of State Meet Officials is contained in the Officials Committee section of this manual.~~

#### ~~V. O. On Line Meet Entry~~

~~The meet hosts of the 12 and Under SCY State Meet, the 13/14 and Open SCY State Meet and the LCM State Meets shall use the USA Swimming On-Line Meet entry (OME) system to accept entries for these meets. Host clubs using OME must allow payment on the OME system by credit card if the entering teams so choose. Teams may also choose to pay by check directly to the meet host. Note: Custom times will be accepted.~~

#### ~~W. Financial Statements for State Meets~~

Commented [JBC15]: Moved to Common Rules (K)

~~The SCY and LCM State Meet hosts will required to file a financial statement setting forth a~~  
~~X. State Meet Late Entry~~

~~A Coach or an Entry Chair who has made an honest mistake and inadvertently failed to enter a swimmer and/or swimmers in an event by the entry deadline may then do so by: a) entering the athlete(s) and/or event(s) by the scratch deadline of the first day of the meet; b) paying a fee of \$100.00 per team and double the entry fee for the event; and, c) providing a paper proof of time (meet results) and current USA S registration to the Meet Referee at the time of the entry. These fees will go to the meet host for the administrative burden resulting from late entry. The Meet Referee's decision is final and non appealable.~~

Commented [JBC16]: Moved to (E)  
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R-12 ACTION:	Adopted	Defeated	Adopted/Amended	Tabled
	Postponed	Pulled	<b>Withdrawn by Author</b>	

**Location:** Pages 36-38

**Proposed by:** Joe McBratnie

**Purpose / Rationale:** To clean up the Rules and Procedures document to reduce years of bloat and allow flexibility to allow the LSC to continue to meet the needs of its membership and grow.

**Effective Date:** Immediately.

**Recommendation:** *The MS Board of Directors recommends* **NO RECOMMENDATION**

**DISTRICT CHAMPIONSHIP RULES**

~~A. Assignment of Clubs to Venue~~

~~For the District Championships all teams registered with MS will initially be assigned by the Programs Operations Vice-Chair to district meet "venues". These venues will be geographically located throughout the State of Michigan in an effort to equalize the size (total entries) of the meets as well as travel distance to the meets. The districts will typically be referred to as the "Red, White and Blue" Divisions. Each MS team will compete at and send their entries to the initial venue assigned by the Programs Operations Vice-Chair (i.e. a MS team cannot choose which venue they will compete at). After the entries are received at each venue the Program Operations Vice-Chair, in his/her discretion, has the right to and may reassign clubs among the meet venues to balance the entries in an equitable manner between each venue.~~

Commented [JBC17]: Moved to Common Rules (A)

**B. Entry Times and NT Entries**

~~No time entries will not be accepted. An actually achieved time is submitted with the~~

#### **E.A. Time Conversions**

Time conversions are allowed from actually achieved LCM or SCM times. Convert to SCY only.

#### **E.B. Mandatory Withdrawal From Event - [Over Qualifying]**

If a swimmer achieves a Q2 (or better) in a particular event IN ANY COURSE (SCY, SCM or LCM) after his/her entry has been sent to the District Entry Chair the swimmer must withdraw from the event. The swimmer may then substitute another event, if qualified, despite the fact that the entry period may have closed. Contact the meet host entry chair directly should this occur. The entry fee for the mandatorily withdrawn event will be refunded if the athlete chooses not to enter a substitute event. Also, the "Age-Up Athlete" entry exception may apply if the athlete's age and birthday occurs within a small window of time. See Age-Up Athlete entry exception below. If an athlete fails to withdraw from the event pursuant to these rules and this fact is discovered at a later time, the achieved time will be declared a nullity, stricken from the SWIMS database and any award must be returned.

#### **E.C. "Age-Up Athlete" - District Entry Option**

**1) DEFINITION:** An "Age-Up Athlete" is **a)** a 10 year-, 12 year- or 14 year-old who has a birthday between the second day (Saturday) of Districts and the first day of their respective State meet and **b)** who is "over qualified" [has a Q2 time] for an event for the District Meet and **c)** who will be "under qualified" for the JO meet in their new age group. If the athlete meets the above test, they have an entry option. This option is intended to allow these swimmers who "Age-Up" before the JO Meets an opportunity to achieve a JO Q2 in their upcoming new age group.

**2) HOW TO ENTER THESE EVENTS:** An "Age-Up athlete" may then enter a District event in their current age group even though their achieved time is a Q2 [JO Meet] time for their current age group. Enter the athlete at their actually achieved best time [Q2 or better]. This will result in the swimmer being seeded the fastest in the heats. Coaches, Club Entry Chairs and Paper Entry Individuals: It is imperative that you alert the District entry chair to all "Age-Up" entries by enclosing a statement to that effect in your TM or US mail entry. Coaches - in your TM event file - mark the event as "Exhibition" and use the actually achieved Q2 time (or better) as a seed time.

**3) MEET RESULTS:** The meet host will consider all athletes that are entered at the Q2 time or better to be "Age-Up Athletes", exhibition swims and **not eligible for awards.**

4) ENTRY LIMITATIONS: "Age-Up Athletes" are subject to the same entry limitations as all other athletes. (See D above).

#### D. Q2 Qualification

Q2 (Junior Olympic qualifying) times achieved at District's qualify for the Junior Olympic as long as the entry is received by the Junior Olympic hosts by the entry cut off dates as stated in the Junior Olympic announcements.

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#### F. Entry Fees

~~Electronic entry fees are \$5 per individual event and \$12 for relays. There is also a \$5 MS Athlete surcharge for each swimmer entered.~~

Commented [JBC18]: Moved to fee chart

#### G. E. Deck ~~entries~~ Entries and Late Entries

~~Deck entries may be accepted at the MS District Championship Meets. There is no proof of time requirement for entry. However, the coach or athlete must be able to show proof of athlete membership if the athlete is not already in the meet. This may be accomplished by providing a current membership card for the athlete or a roster from the Club Portal which includes the athlete's name and birth date. See Section CC "Deck Entries at Meets" in the General Rules Section for how to determine proof of registration and the penalties for allowing an unregistered athlete to swim. There are no deck entries at the Districts.~~ A Coach or an Entry Chair who has made an honest mistake and inadvertently failed to enter a swimmer and/or swimmers in an event by the entry deadline may then do so by: a) entering the athlete(s) and/or event(s) by the scratch deadline of the first day of the meet; b) paying a fee of \$100.00 per team and double the entry fee for the event; and, c) providing a paper proof of time (meet results) and current USA-S registration to the Meet Referee at the time of the entry. ~~These fees will go to the meet host for the administrative burden resulting from late entry.~~ The Meet Referee's decision is final and non-appealable.

#### H. F. Time Trials

~~There are no time trials except for the following, if time permits in the sole discretion of~~ Those athletes not already in the meet must be able to prove that they are currently registered USA/MS athletes (preferably by a membership card).

1) Athletes do not need to be previously entered in the meet in order to Time Trial.

Those athletes not already in the meet must be able to prove that they are currently registered USA/MS athletes (preferably by a membership card).

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2) Time Trials will be offered at the discretion of the Meet Host and the Meet Referee only if time permits following sessions on Friday, Saturday and Sunday. All Time Trials will be offered as "Open" events.

3) a) Friday evening Time Trial distances, if offered, include the 1,000 and 1,650 Freestyle events. b) However, Saturday and Sunday Time Trial distances are limited to distances of 500 yards or shorter.

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~~4) 10 year old swimmers who are "Age-Up Athletes" are eligible to TT the 200 stroke events (Fly, Back, Breast), however, 10 year old swimmers who are not "age-up Athletes" may not time trial the Open 200 Stroke events.~~

5) Only 1 individual event Time Trial is allowed per swimmer per day. Only 1 relay event time trial is allowed per swimmer per day.

~~2) 12 and 14 year old swimmers who are "Age-Up Athletes" are eligible to TT the 1000 and 1650 Freestyle ON FRIDAY NIGHT ONLY. However, 12 and 14 year old swimmers who are not "age-up Athletes" may not time trial these events.~~

~~3) Entry into these time trials does not count as an individual entry and is not subject to the 3 per day entry limit.~~

**G. Scoring and Awards**

The meet is not scored. Individual events: Medals will be awarded for 1st through 8th place. Ribbons will be awarded 9th through 16th place. Relay Events: Relays will be awarded Medals for 1st – 3rd place and ribbons for 4th-8th place. No awards will be mailed.

~~**J. Number and Compensation of District Championship Meet Officials**~~

Commented [JBC19]: Moved to Common Rules (G)

~~The selection and compensation of District Meet Officials is contained in the Officials Committee section of this manual.~~

**K. H. Profit Sharing at District Championship Meets**

The District Championship Meets will share the profits of the meet entries by calculating the total entry fees (number of individual entries multiplied by the entry fee plus number of relays multiplied by the entry fee), subtracting the MS Sanction fee from the total and then calculating the average.

R-13 ACTION:	Adopted	Defeated	<b>Adopted/Amended</b>	Tabled
	Postponed	Pulled		

**Location:** Pages 58 - 59

**Proposed by:** Dan Meconis

**Purpose / Rationale:** 1. Reimbursements should be based on athlete achievement and the cost associated with attending the meet. The qualifying times for summer nationals are more difficult to achieve than the qualifying times for winter nationals. Additionally, the duration of the summer nationals, 6 days, versus winter nationals, 3 days, is significant.

2. NCSA Junior Nationals has been excluded as a reimbursable meet as this is not a USA Swimming National meet. We do not include YMCA Nationals, thus we should not include NCSA Junior Nationals.

**Commented [E20]:** Proposal to change funding for national meets was considered as a separate proposal and it passed.

**Recommendation:** *The MS Board of Directors recommends [Part 1—Approval; Part 2—No recommendation](#)*

## TRAVEL FUND POLICIES

### A. Athletes

To qualify for travel expense reimbursement a swimmer must:

1. Have been a Michigan registered swimmer at the time of competing in a qualifying meet;
2. Have competed in at least three (3) Michigan Swimming sanctioned meets, which are open to all Michigan swimmers [who meet the meet qualifying times \(excludes closed meets including but not limited to closed invitationals, dual and tri-meets\)](#) and have completed a minimum of three (3) individual events at each of these three meets. ~~If a prelim/final meet any scratches from finals will not be counted as an individual event.~~ Athletes are not eligible for Travel Fund Reimbursement if they are eligible to receive funding from USA Swimming, another LSC, and/or college/university.

Any swimmer, who believes they will be reasonably unable to satisfy the requirements which apply to the number of meets in which an athlete must compete, may file a request for waiver with the Michigan Swimming Board of Directors. The Board of Directors will review these requests on a case by case basis, their decision is final.

Qualifying Meets and their reimbursements are as follows:

~~Olympic Trials for USA Swimming National Teams~~ [\\$500 \\$600](#)

Major National and International swimming \$500

competitions for disability swimming [\(not otherwise funded\)](#)

<del>Major National/International swimming</del>	<del>————— \$500</del>
<del>competitions not funded by USA Swimming</del>	
US Open Championship <del>(if more than 3 days)</del>	<del>\$350</del> <u>\$500</u>
<del>Senior Nationals (short and long course)</del>	<del>\$350</del> -- summer \$500, winter \$350
<del>Junior Nationals (short and long course)</del>	<del>\$300</del> -- summer \$400, winter \$250
Open Water National Championships	\$300
NCSA Junior Nationals	<u>\$200</u>
Relay Only – ½ the eligible amount at the above listed meets only	

**Commented [E21]:** Eliminating funding for NCSA was considered as a second proposal and it Failed.

~~(If the overall requests exceed the budgeted amount for the season, reimbursements will be prorated.)~~

If a swimmer competes in two meets which are held consecutively in the same vicinity, the swimmer may be reimbursed the full amount for one of the meets and no more than 50% for the second meet. An athlete may request not more than two reimbursements per season.

Swimmers having been registered with Michigan Swimming for four (4) years or more, either continuously or discontinuously, shall be eligible for 100% of the share; three (3) years for 75% of the share; two (2) years for 50% of the share; one (1) year for 25% of the share. The dollar value of the share will be based on the current Michigan Swimming Inc. budget. It is up to the individual completing the form to list the number of years attached to Michigan Swimming. If this is not completed or is partially completed then the reimbursement will be based on the information provided on the form. Separate forms must be completed for each meet.

Reimbursements will be made at the end of each short and long course season. Applications must be postmarked by May 1<sup>st</sup> for the short course season and September 15<sup>th</sup> for the long course season. Any claim rejected due to the postmark rule must be available to Michigan Swimming and any Michigan Swimming Club with the postmarked envelope attached for proof of denial. All receipts or legible copies of receipts must be included. Athlete meal receipts must be annotated to show the athletes meal items.

The reimbursement form can be found on the Michigan Swimming website in the Forms area under the Athlete heading. The completed forms must be signed by the athlete and the parent / legal guardian or coach.

Clubs which provide receipts / reports for airfare, lodging, travel at the meet, and meals through club booked meets must contain the following: athlete's full name, meet name, Page | 48



dates, host city and state, itemized totals for each individual athlete's travel, lodging, transportation cost at the meet, if applicable, and meals.

The completed forms and all accompanying documentation should be mailed to the following:

Michigan Swimming Office  
Attn: Finance, Vice-Chair  
2900 Rodd St #1784  
Midland, MI 48641-1784

The Travel Fund Coordinator will determine the number of shares that each swimmer has earned and will notify the Treasurer of dollar amounts to be paid by a date set by the Travel Fund Coordinator

The Treasurer will write travel reimbursement checks within 30 days of the deadline set by the Travel Fund Coordinator. Checks for high-school aged swimmers shall be made payable to the swimmer's parents or club to avoid conflict with Michigan High School Athletic Association rules.

R-14 ACTION: <b>Adopted</b>	Defeated	Adopted/Amended	Tabled
Postponed	Pulled		

**Location:** Pages 58 - 59

**Proposed by:** Dan Meconis

**Purpose / Rationale:** The purpose of the reimbursement is to encourage officials to experience officiating at a National Championship meet. For those who find the experience rewarding and want to continue officiating at that level the LSC will continue to supplement the cost of attending one such meet a year. Olympic trials has been excluded as that is not a meet that officials can apply to attend.

**Recommendation:** *The MS Board of Directors recommends **APPROVAL***

#### B. Officials

To qualify for travel expense reimbursement an official must:

1. Have been a Michigan registered official at the time of the qualifying meet;
2. Have officiated in at least three (3) Michigan Swimming sanctioned meets within the last six months and have an average rating of three (3) or higher.

Qualifying Meets and their reimbursements are as follows:

~~Trials for USA Swimming National Teams~~ — \$500

Major National and International swimming

competitions for disability swimming ~~\$500~~ \$450

US Open Championship (6 day / 3 day) ~~\$350~~ \$450 / \$300

~~Senior Nationals (short and long course)~~ ~~\$350~~ and Junior Nationals, summer \$450,  
winter \$300

~~Junior Nationals (short and long course)~~ — \$300

Open Water National Championships \$300

~~(If the overall requests exceed the budgeted amount, reimbursements will be  
prorated.)~~

An official may request only one (1) reimbursement per ~~season, long course and short  
course~~ fiscal year. Reimbursement will be made after the completion of the meet where the  
official has worked. Officials will need to complete the Official's Travel Stipend Form and  
provide copies of receipts.

Reimbursements will be made for actual expenses or the amount listed above, whichever is  
less.

The completed form and all accompanying documentation should be mailed or e-mailed to  
the following:

Michigan Swimming Office

Attn: Finance Vice-Chair

Official's Travel

2900 Rodd St #1784

Midland, MI 48641-1784

[MIswimFinance@yahoo.com](mailto:MIswimFinance@yahoo.com)

The Finance Vice-Chair along with the Officials' Chair will determine the amount to be  
reimbursed and will notify the Treasurer of the dollar amounts to be paid by a date set  
by the Finance Vice-Chair. The Treasurer will ensure reimbursement checks are  
processed within 30 days of the deadline set by the Finance Vice-Chair.

R-15 ACTION:	Adopted	Defeated	Adopted/Amended	Tabled
Postponed	Pulled	<b>Vote is not necessary—this can be done without a vote—form will be removed from R&amp;P and placed on website.</b>		

**Location:** Page 61 – Program Development Section

**Proposed by:** Joe McBratnie

**Purpose:** To clean up the Rules and Procedures document to reduce years of bloat and allow flexibility to allow the LSC to continue to meet the needs of its membership and grow.

**Effective Date:** Immediately.

**Recommendation:** *The MS Board of Directors recommends APPROVAL*

- **Outreach** facilitating the involvement of swimmers from minority groups and/or disadvantaged backgrounds in all aspects of the MS program.
  - Michigan Swimming has earmarked an annual budget of \$10,000 for the purpose of assisting member clubs developing minority and/or disadvantaged programs for the purpose of expanding the reach of swimming for those athletes who are in need of financial assistance in order to participate.
  - Funding is available on an annual basis and must be sponsored by a USA Swimming member club.
  - Requests must include
    - Defined demographic or target group.
    - Quantification of financial need.
    - Details regarding how the funds will be used.
    - Enumeration of both measures of and barriers to success
    - A balance sheet of the requested funds and their uses (see sample following)
  - Special consideration will go to programs that (1) follow Make a Splash guidelines, (2) provide for ongoing swimmer development and support as a USA-S member and (3) provide club and community matching funds.
  - Sponsoring club must provide a schedule of tollgates, milestones, and reporting dates to Michigan swimming. Failure to do so will result in the sponsoring club having to repay the donation to Michigan Swimming.

## Michigan Swimming Funds Request Sheet

Formatted Table

<b>REQUESTED GRANT</b>		4000		
-				
<b>PROPOSED USE</b>	<b>QTY</b>	<b>AMOUNT</b>	<b>TOTAL</b>	<b>BALANCE</b>
Pool fees	10	650	6500	-2500
-	-	-	-	-2500
-	-	-	-	-
-	-	-	-	-
-	-	-	-	-
-	-	-	-	-
-	-	-	-	-
-	-	-	-	-
-	-	-	-	-
-	-	-	-	-
-	-	-	-	-
-	-	-	-	-
-	-	-	-	-
-	-	-	-	-
-	-	-	-	-
-	-	-	-	-
<b>TOTAL EXPENDATURES</b>		-	6500	-
<b>FINAL BALANCE (describe below if not 0)</b>		-		-2500

<b>Explain budget discrepancies:</b>
-
-
<b>Michigan Swimming Board Notes:</b>
-
-

R-16 ACTION:	Adopted	Defeated	Adopted/Amended	Tabled
Postponed	Pulled	<b>Withdrawn by Author</b>		

**Location:** Page 63 – Program Development Section

**Proposed by:** Joe McBratnie

**Purpose:** To clean up the Rules and Procedures document to reduce years of bloat and allow flexibility to allow the LSC to continue to meet the needs of its membership and grow.

**Effective Date:** Immediately.

**Recommendation:** *The MS Board of Directors recommends **APPROVAL***

### **CAMPS AND CLINICS**

#### **A. Swimmer Camps**

USA Swimming has designed a variety of camps to help swimmers of all ages and abilities to achieve their competitive goals. ~~The Winning Spirit, Blue Ribbon, Racing, and National Age Group Camps are held at the LSC level. The Zone Distance Camps are held at the zone level. The Bronze, Silver, Gold, and Eagle Select Camps are held at the U.S. Olympic Training Center in Colorado Springs.~~ The Camp/Clinic Coordinator is responsible for facilitating participation by MS swimmers in these camps, and for identifying clubs and coaches to help conduct camps within the state.

R-17 ACTION: <b>Adopted</b>	Defeated	Adopted/Amended	Tabled
Postponed	Pulled		

**Location:** Page 65 – Program Development Section

**Proposed by:** Joe McBratnie

**Purpose:** To clean up the Rules and Procedures document to reduce years of bloat and allow flexibility to allow the LSC to continue to meet the needs of its membership and grow.

**Recommendation:** *The MS Board of Directors recommends APPROVAL*

#### **SAFETY AT SWIM MEETS**

Meet hosts are required to designate safety marshals who are responsible for supervising the pool area and enforcing warm-up procedures. If necessary, marshals may also be asked to patrol locker room areas. Marshals should take immediate action if they observe unsafe practices or behaviors (for example, running on the deck, pushing and shoving, smoking, playing in the showers), or if they observe violations of the warm-up procedures (for example, entering at the turn end of the pool, jumping or diving into the pool). Usually a short discussion with the offender(s) will be sufficient to solve a problem; however, if necessary, the marshal may refer the situation to the meet referee for appropriate action. Note that the meet referee is the only official authorized to disqualify individuals for violations of safety rules.

At MS meets, the meet referee shall appoint at least one certified official to help supervise pre-meet warm-up sessions. The host club shall appoint at least one marshal and at least one assistant for short course meets, and at least one marshal and three assistants for long course meets, to supervise the pre-meet warm-up sessions. The host club shall also appoint at least one marshal to supervise warm-up facilities available during the meet. Marshals should wear the orange vests ~~provided by MS~~. If those vests are unavailable, marshals should be identified by a badge or other form of identification.

All MS Clubs are required to file with the MS Safe Sport Coordinator a comprehensive Emergency Action Plan for all pools/venues that the MS Club uses during the year for any purpose – including practices and the hosting of meets. These EAPs should satisfy all criteria under Emergency Planning (Meet Director’s Workshop, Michigan Swimming, September 22, 2000) as published on the MS website. A MS Club is free to use any existing EAP issued by the facility (e.g. high school, college, etc.), however, when using an existing EAP from a facility, be sure to supplement the EAP as needed for USA / MS

Swimming purposes. MS Clubs are required to file these EAPs with the MS Safe Sport Coordinator by December 31 of each calendar year.

R-18 ACTION:	Adopted	Defeated	Adopted/Amended	Tabled
	Postponed	Pulled	<b>Withdrawn by Author</b>	

**Location:** Page 66 – Program Development Section

**Proposed by:** Joe McBratnie

**Purpose:** To clean up the Rules and Procedures document to reduce years of bloat and allow flexibility to allow the LSC to continue to meet the needs of its membership and grow.

**Effective Date:** Immediately.

**Recommendation:** *The MS Board of Directors recommends **APPROVAL***

#### **SAFETY TRAINING FOR SWIM COACHES**

All USA Swimming-registered coaches must maintain current certifications ~~in cardiopulmonary resuscitation (CPR), and safety training for swim coaches~~ [required by USA Swimming and any state required certifications](#). A list of currently approved courses is available on the MS website. Other club personnel, including the club safety coordinator and older swimmers, should also be encouraged to seek relevant safety training and certifications.

R-19 ACTION:	Adopted	Defeated	Adopted/Amended	Tabled
	Postponed	Pulled	<b>Withdrawn by Author</b>	

**Location:** Page 68 – Program Development Section

**Proposed by:** Joe McBratnie

**Purpose:** To clean up the Rules and Procedures document to reduce years of bloat and allow flexibility to allow the LSC to continue to meet the needs of its membership and grow.

**Effective Date:** Immediately.

**Recommendation:** *The MS Board of Directors recommends [Approval with change from "Quad" to "Mid-States"](#)*

## **MS ZONE / QUADMID-STATES TEAM**

### **A. Zone Championship Meets**

Zone meets are the highest level of age-group competition conducted by USA Swimming. Separate meets are conducted in each of the four zones; Eastern, Central, Southern, and Western. Michigan competes in the Central Zone along with Arkansas, Illinois, Indiana, Iowa, Lake Erie, Midwestern, Minnesota, Missouri Valley, North Dakota, Ohio, Oklahoma, Ozark, South Dakota, Wisconsin, and Wyoming. Because of the large geographical area encompassed by the Central Zone, two meets are conducted at different venues. These meets are held in early August at long-course facilities. All participating Michigan swimmers constitute a single Michigan Zone Team, swim on Michigan relays, and earn points for the Michigan team.

[QuadThe Mid-States meet is the in the beginning of January](#)

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### **B. Time Standards**

National AAA time standards are required to qualify for this meet. MS policies prohibit a swimmer from entering events in which he/she has a junior or senior national qualifying time.

### **C. Application Procedures**

Swimmers who wish to participate in the Central Zone / QuadMid-States Championship meet must submit a formal application (the application form ~~is mailed to clubs prior to the entry deadline on the zone website~~) and applicable fees to the MS Office. The fees cover the cost of the entry fees for individual events to the meet. A uniform package will be offered for purchase by the swimmers on the team. The uniform will include a shirt, swim caps, and other items decided upon by the Zone Team Coordinator. Transportation to the meet and lodging are the responsibility of the swimmer's family. Swimmers must agree to adhere to the MS Code of Conduct for Athletes at all times during the meet, including their travel to and from the meet, and including their entire stay at the site of the meet.

### **D. Zone Team Coaches**

MS will send one coach to the zone meet if 1-25 swimmers qualify and apply to compete in the meet, two coaches if 26-50 swimmers participate, three coaches if 51-75 swimmers participate, etc. The coach-swimmer ratio may be adjusted to add more coaches pending the distribution of swimmers by age group, the meet location, and the MS budget. The zone team coaches are recommended by the Coach Representatives and appointed by the MS Board of Directors.



The zone team coaches, under the direction of the head coach, are responsible for reviewing the Michigan entries before they are mailed to the host club/LSC, selecting relay teams, and providing support, encouragement, and supervision of swimmers at the pool site. The head coach determines the roles and responsibilities of the assistant coaches. The head coach is also responsible for consulting with the zone team manager as needed. [Coaches are selected by application process starting in September. Coaches selected to this role serve a term of 1 year. And are expected to coach the zone and potentially the quad meets. If Michigan Swimming holds zone practices these coaches will be the primary coaches for team practices.](#)

During the zone meet and all related activities, zone coaches represent MS rather than their home club. Zone team coaches must agree to adhere to the MS Code of Conduct for Coaches at all times during the meet, including their travel to and from the meet, and including their entire stay at the site of the meet. They must be especially careful to avoid recruiting swimmers (or giving the appearance of recruiting swimmers) to their home clubs.

R-20 ACTION:	Adopted	Defeated	Adopted/Amended	Tabled
	Postponed	Pulled	<b>Withdrawn by Author</b>	

**Location:** Page 70 – Program Operations Section

**Proposed by:** Joe McBratnie

**Purpose:** To clean up the Rules and Procedures document to reduce years of bloat and allow flexibility to allow the LSC to continue to meet the needs of its membership and grow.

**Effective Date:** ~~Immediately~~ [January 1, 2016](#)

**Recommendation:** *The MS Board of Directors recommends [Approval with change in effective date from immediately to January 1, 2016](#)*

#### THE DEVELOPMENT OF THE SKELETON MEET SCHEDULES

- a) The Program Operations Vice-Chair and Program Development Vice-Chair in consultation with the General Chair and Senior Coach Representative start the meet bidding/awarding/scheduling process by developing “skeleton” meet schedules for the upcoming long course and short course seasons. The “skeleton” meet schedules outline all available dates and possible meet formats for the long course and short course seasons. An example of a Skeleton Meet Schedule is [attached as Appendix 1, located on Michigan Swimming web site.](#)

- b) Those who are developing the skeleton schedule are guided by the following principles when formulating the Skeleton Meet Schedules: (a) the meet schedule should provide ample opportunities for swimmers to compete in a variety of events appropriate for their age and ability levels, (b) the meet schedule should offer a variety of meet formats, (c) the meet schedule should facilitate the achievement of State Championship time standards, (d) the meet schedule should facilitate the achievement of zone, sectional and national meet time standards and national team selection criteria. When designing the meet schedule, the committee shall also give consideration to avoid potential conflict with the dates of MHSAA, YMCA, Zone, USA Sectionals and all USA Swimming Championship meets, the dates of camps and clinics, as well as the dates of the MS House of Delegates meeting and the USA Swimming annual convention.
- c) The Skeleton Meet schedule for the upcoming summer long course season shall be completed on or about November 1 of each year [prior to the season](#). The Skeleton Meet schedule for the upcoming fall short course season shall be completed on or about May 1st of each year [prior to the season](#).
- d) The finalized Skeleton Meet schedules shall be forwarded by the Meet Scheduling Committee to the Office of MS. The finalized Skeleton Meet Schedule shall be emailed by the Office of MS ~~as soon as practical~~ [at the beginning of the season prior to the current season](#) to all currently registered clubs of MS to the email address on record for the club at the office of MS. Attached to the email will be a meet schedule request.

**BIDS TO HOST A MEET:**

- a) Clubs should bid on one or more of the meets as described in the skeleton meet schedule as soon as practical by using the Meet Request Form ([see Appendix 2 Michigan Swimming Web site](#)) and forwarding it to the Programs Operations Vice-Chair.
- b) After the meet schedule has been determined, all other clubs requesting a sanction or approval must be approved by program operations, the meet committee and the MS BoD.
- c) Clubs may bid on more than one meet/available date on the Skeleton Schedule. However, when doing so clubs must indicate their first, second, third, etc preferences as to dates (i.e., a "first choice", etc.)
- d) Two or more clubs may submit a bid to co-host a meet(s).
- e) Long Course Meet Bid Deadline: All requests to host an upcoming Summer long course meet shall be submitted to the Program Operations Vice-Chair by December 1<sup>st</sup> of each year.
- f) Short Course Meet Bid Deadline: All requests to host an upcoming Fall short course meet shall be submitted to the Program Operations Vice-Chair by June 1 of each year.

- g) All requests received by the Program Operations Vice-Chair shall be forwarded as soon as practical to all members of the Meet Scheduling Committee for their consideration.

R-21 ACTION: Adopted      Defeated      Adopted/Amended      Tabled Postponed      Pulled <b>Withdrawn by Author</b>
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**Location:** Pages 71-72 – Program Operations Section

**Proposed by:** Joe McBratnie

**Purpose:** To clean up the Rules and Procedures document to reduce years of bloat and allow flexibility to allow the LSC to continue to meet the needs of its membership and grow.

**Effective Date:** Immediately.

**Recommendation:** *The MS Board of Directors recommends **No Recommendation***

#### THE SANCTIONING/APPROVAL PROCESS

- A. After the meet contract has been returned to the [Sanctioning Office and](#) Program Operations Vice-Chair and at least 60 days prior to the actual date of the awarded meet the Meet Host is required to submit to the MS Office Administrative Operations Coordinator a copy of a proposed meet announcement ~~(originally authored by the Meet Host)~~ (see [Appendix 3 for the Michigan Swimming website Meet Announcement Template](#)). Failure to submit the Meet Announcement at least 60 days prior to the actual date of the meet may result in the loss of the awarded meet in the Meet Scheduling Committees' discretion.
- B. The meet announcement must be submitted to the MS ~~Office Meet and~~ Sanctioning ~~Chair Office~~ using the [current](#) MS template as outlined in the Rules and Procedures of MS Swimming. It is preferred that the meet announcement be emailed/submitted in electronic form to the MS Office Meet and Sanctioning Chair in \*.doc (MS Word) or \*.pdf (Adobe Acrobat) format. A copy of the Meet Manager database ~~should will~~ be submitted to the MS Office Meet and Sanctioning Chair at this time.
- C. The meet announcement must explicitly state that entries will not be accepted by the host club any earlier than 4 weeks prior to the first day of the meet.
- ~~C-D.~~ [Entries will be submitted to Michigan Swimming Sanctioning office and then forwarded over to the Meet Host OA for insertion into the meet file. This brokering process will keep an uninterested person in the loop and can allow Michigan Swimming to be proactive on adding meets for meets that fill up quickly.](#)

**D.E.** As part of the Sanctioning Process, all MS Clubs that are awarded meets are required to file with the MS Safe Sport Coordinator a comprehensive Emergency Action Plan for the specific pool/venue where the swim meet will take place. The EAP should be submitted to the Safe Sport Coordinator at the same time the Meet Announcement is submitted for review by the MS Office Meet and Sanctioning Chair. The EAP should satisfy all criteria under Emergency Planning (Meet Director's Workshop, Michigan Swimming, September 22, 2000) as published on the MS website. A MS Club is free to use any existing EAP issued by the facility (e.g. high school, college, etc.), however, when using an existing EAP from a facility, be sure to supplement the EAP as needed for USA-S / MS purposes.

**E.F.** The meet announcement will be reviewed by the MS Office Meet and Sanctioning Chair and corrections, if any, will be made. Once the meet announcement has been satisfactorily edited/corrected by the meet host and approved by the MS Office Meet and Sanctioning Chair, the MS Office Meet and Sanctioning Chair will issue a sanction number for the meet. The completed/approved meet announcement will clearly state the MS Sanction number of the meet in the meet announcement and any corresponding entry forms and waivers. Thereafter, no changes can be made to any of the meet documents including the meet announcement without express authorization from the MS Office Meet and Sanctioning Chair.

**F.G.** All requests for sanctions of time trial, dual meets, tri-meets and closed invitationals shall be automatically granted provided they meet the requirements as stated in the National Rule Book.

R-22 ACTION:	Adopted	Defeated	<b>Adopted/Amended</b>	Tabled
	Postponed	Pulled		

**Location:** Pages 72 - 73

**Proposed by:** Dan Meconis

**Purpose / Rationale:** Over the course of the past several seasons, clubs requesting sanctions have failed to submit their announcements in a timely basis and have also failed to use the current template. When clubs choose to ignore the stated rules and procedures it causes a substantial burden on the MS Office. The proposed rule change should quickly bring this practice to an end.

**Recommendation:** *The MS Board of Directors recommends **APPROVAL***

#### THE SANCTIONING/APPROVAL PROCESS

- A. After the meet contract has been returned to the Program Operations Vice-Chair and at least 60 days prior to the actual date of the awarded meet the Meet Host

is required to submit to the MS Office Administrative Operations Coordinator a copy of a proposed meet announcement (originally authored by the Meet Host) (see Appendix 3 for the Meet Announcement Template). Failure to submit the Meet Announcement at least 60 days prior to the actual date of the meet, using the most current Meet Announcement Template, will result in an automatic fine of \$250 plus \$25 a day for each additional day the announcement is late. Receipt of the announcement will be determined by the time stamp on the e-mail sent to the MS Office. This fine is automatic and may only be waived by the Board of Directors. In addition, more than one late filing may result in the loss of the awarded future meets in-at the discretion of Meet Scheduling Committees' discretion the Board of Directors. Fees collected will go into the athlete travel fund.

**Commented [E22]:** Amendment to remove \$25 a day Fails.

**Commented [E23]:** Amendment to add language that any fines collected goes into Athlete Travel fund Passes.

R-23 ACTION:	Adopted	Defeated	Adopted/Amended	Tabled
	Postponed	Pulled	<b>Withdrawn by Author</b>	

**Location:** Page 74 – Program Operations Section

**Proposed by:** Joe McBratnie

**Purpose:** To clean up the Rules and Procedures document to reduce years of bloat and allow flexibility to allow the LSC to continue to meet the needs of its membership and grow.

**Effective Date:** Immediately.

**Recommendation:** *The MS Board of Directors recommends **NO RECOMMENDATION***

#### MEET EVALUATIONS

- A. As part of the Meet Packet to be posted on the MS website or as a separate document made available to attendees of the swim meet at the swim meet, the Meet Host is required to make available to all attendees of the swim meet a “Meet Evaluation”.
- B. The Meet Evaluation is a document authored by the Meet Host which is intended to allow attendees of a swim meet the opportunity to evaluate the swim meet and make suggestions as to how to improve the swim meet (an example of a meet evaluation is attached as Appendix 4 located on the Michigan Swimming web site).
- C. All Meet Evaluations (positive, negative or neutral) which are received by the Meet Host are required to be copied to the Sanctioning Office, Program Operations Vice-Chair, the Chair of the Officials Committee and the Meet Referee of the concluded

meet as soon as practical following the conclusion of the swim meet, however, no later than 30 days after the swim meet is concluded.

- D. In addition to the Meet Evaluations mentioned above, the Meet Host is required to file a post meet supplement/review of the EAP on file with the MS Safety Coordinator if any safety issues arose at the completed swim meet that necessitates a change in the EAP on file with the MS Safe Sport Coordinator.

R-24 ACTION:	Adopted	Defeated	Adopted/Amended	Tabled
	Postponed	Pulled	<b>Withdrawn by Author</b>	

**Location:** Pages 74-75 – Program Operations Section

**Proposed by:** Joe McBratnie

**Purpose:** To clean up the Rules and Procedures document to reduce years of bloat and allow flexibility to allow the LSC to continue to meet the needs of its membership and grow.

**Effective Date:** Immediately.

**Recommendation:** *The MS Board of Directors recommends **NO RECOMMENDATION***

**TRANSMITTAL OF MS SANCTION FEES AND MS ATHLETE SURCHARGE TO MS**

- A. Within 30 days following the conclusion of the swim meet the Meet Host shall provide the Treasurer of MS (1) a copy of the final financial information concerning the meet from the final team entry fee report which has been produced from any electronic meet management software approved by USA Swimming, Inc.(2) a completed Michigan Swimming Meet Summary Report, (a copy which is available from the Program Operations Vice-Chair, the MS website ([www.miswim.org](http://www.miswim.org)) or the Office of MS and an example is attached as Appendix 5), and (3) a check for the MS Meet Sanction fee (as outlined in section D below) and for the MS athlete surcharge (~~See General Rules P Swimmer Entry Fees which is equal to \$1.00 (non-Championship Meets), \$5.00 (District and JO Meets), and \$3.00 (State Meets)~~ multiplied by be made payable to Michigan Swimming, Inc. (See Meet Summary Report Form to determine calculation of total fees due MS Inc.)
- B. Within 30 days following the conclusion of the meet the Meet Host shall provide the Program Operations Vice-Chair and the Michigan Swimming Office Meet and Sanctioning Chair copies of the Team Entry Fee report from any electronic meet management software that has been approved by USA Swimming, Inc., the MS Meet

Summary Report and the Officials Pay Summary reports as filed with the Treasurer of MS in XI A above.

C. Meet hosts that fail to comply with ~~XI~~A above will be fined \$10 per day beginning on the 31st day following the conclusion of the meet until the reports are filed and the fees are paid. Any applicable fine shall be listed on the Meet Summary Report and paid at the same time as the Meet Sanction Fee and the Athlete Surcharge Fee.

D. Fee structure for Sanctioned, Approved and Observed Meets:

SANCTIONS:

- a) Open Invitationals on MS published meet schedule:
  - 5% of total entry fees (including scratches) and ~~\$1 per~~ athlete surcharge.
  - Paid after meet.
- b) Districts and Junior Olympics:
  - 5% of total entry fees (including scratches) and ~~\$5 per~~ athlete surcharge.
  - Paid after meet.
- c) State Championships (SCY and LCM)
  - 10% of total entry fees (including scratches) and ~~\$3 per~~ athlete surcharge.
  - Paid after meet.
- d) Off the published meet schedule (all USA clubs)
  - Host club will pay 5% of total entry fee based on Tier 1 fee, per event, regardless of what is actually charged. (Example: 100 swimmers x 3 events x \$5 per event = \$1,500. 5% of \$1,500 is \$75). MS assumes standard event entry fee of \$5.
  - Paid after meet.

APPROVALS:

- a) USA clubs – No charge for Open Water, Black Heritage and Disability Meets.
- b) YMCA Clubs – Closed YMCA Invitationals, Clusters, State or Zone - \$250 paid prior to meet.
- c) Non USA Clubs – State Games, Park and Rec, AAU, etc. -- \$250 paid prior to meet.
- d) USA Clubs – Approval through USA Program Operations Form F -- \$100 paid prior to meet.

OBSERVATIONS:

- a) No charge for application, review, possible authorization and administrative tasks.

R-25 ACTION: Adopted      Defeated      Adopted/Amended      Tabled  
Postponed      Pulled      **Vote is not necessary. All forms / appendices  
will be removed from R&P and placed on website.**

**Location:** Pages 76-108 – Appendices

**Proposed by:** Joe McBratnie

**Purpose:** To clean up the Rules and Procedures document to reduce years of bloat and allow flexibility to allow the LSC to continue to meet the needs of its membership and grow.

**Effective Date:** Immediately.

**Recommendation:** *The MS Board of Directors recommends **NO RECOMMENDATION***

## Appendices

~~Appendix 1: — Skeleton Meet Schedule~~

~~Appendix 2: — Bid Form for Published Meet Schedule Sanctioned Meet~~

~~Appendix 2-A: — Application for Closed Sanctioned Meet~~

~~Appendix 2-B: — Application for Approved Meet (USA Teams must also include Form F—(see Appendix 2D)~~

~~Appendix 2-C: — YMCA Request for Closed Approved Meet (for YMCA Teams only)~~

~~Appendix 2-D: — Application by USA Team for an Approved Meet (Form F from SWIMS Times Policy Manual)~~

~~Appendix 2-E — Application for Observation of Non-Season-Ending Championship Meet~~

~~Appendix 2-F — Application for Observation of Season-Ending Championship Meet~~

~~Appendix 3: — Meet Announcement Template (Sanctioned Meets)~~

~~Appendix 3-A: — Meet Announcement Template (Approved Meets)~~

~~Appendix 4: — Meet Financial Summary~~

~~Appendix 5: — Open Water Sanction Application Checklist~~

~~Appendix 5-A: — Open Water Sanction Application~~

Forms should reside on the Michigan Swimming web site.



R-26 ACTION:	<b>Adopted</b>	Defeated	Adopted/Amended	Tabled
	Postponed	Pulled		

**Location:** # 5, 6 & 7, Page 110 R&R - Official's Committee

**Proposed by:** Dawn Gurley, Official's Committee Chair

**Purpose:** To clean up dates for seeking & receiving Official's Chair nominations as a result of moving the annual House of Delegates meeting from spring to fall.

**Recommendation:** *The MS Board of Directors recommends **NO** **RECOMMENDATION***

5. **Nomination Chair:** The currently existing Officials' Committee should appoint a Nomination Chair for the election process. The selection of the nomination chair should be completed by ~~January~~ May 31 of the year in which the election is to take place. The current Officials' Chair is not eligible to be the nomination chair.

6. **Notice Seeking Nominations:** The Nomination Chair, by contacting the Office of MS, shall cause a notice seeking nominations for the position of Officials' Chair to be sent out by electronic mail to all currently certified MS officials in good standing. If the notice cannot be sent by electronic mail then the notice shall be mailed by standard means. The notice should be sent out by the Office of MS by ~~February 29~~ June 30 of the year the election is taking place. The notice should include a) the fact that there is an election for the position of Officials' Chair which shall be concluded immediately prior to the next scheduled House of Delegates meeting b) the fact that nominees must be a currently certified MS Meet Referee in good standing c) the deadline for submitting nominations for the position of Officials' Chair is ~~March~~ July 31 d) all nominations should be returned directly to the Nomination Chair by ~~March~~ July 31 and e) no nominations will be taken from the floor at the House of Delegates.

7. **Ballot Confirmation:** The Nomination Chair, as soon as possible following ~~March~~ July 31, shall confirm with each nominated individual whether they wish their name to be included on the ballot for the position of Officials' Chair and, if so, ask the individual to immediately submit to the Office of MS (if they care to do so) a short biographical statement outlining their qualifications for the position. The Nomination Chair shall then immediately transmit the names of all candidates for the position of Officials Chair to the Office of MS.

R-27 ACTION:	Adopted	<b>Defeated</b>	Adopted/Amended	Tabled
	Postponed	Pulled		

**Location:** # 8, Page 110 R&R - Official's Committee

**Proposed by:** Dawn Gurley, Official's Committee Chair

**Purpose:** Clarifies which members are eligible to receive a ballot to elect the Officials' Chair

**Recommendation:** *The MS Board of Directors recommends **NO***  
**RECOMMENDATION**

**8. Ballots:** the Office of MS shall then immediately prepare a ballot indicating the names of all nominees for the position of Officials' chair, that a voting official may cast only one vote for a candidate and that they may also write in a candidate of their choosing. The ballot shall also include a deadline date for the ballot to be returned to the Office of MS, all received biographical statements, an envelope identified as BALLOT and a return envelope to the Office of MS containing the voting official's name and return address in the upper left corner. If the date of the House of Delegates has been determined by the time the ballots are sent out, the deadline date for return of completed ballots shall be one week before the House of Delegates meeting. The ballot will then be mailed to all currently certified [technical](#) officials in good standing. Voting officials should insert their marked ballots in the BALLOT envelope, seal it and place it inside the paid envelope for return to the Office of MS. The voting official should insure that the ballot is mailed so that the BALLOT is received by the Office of MS by the deadline date for return of the BALLOT.

R-28 ACTION:	<b>Adopted</b>	Defeated	Adopted/Amended	Tabled
	Postponed	Pulled		

**Location:** Coordinators A, Page 111 R&R - Official's Committee

**Proposed by:** Dawn Gurley, Official's Committee Chair

**Purpose:** Deletes MS Certification Exam Coordinator position and re-letters succeeding paragraphs in this section.

**Recommendation:** *The MS Board of Directors recommends **NO***  
**RECOMMENDATION**

**COORDINATORS**

If possible at the beginning of his/her term the Officials Chair should appoint interested parties to the following positions as needed:

[A. MS Certification Exam Coordinator](#)

~~MS Certification Exam Coordinator is responsible for distributing the appropriate and~~

**~~B-A~~ MS Apprenticeship Coordinator**

oversees the assignment of apprentices to appropriate meets during the short and long course seasons to assure that candidates are properly trained for certification. The Apprentice Coordinator is responsible for forwarding post meet evaluations to the Officials Chair so as to track the participation and performances of apprentices.

**~~C-B~~ MS Clinic Coordinator**

is responsible for (a) scheduling MS Officials Training Clinics and arranging for speakers and moderators at these clinics (b) tracking participation by Officials at these clinics and reporting this to the Officials Chair and (c) scheduling and conducting any other clinic or training exercise deemed appropriate by the Officials Committee.

**~~D-C~~ National Certification Coordinator**

is responsible for assuring that MS LSC certified officials can properly qualify for National (Regional) Certification and National Championship Certification per USA Swimming guidelines. The National Certification Coordinator shall keep informed of and communicate to MS certified officials all USA Swimming rules, procedures, forms and other relevant information which allows a MS LSC certified official the opportunity to qualify and officiate at USA Swimming National Championship Meets or any meet above the level of MS State Championship Meets.

**~~E-D~~ Recruit Coordinator**

is responsible for developing programs and methods designed to recruit apprentice and other officials in an effort to fashion the best development at all levels of officiating from new officials through Meet Referee.

**~~F-E~~ Official mentor**

is a currently certified MS Official and is responsible to act as a mentor to a specific official. The mentor shall strive to teach the official all aspects of swim meet officiating that the mentor is currently certified in an effort to fashion the best development and training at all levels of officiating from apprentice officials through Meet Referee.

**~~G-F~~ Officials Chair Nomination Chair**

is responsible for seeking nominations for the position of Officials Chair during election years as outlined above in this document

R-29 ACTION:	<b>Adopted</b>	Defeated	Adopted/Amended	Tabled
	Postponed	Pulled		

**Location:** USA Swimming Clinics/Workshops, Page 112 R&R - Official's Committee

**Proposed by:** Dawn Gurley, Official's Committee Chair

**Purpose:** To remove active involvement on Officials Committee as a criterion for selection to attend a USA Swimming workshop.

**Recommendation:** *The MS Board of Directors recommends NO RECOMMENDATION*

#### USA SWIMMING CLINICS / WORKSHOPS

USA Swimming typically hosts Officials Clinics including an LSC Officials Chair's Workshop and various types of general education Officials Clinics. Funds are typically allotted by MS for these clinics to offer financial support to the MS officials who participate. Attendees shall be selected by the Officials Chair with the advice and guidance of the Officials Committee. The selection criteria include: (a) the official's level of certification with preference given to meet and deck referees, then starters, then stroke-and-turn judges; (b) ~~active involvement on the MS Officials Committee;~~ (c) active involvement in the supervision and/or training of officials; and (~~etc~~) any other factor deemed relevant by the Officials Chair and committee.

R-30 ACTION:	Adopted	Defeated	<b>Adopted/Amended</b>	Tabled
	Postponed	Pulled	<b>PASSED WITH REMOVAL OF "LEVEL ii" IN REFERENCE TO BACKGROUND SCREENS 4/19</b>	

**Location:** MS Certification / How to Become An Official; MS Re-Certification, Pages 113 & 114 R&R - Official's Committee

**Proposed by:** Dawn Gurley, Official's Committee Chair

**Purpose:** To clean up R&P, add USA-S requirements and clarify who is responsible for paying for requirements

**Recommendation:** *The MS Board of Directors recommends NO RECOMMENDATION*

#### MS CERTIFICATION/HOW TO BECOME AN OFFICIAL

##### A. USA Swimming Membership

A USA Swimming non-athlete membership is required of all MS officials including apprentice officials. The membership form may be obtained from ~~the exam coordinator;~~ ~~the Officials Chair;~~ the MS website ~~or the MS Office~~. The membership fee is the

responsibility of the official. [A level II background check is required of all MS officials. is the responsibility of the official. Athlete Protection Training \(APT\) and Michigan Sports Concussion Training are required of all MS officials.](#)

#### **B. Levels of Certification**

The Officials Chair of MS certifies officials at four technical levels: stroke and turn judge, starter, deck referee and meet referee. Certification at each level indicates proficiency at the previous level. [The Officials Chair of MS certifies officials at two non-technical levels: administrative official and administrative referee. You must be a certified meet referee to become an administrative referee.](#) The time required to become certified at any given level is determined by the individual's desire, ability and proficiency. One may remain at any level. Advancement is encouraged but not required.

#### **C. How to Become an MS Official**

First, contact the Officials Chair, Recruit or Apprentice Coordinator for the time and location of the next New Official/Apprentice Clinic and, secondly, join USA Swimming as a non-athlete or athlete member (whichever applies). The requirements for certification at each of the four levels are promulgated by the Officials Committee and are available from [the Officials Chair, the Office of MS or the MS Officials website or](#) the MS website.

### **NATIONAL CERTIFICATION**

#### **A. National (Regional) Certification**

(See USA Swimming standards)

National (Regional) Officials certification is obtained by applying for and working at regional or local championship meets approved for such certification by the USA Officials Committee. The competition must meet established criteria that would make it similar to a national championship and application for meet approval must be submitted to the USA Officials Committee by the LSC hosting the meet. Applicants for certification must be USA Swimming non-athlete or athlete members, must be certified officials for at least one year within their own LSC and must attend an officials' briefing session at the meet and work at least three sessions.

#### **B. National Championship Certification**

(See USA Swimming standards)

National Championship Officials certification is obtained by applying for and working at a National Championship (Senior Nationals, Disabilities, World Cup, U.S. Open and Sectionals with some restrictions). Applications are available several months before the meet and must be submitted to the USA Officials Committee Chair before the deadlines

published with the application. Applicants must be USA Swimming non-athlete or athlete members and must be certified officials within their own Local Swimming Committee (LSC). In order to receive National Championship certification, they must have National (Regional) Officials certification for at least one year, must attend officials' meetings prior to each session of the meet and must work at least four sessions (prelims and finals count as separate sessions).

#### MS RE-CERTIFICATION

- A. Once an official has become MS certified the official is required to maintain his level of certification by completing minimum yearly requirements. These include a minimum number of sessions that an official must work on deck, minimum evaluation ratings, attendance at Officials Clinics and the successful completion of bi-yearly recertification tests. [An official must also renew their background check and APT as they expire.](#) The requirements for recertification at each of the four levels are promulgated by the Officials Committee and are available from ~~the Officials Chair, the Office of MS~~ [the MS Officials website](#) or the MS website. See MS minimum standards. The certification is valid from September 1 through August 31. If an Official is certified any time after September 1, his/her certification will also expire on August 31.
- B. If the Official fails to complete the minimum yearly requirements for recertification, the Officials Chair has the discretion to fashion an appropriate remedy which would allow the Official to complete the requirements. The Officials Chair shall take into account all relevant factors and information as to why the requirements were not met within the time period allowed, however, the Officials Chair's ultimate decision as to an appropriate remedy to recertify (if any) is final.

R-31 ACTION:	<b>Adopted</b>	Defeated	Adopted/Amended	Tabled
	Postponed	Pulled		

**Location:** Minimum Number of Officials At Meets, pages 115-117 R&P

**Proposed by:** Dawn Gurley, Official's Committee Chair

**Purpose:** Adds AO to list of Officials; Moves S/T Judges to ends of pool rather than sides; Defines separate configurations for Short- and Long-Course Championship Meets

**Recommendation:** *The MS Board of Directors recommends **NO RECOMMENDATION***

#### MINIMUM NUMBER OF OFFICIALS AT MEETS

### A. General Age Group Meets

As it pertains to required and minimum numbers of officials, Michigan Swimming shall follow national guidelines adopted at the 2012 USA-S Convention and follow future updates as outlined in the USA-S rulebook. For all swimming meets or time trials except for dual meets there should not be fewer than the following officiating positions filled or approved by Michigan Swimming:

1 Referee

[1 Administrative Official](#)

1 Starter

2 Stroke Judges and 2 Turn Judges or 2 Stroke & Turn Judges

Officials other than the Referee [and the Administrative Official](#) may act in more than one officiating capacity only when sufficient qualified officials are not available. Michigan Swimming will not reimburse host clubs for a Deck Referee position in dual meets or off-schedule, sanctioned meets.

~~The Administrative Official adopted at the 2012 USA-S Convention will not become a required position until the national rule effective date of September 1, 2013.~~

### B. District Championships

Total of ~~9-10~~ (or total of ~~7-8~~ if using 6 lane pool)

1 Meet Referee

1 Deck Referee

[1 Administrative Official](#)

1 Starter

6 Stroke/Turn Judges\* (4 if six lane pool)

~~\*Two-Three~~ Stroke/Turn Judges shall be positioned at the start end of pool

~~Two-Three~~ Stroke/Turn Judges shall be positioned at the turn end of the pool

~~One Stroke/Turn Judge shall be positioned on each side of the pool~~

The MS Officials Chair may amend the above configuration as necessary to adjust for meet size and balancing of staffing so that officiating is uniform at each of the District meets.

### C. Junior Olympics

Total of 9-10 (or total of 44-12 if using 10 lane pool)

1 Meet Referee

1 Deck Referee

1 Administrative Official

1 Starter

6 Stroke/Turn Judges\* (8 if ten lanes are used)

\* ~~Two-Three~~ Stroke/Turn Judges shall be positioned at the start end of pool

~~Two-Three~~ Stroke/Turn Judges shall be positioned at the turn end of the pool

~~One Stroke/Turn Judge shall be positioned on each side of the pool~~

**D. State Championship Meet Officials Short Course**

Total of 11 (or Total of 13 if using 10 lane pool)

1 Meet Referee

1 Deck Referee

1 Administrative Referee

1 Starter

1 Chief Judge

6 Stroke/Turn Judges\* (8 if ten lanes are used)

\* ~~Two-Three~~ Stroke/Turn Judges shall be positioned at the start end of pool

~~Two-Three~~ Stroke/Turn Judges shall be positioned at the turn end of the pool

~~One Stroke/Turn Judge shall be positioned on each side of the pool~~

**E. State Championship Meet Officials Long Course**

Total of 13 (or 15 if using a 10 lane pool)

1 Meet Referee

1 Deck Referee

1 Administrative Referee

1 Starter

1 Chief Judge

8 Stroke/Turn Judges \* (10 if 10 lanes are used)

\*Three Stroke/Turn Judges shall be positioned at the start end of the pool



[Three Stroke/Turn Judges shall be positioned at the turn end of the pool](#)  
[One Stroke/Turn Judge shall be positioned on each side of the pool walking stroke](#)

Upon agreement by the Meet Referee and Meet Director, an optional Assistant Administrative Referee may be utilized on an occasional basis for training purposes, to assign pool positions to stroke/turn judges and to provide for using two pools during prelims for technical stroke events if available and agreeable to the meet host and meet referee.

R-32 ACTION:	Adopted	Defeated	Adopted/Amended	Tabled
Postponed	Pulled	<b>Fails. Part C re-opened Passes.</b>		

**Location:** Compensation of Officials, page 117 R&P

**Proposed by:** Dawn Gurley, Official’s Committee Chair

**Purpose:** Define pay for AO, increase pay for Referees & define who pays for officials at District and JO Meets.

**Recommendation:** *The MS Board of Directors recommends NO RECOMMENDATION*

**COMPENSATION OF OFFICIALS**

**A. General Pay Schedule**

At all meets the host club is responsible for directly paying all certified officials (except for officials listed in paragraphs B through F and I below – who are compensated by MS) at or before the conclusion of the meet pursuant to 1) the following standardized schedule of pay and 2) the rules regarding the minimum number of officials at meets as defined by USA Swimming, Inc. Non-certified/apprentice and volunteer officials are not monetarily compensated.

Meet Referee, Deck Referee, Admin ~~\$45~~ \$50 per session

Referee, [Admin Official](#)

Starter, Stroke/Turn, Chief Judge, Others ~~\$40~~ \$45 per session

Overtime – (All Officials) each 30 minutes

over four hour session \$5 per each 30 minutes

**B. Deck Referee**

MS is responsible for compensating the Deck Referee at all sanctioned on the published schedule meets at ~~\$45~~ \$50 per session and \$5 per 30 minute overtime.

### **C. District ~~/and~~ Junior Olympic ~~/Festival~~ Meets**

~~The deduction of the cost of officials will be computed using the formula in the Rules and Procedures under the Minimum Number of Officials at Meets as defined by USA SWIMMING. Meets running beyond the 4 hour timeline per session will be required to include the overtime as listed in Compensation of Officials. If the number of compensated officials is greater than the number of MS compensated officials, these will be compensated by the host club at the rates previously established under Compensation of Officials and must be approved by the host club prior to working the meet.~~

Michigan Swimming will compensate all officials.

### **D. BC Meets**

At any BC meet MS shall compensate the host club for the cost of officials up to the number of "minimum numbers of officials required at General Age Meets" contained within the Official Committee Rules, Rule XIV (A) of these MS Rules and Procedures.

### **E. State Championship Meets**

8 Lane Pool: The host club is responsible for compensating certified officials except the Deck Referee and the Chief Judge (who are compensated by MS).

10 Lane Pool: The host club is responsible for compensating certified officials except the Deck Referee, the Chief Judge and two Stroke/Turn Judges (who are compensated by MS).

### **F. Request for Excess Monetary Consideration**

Officials shall not request monetary consideration (including any type of gratuity) in excess of the above standardized fees at any meet.

### **G. Mileage & Hotel / Lodging Expense**

The host club(s) may choose, but is not required, to reimburse certified officials for expenses incurred while officiating at a swim meet. Such expenses may include mileage and motel/lodging.

### **H. Compensation of Observers for HS State Meets**

MS shall compensate certified officials who serve as observers as assigned by the Officials Chair at appropriate non USA/MS sanctioned meets (e.g. MHSAA State Championship meets, etc.) in the amount of \$40 per session. All other expenses are the responsibility of the official.

R-33 ACTION:	Adopted	Defeated	Adopted/Amended	Tabled
	Postponed	Pulled	<b>Withdrawn by Author</b>	

**Location:** Pages 117 – Officials Committee

**Proposed by:** Joe McBratnie

**Purpose:** To clean up the Rules and Procedures document to reduce years of bloat and allow flexibility to allow the LSC to continue to meet the needs of its membership and grow.

**Effective Date:** Immediately.

**Recommendation:** *The MS Board of Directors recommends* **NO RECOMMENDATION**

#### D. BC Meets

At any BC, [Michigan Mile, and Open Water](#) meet MS shall compensate the host club for the cost of officials up to the number of "minimum numbers of officials required at General Age Meets" contained within the Official Committee Rules, Rule XIV (A) of these MS Rules and Procedures.

R-34 ACTION: <b>Adopted</b> Defeated      Adopted/Amended      Tabled Postponed      Pulled
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**Location:** Selection of State Meet Officials, R&P pages 118-119

**Proposed by:** Dawn Gurley, Official's Committee Chair

**Purpose:** Define who is responsible for selecting the State Meet Referee and Officials

**Recommendation:** *The MS Board of Directors recommends **NO RECOMMENDATION***

### SELECTION OF THE STATE MEET(S) OFFICIALS

#### A. Selection of the Meet Referee

The Meet Referee for each of the respective State Championship meets shall initially be selected by the Officials Chair. The selection shall then be referred for approval by majority vote to a Committee comprised of ~~the Program Operations Vice Chair, a~~ designated representative of the Meet Host (e.g. the Meet Director), the Senior Coaches Representative and the Officials Chair. If the selection is disapproved by the Committee, the Officials Chair is required to revisit and reselect for the position of Meet Referee and return to the Committee for approval by majority vote. In case of lack of final agreement by the Committee, the Executive Committee as defined in the MS Bylaws shall then make the specific assignment.

#### B. Selection of the Officiating Crew

The Officiating crews for the State Championships meets shall then be assigned by the Officials Chair with the agreement ~~of the Meet Referee, of a Committee comprised of the Program Operations Vice Chair, a designated representative of the Meet Host (e.g. the Meet Director), the Senior Coaches Representative and the Officials Chair. The Officials Chair is responsible for making the initial selections and by majority vote, the Committee can either approve or disapprove of the selections. If the selection is disapproved by the Committee, the Officials Chair is required to revisit and reselect for that particular assignment and return to the Committee for approval by majority vote. In case of lack of final agreement over specific personnel for a specific assignment by the Committee, the Executive Committee as defined in the MS Bylaws shall then make the specific assignments.~~

#### C. Solicitation of Opinions

In making the assignments for the State Meets, the Officials Chair should solicit opinions from the Meet Director(s) of the respective State Championship meet(s) and

the Senior Coaches representative. The Officials Chair should also take into account the views and opinions of any other interested parties, however, in all cases, the Officials Chair decisions are final as outlined under the procedures described in paragraph A and B above.

**D. Posting of Applications**

The Officials Chair should post on the [MS Officials website and the MS website](#) ~~and/or send out~~ applications ~~to~~ for all officials who are interested in officiating at a State Meet two months prior to the meet in question. There shall be a stated deadline by which to return the application to the Officials Chair.

**E. Solicitation of non-applied Officials**

The Officials Chair in his/her discretion can also solicit Officials for any specific assignment(s) regardless of whether the Official has applied to officiate at the meet.

**F. Notification of Selected Officials**

After due consideration, notification of those Officials selected and those that were not, shall be done in a timely manner following the deadline for applications being received.

**G. Apprentice Officials**

The presence of Apprentice officials at any of the State Meets are at the discretion of the Officials Chair.

R-35 ACTION:	<b>Adopted</b>	Defeated	Adopted/Amended	Tabled
	Postponed	Pulled		

**Location:** Athlete Division Section, R&P pages 120

**Proposed by:** Dan Proctor, At-Large Athlete Representative

**Purpose/Rationale:** Athlete attendance and participation is difficult for not just Michigan Swimming but USA Swimming as a whole. The proposed changes to the rules and procedures help procure a healthy, active athlete division amongst the LSC.

- By eliminating elections at the state championship meet you take away the popularity effect some candidates may assert.
- Allows the LSC to offer a motivational speaker and clinic catered towards leadership within the LSC during the annual House of Delegates.

- Encourages swim clubs to bring athletes to House of Delegates and alleviates issues arising when 20% athlete vote is not present at the House of Delegates meeting.
- The Senior Athlete Representative will no longer be in college for part of their term and typically unable to be in contact with the Board of Directors (in reference to junior representative being no older than sophomore year status of high school).
- Having two (2) at-large representatives allows for more athlete feedback and alleviates any issues with not having at least 20% athlete representation in Board of Director situations.
- Voting for the athletes is limited to just two (2) votes per club as to alleviate popularity contests yet still allow a benefit to clubs bringing more than one (1) representative.
- Counting of ballots by an employee of Michigan Swimming removes any bias or possible tampering of results whether family member, coach, or other connection.

**Recommendation:** *The MS Board of Directors recommends **APPROVAL***

## Athlete Division

The Athlete Division consists of all the currently registered MS athletes. The Athlete Division is *represented by ~~three~~ four* athletes - the Senior, Junior and *two (2)* At Large Athlete Representatives. The Athlete Representatives are full voting members of the MS Board of Directors and the MS House of Delegates. They are responsible for presenting the Athletes perspectives and representing Athletes' views on all issues considered at those meetings. In essence, the Athlete Representatives serve as a liaison between the MS athletes and various USA/LSC entities as needed. In addition, the Senior and Junior Athlete Representatives, if able to attend, are part of the MS delegation to the annual USA Swimming HOD convention. In his or her discretion *the Senior an* Athlete Representative may create committees to address issues of importance to MS athletes.

### JUNIOR ATHLETE REPRESENTATIVE **ELECTION**

One *new Junior athlete Athlete representative Representative* is *nominated and elected each year to serve an approximate two-year term on the MS Board of Directors. The newly elected swimmer becomes the Junior Athlete Representative and the currently serving Junior Athlete Representative [beginning his/her second year on the Board of Directors] automatically becomes the Senior Athlete Representative. This*

~~election takes place at the annual 13 and Over SCY State Championships (March of each year) by the Athlete Member delegates present and voting during their annual meeting at or around House of Delegates.~~

### SENIOR ATHLETE REPRESENTATIVE

~~The Junior Athlete Representative, upon completion of the one year term of the Junior Athlete Representative automatically becomes the Senior Athlete Representative.~~

### AT LARGE REPRESENTATIVES APPOINTMENT

~~In 2012, the General Chair appointed an At Large Athlete to serve for 1 year. Following this, in odd numbered years, the General Chair will appoint an At Large Representative to the Board of Directors for an approximate two year term or until the next At Large Athlete is appointed in odd numbered years. This appointment should take place as soon as possible following the Junior Athlete Representatives election at the annual 13 and Over SCY State Championships.~~

~~Two (2) At-Large Athlete Representatives are nominated and elected each year by the Athlete Member delegates present and voting during their annual meeting at or around House of Delegates.~~

### TERM OF OFFICE

~~The term of office of each Athlete Representative is one (1) year.~~

### REQUIREMENTS QUALIFICATIONS

~~Nominees for election and the at-large appointment by the General Chair <sup>ACH</sup> Athlete Representative must be: (a) ~~a year round an athlete Athlete member or a Seasonal Athlete Member of MS~~ in good standing (i.e. seasonal athlete members are not eligible); (b) at least ~~16 (15)~~ years of age or at least a ~~sophomore-freshman~~ in high school (c) ~~Junior Athlete Representatives must be no higher than sophomore year status of high school;~~ (d) ~~be currently competing, or have competed during three (3) immediately preceding years, in the program of swimming conducted by MS or another LSC; and expects to compete within the Michigan LSC for the next year; and (d) currently resides in Michigan and expects to reside in Michigan for the next year and (e) have his or her place of permanent residence in the Territory and expects to reside therein throughout at least the first half of the term (other than periods of enrollment in an institution of higher education).~~ If vacancies in any Athlete Representative position occur as a result of a resignation, etc, any vacancy filled by an appointment of the General Chair must also meet these requirements.~~

### VACANCIES

If the office of any Athlete Representative shall become vacant for any reason, the General Chair shall, with the advice and consent of the Board of Directors, appoint a replacement to serve the remainder of the term.

#### **NOTICE OF JUNIOR ATHLETE REPRESENTATIVE ELECTION PROCESS**

~~The current Senior Athlete Representative is responsible for noticing the election process shortly before the annual 13 and Over SCY State Championships (which is in March) and carrying out the election process with the assistance of the MS Office and the Administrative Vice Chair. Notice of the election of the Junior Athlete Representative will be communicated by e-mail by the MS Office to interested parties and/or by posting on the MS website no later than 30 days prior to the date of the annual 13 and Over SCY State Championships. General instructions on the conduct of the election will be included in the communication. Any currently certified MS athlete is eligible to be nominated; however, no athlete shall be placed on the ballot without his or her consent. Athletes may place their own name on the ballot. You do not have to be swimming at the State Championships nor be present during the election to run. The deadline for having your name placed on the official ballot is one week before the annual 13 and Over SCY State Championships and this ballot deadline date shall be included in the communication.~~

Elections occur during the Athlete Division meeting at the annual House of Delegates meeting. Prospective candidates are given the opportunity to speak in front of their peers. A ballot will be passed out to the athlete division members (maximum two (2) votes per club) in attendance. In order to avoid vote tampering, a designated MS office employee will count and record votes.

#### **A. The Election and Voting Process**

~~The Junior Athlete Representative election is conducted on the first two days of the meet with the polls open for a 90-minute period at the beginning of warm ups for the morning session. All MS registered athletes ages 13 and older on the date of the election are eligible to vote. Candidates are encouraged to post a description of their qualifications at the voting location. The printed ballot includes the names and club affiliations of all announced candidates as well as space for write-in candidates. The voting area is staffed by the Chair of the Administrative Division or their designees and the current athlete reps or their designees. To prevent voting irregularities, as each athlete votes, his/her name is lined out on a list of currently registered MS swimmers. Voting by proxy is not allowed.~~

#### **Results and Term of Office** **RESULTS AND TERM START**



~~After the election closes and the ballots are counted, the name of the new Junior Athlete Representative is announced at the annual 13 and Over SCY State Championship meet. His/her term of office begins immediately and he/she should attend the next regularly scheduled Board of Directors and House of Delegates meetings.~~

~~The At Large Athlete Representatives' term of office begins when he/she is appointed by the General Chair. The term continues for an approximate two year term or until the next at large athlete is appointed in even numbered years.~~

~~The intent of the above election/appointment process and related statements as to term of office is to insure that there are always three (3) currently serving athlete representatives and to compromise at least 20% of the Board of Directors.~~

~~The results of the elections will be announced before the end of the annual House of Delegates meeting. The term for each position will begin at the next regularly scheduled Board meeting.~~

R-36 ACTION:	Adopted	Defeated	Adopted/Amended	Tabled
	Postponed	Pulled	<b>Withdrawn by Author</b>	

**Location:** New

**Proposed by:** Joe McBratnie, Program Development Vice-Chair

**Purpose:** Eliminate sanctions for competing meets on same weekends as championship meets.

**Effective Date:** January 1, 2015.

**Recommendation:** *The MS Board of Directors recommends **NO RECOMMENDATION***

Michigan Swimming will not sanction a competing meet on the same weekend as a championship meet. For example: On the 12 and Under state meet weekend, no other meets will be sanctioned that involve 12 and under swimmers.

R-37 ACTION:	Adopted	Defeated	Adopted/Amended	Tabled
	Postponed	Pulled	<b>Withdrawn by Author</b>	

**Location:** New

**Proposed by:** Joe McBratnie, Program Development Vice-Chair

Special HoD Meeting Minutes, April 19, 2015

**Purpose:** Annual reviews of employees.

**Effective Date:** January 1, 2015.

**Recommendation:** *The MS Board of Directors recommends* **Withdrawn by McBratnie–this will be a part of new Bylaws**

The General Chair and the Administrative Vice-Chair are to conduct reviews of the employees on a yearly basis and before they end the currently seated term. This will be used by the board to help evaluate the employees and how they are working for the swim community.