

Metropolitan Swimming

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Policy and Procedures And Rules and Regulations Manual

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66 The purpose of the *Metropolitan Swimming Policy and Procedures Manual* is to organize in one location all the
67 policies and procedures that **Metropolitan Swimming, Inc.** (Metro) have adopted and are in effect. This document should
68 be a resource for swimmers, coaches, officials, and other members to understand how to do those things that are necessary to
69 accomplish the objectives of Metro. The policies and procedures herein are meant to be specific and detailed, so that the
70 reader rarely needs to refer to yet another document. Any changes of policy or procedures that are adopted by the House of
71 Delegates or Board of Directors or are mandated by USA Swimming will be reflected in this manual as soon as possible. The
72 title page and footer will show the date of the last update and relieve the reader of regular searches of meeting minutes to
73 know what Metro's current policies or procedures are.

74

75 This manual is not to conflict with either the Bylaws of Metro (Bylaws) or the Rules and Regulations of USA
76 Swimming (Rules).

77

78 This manual will be maintained on the Metro web site along with Metro Bylaws. The various forms and information
79 that are included as Appendices of this manual will also be made available as separate forms or files on the web site for
80 individual download.

81

82 Part One - Club Requirements

83 Article 101 - Club Registration

84 **101.1** Clubs shall be registered as a group member of Metro. Membership is subject to USA Swimming policies, rules and
85 regulations and Metropolitan Swimming policies and procedures.

86

87 **101.2** To register, a club shall:

88 .1 Complete all requirements established by USA Swimming, and pay all required fees including those from USA Swimming
89 or from Metro.

90 .2 The registration fee will be determined by the House of Delegates. \$25 of the fee is allocated to the Joseph J. Stetz
91 Memorial Scholarship Fund and \$25 of the fee is allocated to the Len Galluzzi Memorial Scholarship Fund.

92 .3 Clubs must use their full registered name.

93 .4 New clubs must complete all requirements established by USA Swimming (USA Swimming Bylaws, Operating Policies,
94 etc.). New clubs shall use Hy-Tek Team Manager or any other compatible program for competition entries and results.

95 .5 A renewing club shall submit the following:

96 A Safety Action Plan(s), if there have been changes or new facilities are in use.

97 B Club Bylaws, if they have changed in the past year

98 .6 Each club shall designate:

99 A A safety coordinator, who shall be an adult individual member of Metro.

100 B A head coach, who shall be an adult individual coach member of Metro.

101 Article 102 - Individual Registration

102 **102.1** Individual members shall follow registration procedures through USA Swimming.

103 **102.2^a** Registrations are not valid until they are received, with payment, and processed in SWIMS.

104 **102.3** When transferring between LSCs or Clubs within the same LSC, the athlete member shall submit a completed transfer
105 form in accordance with USA Swimming procedures.

106 There is a fee of \$5.00 for a transfer.

107

108 **Article 103 - Club Representation**

109 **103.1** The Fall and Spring meeting of the House of Delegates are mandatory meetings. Each club shall have both a non-
110 athlete representative and an athlete representative to the House of Delegates (Fall Only) present. There is a \$100 fine for
111 each required representative not in attendance.

112 **103.2** It is each club's responsibility to read the minutes of the House of Delegates and Board of Directors meetings and be
113 aware of changes in policies.

114

115 **Article 104 - Other Responsibilities**

116 **104.1** In the event of any injury or sudden illness that occurs at practice, competition, or other covered team functions, a
117 *Report of Occurrence* form shall be sent to USA Swimming, Risk Management Services Inc., and the Metro Operational
118 Risk Chair. A *Report of Occurrence* online form is also available on the USA Swimming website.

119 **104.2** Clubs shall apply for and must receive a sanction to run a swim meet, a time trial, a swim clinic, an exhibition, or a
120 Swim-a-thon for it to be a covered USA Swimming event.

121 **104.3** Clubs that host a Swim-a-thon must file a contract and financial report with USA Swimming. Copies of these reports
122 shall also be sent to the Swim-a-thon Coordinator.

123 **104.4** In order to receive meet travel reimbursements, the member applying for reimbursement shall submit the appropriate
124 forms. The reimbursement requests shall be within 30 days of the meet for spring meets and by August 25th, for summer
125 meets. (The forms for each meet are available on the Metropolitan Swimming website)

126 **104.5** In order to receive grants in the Metropolitan Swimming Club Achievement Program, clubs shall submit the
127 Metropolitan Swimming Club Achievement Program Application form. The application is due by January 15 for the annual
128 period ending August 31st of the previous year.

129 **104.6** Clubs shall request the subsidy for running a distance meet by notifying the Administrative Vice Chair when filing the
130 post-competition report. Clubs shall be responsible to submit the Distance Stipend Form to the office.

131 **104.7** Clubs may use credit cards, Zelle and other methods approved by the Board of Directors, General Chair, or
132 Administrative Vice Chair for payments to Metro.

133 **104.8** Clubs shall be responsible for the bank fee and a \$50 fine for checks returned by the bank.

134 **104.9** Metro registered clubs, in order to maintain good standing, must pay all invoices, registrations, fines, meet surcharges
135 and any like items to Metro within 30 days of their invoicing. At the 30-day mark, the club will receive a written warning
136 with copies sent to the Finance Vice-Chair, the Administrative Vice-Chair and the General Chair. After 60 days, the club
137 will receive a written notice of "PAST DUE" with copies sent to the Finance Vice-Chair, the Administrative Vice-Chair and
138 the General Chair with the addition of a 5% of the amount due as a late fee but not less than \$100. After 90 days, the club
139 will no longer be considered in good standing and any combination of the following penalties below may be imposed on the

^a House of Delegates April 26, 2023 – Removed acceptance by Office

140 club as recommended by the Finance Committee and approved by the Board of Directors:

- 141 • Athlete members will be required to swim as unattached in all future meets until the club is in good standing
- 142 • Clubs hosting meets will pay 20% surcharge on all athletes including the host club up to the amount owed Metro
- 143 • Clubs hosting meets will have 100% of the splash fees surcharged by Metro up to the amount owed to Metro
- 144 • Loss of future sanctions for meets, including Time Trials
- 145 • Club will not be able to re-register as a club the next USA Swimming season until past due amounts are paid

146

147 [Appendix 1A - Club Registration Form](#)

148 *[Available on the Metropolitan Swimming Inc. website]*

149

150 [Appendix 1B - Individual Registration Forms](#)

151 *[Available on the Metropolitan Swimming Inc website.]*

152

153 [Appendix 1C - Report of Occurrence Form](#)

154 *[Available on the Metropolitan Swimming Inc. website]*

155

156 [Appendix 1D - Travel Expense Reimbursement Forms](#)

157 *[Available on the Metropolitan Swimming Inc. website.]*

158

159 [Appendix 1E - Metropolitan Swimming Club Achievement Program Application](#)

160 *[Available on the Metropolitan Swimming Inc. website.]*

161

162 [Appendix 1F – Distance Meet Stipend Form](#)

163 *[Available on the Metropolitan Swimming Inc. website.]*

164 [Part Two - Individual Requirements](#)

165 [Article 201 - Athlete Registration](#)

166 **201.1** Athletes shall be registered as individual members with Metro. Membership is subject to USA Swimming policies,
167 rules and regulations and Metropolitan Swimming policies and procedures.

168 **201.2** The registration fee will be determined by the House of Delegates

169 **201.3** Athletes who represent a club shall be registered by that club. Individuals who wish to be unattached shall follow the
170 registration process established by USA Swimming.

171

172 [Article 202 - Meet Participation](#)

173 **202.1** To participate in a Metro Championship meet, a swimmer shall have met the qualifying time standard established by
174 Metro for any event entered. The time shall have been achieved at a sanctioned, approved, observed swim meet, or time trial.

175 **202.2** To participate in the Senior Metropolitan Championships a swimmer shall have competed in an individual event in
176 three Metro sanctioned meets within the previous year. A Metro historical swimmer is one who has been registered as a
177 Metro athlete for the 3 full competition years preceding their entrance into college and has competed in at least 9 Metro meets
178 over that 3-year time span.^b Those swimmers should be exempt from the 3 meets requirements needed to swim in Senior
179 Mets. The 3 -meet exemption is applicable during the year's swimmers are full-time college/university students and during
180 the season immediately following their graduation for college/university.

181

182 **Article 203 - Travel Assistance**

183 **203.1** Metro swimmers who qualify for and attend approved national and regional meets and National Select Camp are
184 eligible for Assistance provided they meet eligibility requirements.

185 **203.2^c** Swimmers shall have competed in individual events in at least five Metro Sanctioned swim meets within one year
186 prior to the competition or camp. College students who are historical metro swimmers must attend one Senior Metropolitan
187 Championships during the current season but are otherwise exempt from the five-meet requirement. For all travel
188 reimbursement requests, one of the five Metro shall have been a Senior Metropolitan Championship. Reimbursement requests
189 that fail to meet these requirements may be considered by the board of directors on a case-by-case basis.

190 **203.3** The club or athlete shall apply for the travel expense reimbursement. Each athlete may submit for up to a total of four
191 (4) travel assistance per season which consists of two (2) short course season and two (2) long course season meets listed
192 below. Olympic and World Trials are exempt and are not included in the total.

193 **203.4** The meets and travel Assistance are as follows: (Senior and Disabilities Chair shall conduct an annual review of all
194 eligible meets. Chairs may modify or add to the list based upon USA Swimming's calendar but may not eliminate or otherwise
195 alter assistance for existing eligible meets without approval from the House.)

196 .1 Eastern Zone Speedo Champion Series (Sectionals) swimmers in individual events only are eligible for travel Assistance
197 of \$300.00. Both Summer and Winter.

198 .2 Long Course Senior Zone Championship swimmers in individual events only are eligible for a travel Assistance of \$300.00.
199 Relay only swimmers are excluded from travel Assistance.

200 .3^d USA Swimming Winter Junior National Championships swimmers in individual events are eligible for a travel Assistance
201 of \$750.00. USA Swimming Summer Junior National Championships swimmers in individual events are eligible for a travel
202 reimbursement of \$1,200.00. NCSA Junior National Championship Short course or Long Course & Futures Long Course
203 Meet Swimmers in individual events are eligible for a travel Assistance of \$600.00. National Championship & Para Winter
204 swimmers in Individual Events are eligible for a travel Assistance of \$900.00. National Championships and Para Summer
205 swimmers in individual events are eligible for a travel Assistance of \$1,500.00. US Open swimmers in individual events are
206 eligible for a travel Assistance of \$1,500.00. World Championship Trials swimmers in individual events are eligible for a
207 travel reimbursement of \$1,500.00.

208 .4 Olympic Trial swimmers in Individual Events are eligible for a \$2,250.00 travel Assistance. Swimmers who have met the
209 Metro Competition requirement for three of the four years preceding Olympic Trials are eligible for a travel Assistance of
210 \$4,500.00

^b House of Delegates Meeting September 30, 2023 – adjusted 3-year and meet requirements

^c House of Delegates Meeting September 30, 2023 – added exemption from 5-meet requirement

^d Effective September 1, 2012

211 OPEN WATER: Swimmers are eligible for travel assistance \$750 for the Junior National Open Water Championships and
212 \$1,000 for the National Open Water Championships.

213 **203.5** Swimmers who attend National Select Camps sponsored by USA Swimming are eligible for a travel reimbursement
214 of \$200.00.

215 203.6. Athletes travel assistance is only available for actual and necessary expenses, as outlined in the current year’s NCAA
216 manual, not to exceed the cost for the individual to participate in the event.

217 203.7. The Metro Swimming Policy for meal reimbursement will be the United State General Services Administration
218 (GSA) per diem rate.

219 203.8 If the assistance is requested by a club - all receipts must be in the club's name and swimmer's name. If a family has
220 paid for any part of the requested assistance, the club must submit a statement confirming they are submitting on behalf of
221 the athlete and that the family has been or will be reimbursed the amount by the club. A club may also submit expenses on
222 behalf of the athlete and request payment be made to the athlete or family. Completed Athlete travel assistance forms are due
223 thirty (30) days after the competition or event for which travel assistance is being requested either by the Athlete or Club.
224 Any submissions received after the thirty days will be returned.

225 203.9^e The Metro Swimming Policy for travel Assistance requirements will be as follows:

226 List of acceptable meets: all Metro Sanctioned meets that were bid on, and accepted at the HOD Bid Meeting, or added on
227 the calendar later with the Board Approval. Swimmers must have competed in individual events in each meet (time trials not
228 included).

229 List of unacceptable meets: High school meets (dual meets, championship meets, State qualifier, State meets, etc.); Approved
230 meets; Observed meets; Out of LSC meets; Dual/tri meets between 2/3 clubs (or more); Time Trials; “Closed” meets; League
231 or association meets (ESSL, YMCA, WFA, etc.)

232 203.10^f For all meets eligible for travel reimbursement, if the assistance is requested by a college athlete or a Metro club
233 on behalf of a college athlete, travel assistance submission must include official documentation from the athlete’s
234 college/university that clearly states which expenses were or were not paid for by the college/university to attend the meet
235 that assistance is being requested for. This documentation may be in the form of a letter from an athlete’s head coach or
236 appropriate university administrator. Any submissions received without official documentation will be returned.

237 [Article 204 - Swimmer Awards](#)

238 **204.1** Metro Swimming will be offering the following two scholarships Joseph J. Stetz and the Len Galluzzi Memorial
239 Scholarship will be given annually to one male and one female athlete. The award is \$1,000 each. The athlete must be a
240 High School Senior and shall submit the application to be considered for the award. The athlete must have competed in at
241 least five Metro Sanctioned swim meets within one year prior to application. The selection committee consists of the Officials
242 Committee and a member of the Executive Committee.

243

244 [Article 205 - Zone Meet Participation](#)

245 **205.1** Swimmers qualify for any Eastern Zone Age Group Championships by achieving the time standard established by the
246 Eastern Zone. The Eastern Age Group SC is now a club team meet. Metro will travel as a Metro team for the Long Course

^e House of Delegates Meeting May 18, 2011 – Added lists of acceptable and unacceptable meets.

^f House of Delegates Meeting September 30, 2023 – Added documentation for college athletes

247 Age Group Championship

248 **205.2** Swimmers 11 and older must travel and room with the team for the duration of the meet. Swimmers 10-under must
249 travel and stay with their parents; they are under their parent’s responsibility for the duration of the meet. Swimmers 11 and
250 over may be released to a parent/guardian upon completion of their age group’s session on the final day of the meet, provided
251 they do not qualify for finals/participate in a relay. The Zone Coordinator/Age Group Chair must be in possession of the
252 athlete release form prior to the final day of competition. The participation fee for all swimmers will be determined and
253 posted in the meet notices. Metro arranges for and pays transportation, lodging, meals, and equipment for all swimmers 11
254 and older. Metro arranges for equipment for swimmers 10 and under.

255 **205.3** All participation fees are the responsibility of the swimmers and will be posted in the meet information packet.

256 **205.4** Swimmers who will participate in the Eastern Zone Age Group Championships shall complete the Application Form,
257 the Equipment List Form, and pay the appropriate fee. On the Application Form, the swimmer shall provide emergency
258 contact, medical insurance information, and sign the Metro Code of Conduct and social media policy.

259 **205.5** The Metropolitan Zone team may bring two swimmers with disabilities from 12-and-under age groups and two
260 swimmers with disabilities from the 13 and over age groups as team members to the Zone Championship Meet. Interested
261 swimmers with disabilities are encouraged to apply. The form is available on the web.

262 **205.6** Athletes who compete in the 10 & Under age group will be encouraged but not required to attend the meet in its entirety.
263 They will be required to stay for the full session on the days which their event(s) fall.

264

265 **Article 206 - Coach Registration**

266 **206.1** Coaches must complete all requirements established by USA Swimming.

267 **206.2** The registration fee will be determined by the House of Delegates.

268 **206.3** Coaches shall follow the registration process established by USA Swimming.

269

270 **Article 207 - Non-Athlete, Non-Coach Registration**

271 **207.1** Any other individual who participates in Metro shall be registered as individual members with Metro.

272 **207.2** The registration fee will be determined by the House of Delegates.

273

274 **Appendix 2B - Zone Meet Forms**

275 *[Will be made available on the Metropolitan Swimming, Inc. website]*

276 **Part Three - Swim Meets**

277 **Article 301 - Types of Meets**

278 **301.1** A sanctioned meet is open only to USA Swimming athletes and shall follow all USA Swimming rules. They may be
279 one of the following:

280 .1 An “Open” meet is open to all registered USA Swimming athletes who meet the entry requirements.

281 .2 A “Closed” meet is restricted to members of USA Swimming teams that have formed an association to compete amongst
282 themselves and follows all USA Swimming rules.

283 .3 An “Invitational” meet is open only to those USA Swimming teams that have been invited by the host team. The teams

284 that are invited shall be named in the meet announcement for the meet to be listed on the Metro website. When inviting all
285 Metro Teams, it may be listed as “All Metro Teams”

286 .4 A “Championship” meet is a meet open only to Metro athletes and has been so designated by the House of Delegates.

287 .5 A “Dual/Tri/Quad” meet is a sanctioned competition in which two, three, or four teams compete against each other.

288 .6 “Time Trials” is a form of competition whereby athletes are trying to achieve a qualifying time. Time Trials are not scored.
289 Time Trials may or may not be restricted to athletes entered in an affiliated meet. The total number of events permitted per
290 day in a Time Trial and its affiliated meet is subject to the USA Swimming rules that limit the number of events per day.
291 Time Trials must have separate sanctions.

292 .7 An “Approved” meet is open to both USA Swimming athletes and non-USA Swimming athletes but follows all USA
293 Swimming technical rules.

294 .8 USA Swimming athletes in a competition that does not conform to USA Swimming technical rules such as High School
295 or College Championships may request Observed swims.

296 **301.2** In all open meets, Metro clubs shall be given priority on a first come / first serve basis if their entries are received by a
297 specified time and date. After that time and date, teams from other LSC’s as well as later entries from Metro may be accepted,
298 in the order they were received, as space allows. Teams may establish a second time and date for all entries to be received.
299

300 **Article 302 - Meet Program**

301 **302.1** The recommended events for competition are listed in USA Swimming Rule 102.1. Metro may permit a meet host to
302 run a competition with events not listed in the USA Swimming Rules (i.e. Sprint Pentathlon).

303 **302.2^g** In all non-invitational meets after the 1st Sunday in November until September 1st of the following year, at least 50%
304 of the events shall be from the long events for each gender and age group.

305 10 & Under Short: all 50's and 100 I.M.

306 10 & Under Long: all 100's except 100 IM, all 200's and longer

307 11-12 Short: all 50's and 100 I.M.

308 11-12 Long: all 100's except 100 IM and all 200's and longer

309 13-14 Short: all 100's and 50 Free

310 13-14 Long: all 200's and longer

311 15-18 Short: all 100's and 50 Free

312 15-18 Long: all 200's and longer

313 **302.3** \$6,000.00 subsidy will be allocated based on the number of clubs that bid and host a distance meet from September
314 through April. The total budget for that season will be divided equally among the accepted meets, with no team exceeding
315 \$1,000 per meet. The distance meet shall be a separate meet with a separated sanction number from any other meet sponsored
316 by that club on the same weekend. All the events shall be on the same day. The 1650/1500 Free may be in a separate session.
317 The events that shall be included are: 11-12 400 IM, 13-14 400 IM, 10 & Under 500 Free, 11-12 500 Free, and Open 1650
318 Free. The Open 400 IM may be offered at the option of the host club. The age groups in the 400 IM and 500/400 Free may
319 be combined but separate awards shall be given for each age group. Teams that want to add events to this list shall ask the
320 Board prior to receiving their sanction, in writing, for an exception to this rule. The host team may collect entry fees.

^g House of Delegates April 26, 2023 – changed applicability to non-invitational meets

321

322 Article 303 - Meet Entries

323 **303.1** Swimmers are limited to the number of individual events as stated in the meet announcement.

324 **303.2** If there is an established qualifying time in an event, then the swimmer shall have met the qualifying time to enter the
325 event. The time shall have been done at a sanctioned, approved, or observed swim meet, or time trial (the time must be in
326 the SWIMS database).

327 **303.3** All changes of entries into a swim meet shall be made through the meet director or other designated meet personnel.

328 **303.4** All entry information shall use the athletes name and ID numbers as recorded by the registrar. Teams are subject to a
329 \$100 fine per individual for third and subsequent errors, for that individual when they are detected by the “recon”.

330 **303.5** If an entire team’s entry is rejected from a meet the host team shall return all entry items. If a team is partially rejected
331 from a meet all refunds shall be made to the entering team by the first day of the meet. Notification of rejected entries shall
332 be made personally to the coach, swimmer, or club representative prior to seven days before the start of the meet. If
333 notification is not made within the allotted time frame, the swimmer(s) shall be allowed to swim.

334 **303.6** In Metro Championship meets swimmers may not swim in more than two-time trials during the meet and shall abide
335 by the limit on total number of events per day and per meet as follows:

336 .1 Senior Metropolitan Championships (“Senior Mets”) - Swimmers may swim up to 3 individual events per day and 6 events
337 total.

338 .2 Junior Metropolitan Championships (“Junior Mets”) - Swimmers may swim up to 3 individual events per day. Each relay
339 must be made of at least 2 athletes entered in individual events.

340 .3 Silver Championships - Swimmers may swim up to 5 events per day.

341 .4 Bronze Championships - Swimmers 9-18 may swim up to 4 events per day.

342 **303.7** When entering championship meets, clubs having more than one base, shall enter using a single file and shall pay using
343 1 check or money order. For all other meets the different bases may enter and pay independently.

344 **303.8** All entries must be submitted using a Hy-Tek or Team Unify computer file or any other program approved by USA
345 swimming.

346 **303.9** All entries are subject to pre-meet recon for proof of times and registration

347 **303.10** The entry deadline for Metro Championship meet shall not be more than 10 days prior to the first day of the meet.

348 Article 304 - Entry Fees

349 **304.1** The maximum entry fee that may be charged at non-invitational meets is:

350 .^h In short course yards/meters – \$5.00 for an Individual Timed Final event, \$6.00 for an Individual Trials & Final event,
351 and \$10.00 for a Relay event.

352 .ⁱ In long course meets –\$6.00 for an Individual Timed Final event, \$7.00 for an Individual Trials & Final event, and \$12.00
353 for a Relay event. The maximum allowable entry fee for an individual timed finals or trials and finals event for the short
354 course and long course Senior Mets is \$12.00.

355 **304.2** 20% of the entry fees, except those of the host club (Clubs may have an additional host(s) but only one team may be
356 exempt from the surcharge), constitute the Metro surcharge and shall be paid by the host club to Metro. This does not apply

^h Effective September 1, 2016

ⁱ Effective September 1, 2016

357 to distance meets. Any teams that host Invitationals that invite “all Metro Teams as well as teams from other LSC’s will still
358 have the 20% surcharge waived for their swimmers.

359 **304.3** There is a per swimmer surcharge at the following Championship meets:

360 .1 Senior Mets surcharge is not to exceed \$20.00

361 .2 Junior Mets surcharge is \$5.00

362 .3 Silver Championships surcharge is \$1.00

363 .4 Bronze Championships surcharge is \$1.00

364 .5 8 and Under Championship is \$1.00

365 .6 Metro Championship meets hosted by Metro Clubs shall be allowed to add a facility surcharge up to and not to exceed
366 \$4.00. The Total surcharge of the facility charge plus the Metro surcharge of \$1.00 shall not exceed \$9.00 for Junior Mets
367 and \$5.00 for Silver, Bronze and 8 and Under Championship meets.

368 **304.4** Entry Fees for Championship meets, excluding Senior Mets, shall be:

369 .1 \$7.50 for Timed Finals Events

370 .2 \$9.00 for Prelims/Finals Events

371 .3 \$15.00 for Relays

372 **Amendment Pending^j**

373 .1 Silvers/ Bronze Metro Surcharge - \$1 (\$1) Athlete Surcharge - **\$10 (\$4)** Timed Final Event- \$7.50 (\$7.50)

374 .2 Jr Met/15-18 Metro Surcharge - \$5 (\$5) Athlete Surcharge - **\$10 (\$4)** Prelim/Final Event - \$9 (\$9) Timed Final Event -
375 \$7.50 (\$7.50) Relay - **\$20 (\$15)**

376 .3 8&U Champs individual event **\$7.50 (\$5) Relay \$15 (\$10) Surcharge \$7 (\$4)**

377

378 **Article 305 - Scratch Procedure**

379 **305.1** Unless otherwise stated, scratches are due 30 minutes prior to the start of the session. Any swimmer who is seeded
380 shall swim the event.

381 **305.2** In events where it is permitted, a swimmer may declare a false start prior to the start of the event.

382 **305.3** In Junior Mets, Silvers, Bronze and 8-Under Championship meets, no penalty shall apply for failure to withdraw or
383 compete in an individual event. The missed event will still count against the athlete’s event limit for the day and for the meet.

384 **305.4** A swimmer qualifying for a D, C, B, or A (bonus, consolation, championship) final race based upon the results of the
385 preliminaries notifies the Clerk of the Course within thirty (30) minutes after announcement of the qualifiers for that race that
386 they may not intend to compete and further declares their final intentions within thirty (30) minutes following their last
387 individual preliminary event.

388 **305.5** A swimmer who fails to follow this procedure will be barred from further competition for the remainder of the meet,
389 except as noted in USA Rule 207.11E. If this occurs during the last session of a championship meet the swimmer’s club will
390 be fined \$150.00 per occurrence.

391 **305.6** Any relay team entered in a relay event at Junior Mets only and is a no show (NS) will not be penalized. Any relay
392 team entered in a relay event at Sr. Mets and not properly scratched must swim. Failure to do so will result in each member
393 of the relay team being barred from the next relay event in which they may otherwise be eligible to compete. A relay team

^j House of Delegates Meeting May 9, 2024 – Increased fees

394 member failing to appear ready to swim for a relay event will be barred from his/her next individual event. Relay members
395 who do appear ready to swim shall not be penalized.

396

397 **Article 306 - Warm-up Procedure**

398 **306.1** Coaches shall instruct their swimmers regarding the safety guidelines and warm-up procedures at meets. Coaches shall
399 actively supervise their swimmers during the warm-up session at meets.

400 **306.2** The Host Team shall supply Meet Marshals. Coaches supervising swimmers in the pool during warm-up do not qualify
401 as meet marshals. Meet Marshals shall check locker rooms as well as being responsible for safety on deck. There shall be
402 at least 1 male and 1 female marshal. The minimum number of required marshals is as follows:

403 .1 A six lane pool requires two marshals.

404 .2 An eight-lane pool requires three marshals.

405 .3 A ten lane pool requires four marshals.

406 .4 If two different courses are being used, two additional marshals are required.

407 **306.3** Backstrokers shall ensure that they are not starting when a swimmer is on the blocks. Swimmers are not to step up
408 onto the blocks if there is a backstroke ready to start.

409 **306.4** Swimmers shall exit the pool at the completion of their warm-up.

410 **306.5** Host clubs may establish warm-up procedures for their own swim meets. Established procedures shall conform to
411 Metro and National policies. Any such procedures shall be announced, and/or posted in the pool area.

412 **306.6** There is no diving into the pool during any warm-up, except for designated one-way sprint lanes.

413 **306.7** These warm-up procedures shall be followed during pre-meet warm-up, warm-ups inserted into the meet program, and
414 warm-ups in any available warm-up/warm-down lanes.

415 **306.8** In Championship meets, if there is a 60-minute warm-up period, the first 30 minutes will general warm-up in all lanes.
416 In a six-lane pool, at 30 minutes prior to the start of the meet, lanes 1 and 6 will be designated for pace, and lane 2 will be
417 designated for one-way sprints, and at 20 minutes prior to the start of the meet lane 5 will also become a one-way sprint lane.
418 In an eight-lane pool, at 30 minutes prior to the start of the meet, lanes 1 and 8 will designated for pace, and lanes 2 and 7
419 will be designated for one-way sprints, and at 20 minutes prior to the start of the meet lanes 3 and 6 will also become one
420 way sprint lanes. In a ten-lane pool, at 30 minutes prior to the start of the meet, lanes 1, 2 and 10 will designated for pace,
421 and lanes 3 and 9 will be designated for one-way sprints, and at 20 minutes prior to the start of the meet, lanes 2 and 8 will
422 also become one way sprint lanes. The competition pool will be cleared 5 minutes prior to the start of the meet.

423 **306.9** In Championship meets, if there is a 90-minute warm-up period, the first 30 minutes will general warm-up in all lanes.
424 In a six-lane pool, at 60 minutes prior to the start of the meet, lane 1 will designated for pace, at 45 minutes prior to the start
425 of the meet, lane 2 will be designated for one-way sprints and lane 6 for pace, and at 30 minutes prior to the start of the meet,
426 lane 5 will also become a one way sprint lane. In an eight-lane pool, at 60 minutes prior to the start of the meet, lanes 1 and
427 8 will designated for pace, at 45 minutes prior to the start of the meet, lane 2 will be designated for one-way sprints, at 30
428 minutes prior to the start of the meet, lane 3 and 7 will also become one way sprint lanes. In a ten-lane pool, at 60 minutes
429 prior to the start of the meet, lanes 1 and 10 will designated for pace, at 45 minutes prior to the start of the meet, lane 2
430 becomes a pace lane and lanes 3 and 9 will be designated for one way sprints, and at 30 minutes prior to the start of the meet,
431 lane 2 and 8 will also become one way sprint lanes. The competition pool will be cleared 5 minutes prior to the start of the
432 meet.

434 **Article 307 - Meet Procedures**

435 **307.1^k** Coaches shall present USA Swimming certifications for access to the deck. Coaches without up-to-date certifications
 436 shall not be on the pool deck. The USA Swimming App may be used to verify coach's registration

437 ^{.6^l} Work assignments for LC and SC Senior METS shall be assigned and distributed by the meet director utilizing the
 438 following criterion:

439 - Teams shall be assigned a proportionate number of work assignments based on the percentage of athletes they have entered
 440 in the meet

441 - Officials shifts shall count towards team work assignments up to a total not to exceed five assignments; this shall be
 442 reassessed bi-annually (every two years).

443 - All participating teams shall be assigned at least one work assignment regardless of officials' participation.

444 The meet director may impose a fine not to exceed \$150 per missed assignment.

445 **307.2** Non-USA Swimming Registered individuals are not permitted on the pool deck at any time during the meet or practice,
 446 except for Official Timers.

447 **307.3** Only properly registered USA Swimming certified officials may be used. Clubs may ask the Officials Chair to supply
 448 officials for a meet by requesting them 30 days prior to the meet.

449 **307.4** Hazards on deck, in the locker rooms, or in areas used by coaches, swimmers, spectators, or officials shall be removed
 450 or clearly marked.

451 **307.5** Meet marshals are responsible for meet safety for the duration of the meet.

452 **307.6** The Host Club is responsible for supplying backup timers for each lane as required by USA Rule 102.12.3 or 102.12.4.
 453 Timers should be available 15 minutes prior to the start of the meet to receive instructions by a designated meet official and
 454 the lane timing sheets.

455 **307.7** In Metro run Championship meets, clubs will be assigned to supply timers based on their entries in the meet.

456 **307.8^m** The Senior Vice Chair and Administrative Vice Chair may approve reasonable compensation for the following work
 457 in relation to a Metro-run Championship if volunteers are not available or appropriate:

- 458 1. Pre-meet setup (hytek files, receiving and processing entries, OME, recons, etc),
- 459 2. Operating timing systems or computers,
- 460 3. Announcing

461

462 **307.9** An announcer shall be on duty for the entire warm-up session to announce lane and/or time changes and to assist with
 463 the conduct of the meet.

464 **307.10** In all Metro swim meets, awards given for 12 & Under will match the number of lanes in the pool.

465 **307.11ⁿ** All swim meet sessions shall finish within 4 hours of the announced starting time. The only exception is a club hosted
 466 LCM Meet, the host team can run a 13 and older session at 5 hours with no penalty. Sessions set at Open events must follow
 467 the 4-hour limit rule.

^k House of Delegates Meeting April 26, 2023 – changed Deck Pass Live to USA Swimming App

^l House of Delegates Meeting September 30, 2023 – added criteria for Senior Mets work assignments

^m House of Delegates April 26, 2023 – removed requirement to pay and specific payment amounts

ⁿ Board of Directors Meeting January 11, 2012 – Section approved

468 .1 Any session that runs more than 4 hours past the announced starting time shall be reported to the Administrative Vice
469 Chair. There is no grace period, except if there is a major malfunction of the timing system, lightning, power failure, or major
470 problem.^o

471 .2 The Administrative Vice Chair should consider the following in determining penalties:

472 A. Whether the violation was caused substantially by a matter beyond the control of the host. Such a violation may require
473 censure and/or probation.

474 B. The violation was caused unintentionally because of negligence or incompetence. Such a violation requires censure and/or
475 probation and a minimum fine of all entry fees representing those swims which went beyond the four-hour limit.

476 C. The violation was intentional. Such a violation requires a minimum fine of all entry fees representing those swims which
477 went beyond the four-hour limit, an additional monetary fine, a period of probation, and being barred from hosting any meets
478 during the same season and the following short course and long course seasons including any for which sanctions had already
479 been received.

480 **307.14** In multiple session meets, if there are fewer than 60 minutes between the end of one session and the start of warm-up
481 for the next session, the meet host shall provide a meal for coaches. It is recommended that meet hosts provide refreshments
482 for coaches, officials, and volunteers at all swim meets.

483 **307.15** The Host Club shall run the “recon” report at least 7 days prior to the swim meet and send it to the Metro office to
484 certify that all swimmers entered in the meet are registered swimmers and are eligible to represent the club they are entered
485 with. Clubs that fail to comply will be sent to Board of Review.

486

487 **Article 308 - Meet Bidding and Information**

488 **Short Course Meets – September through April**

489 **308.1^P** Bids must be submitted in writing on a Bid Application no later than 30 days before the Spring House of Delegates
490 Meeting. All information must be completed on the application. Payment is required at the time of the bid application. Meet
491 directors listed on the bid application will be contacted by email no later than 15 days before the Spring House of Delegates
492 Meeting with the tentative schedule. Meet directors will have until 7 days before the Spring House of Delegates Meeting to
493 notify the Metro office of any changes/corrections. Final schedule will be posted after the Spring House of Delegates meeting.
494 Championship Bids/Schedules – If more than one team bids for a championship meet – those meets will be decided by vote
495 of the HOD. If there is only 1 bid for each meet, those bids will be accepted.

496 **Long Course Meets – May through August**

497 **308.2** Bids must be submitted in writing on a Bid Application no later than February 1st. All information must be completed
498 on the application. Payment is required at the time of the bid application. Meet directors listed on the bid application will be
499 contacted by email no later than Feb. 15th with the tentative schedule. Meet directors will have until February 20th to notify
500 the Metro office of any changes/corrections. Final schedule will be posted on the Metro web site no later than February 28th.
501 Championship Bids/Schedules – If more than one team bids for a championship meet – those meets will be decided by email
502 vote of the HOD. If there is only 1 bid for each meet, those bids will be accepted.

503 **308.3** If bidding for a Metro subsidized distance session, this shall be indicated on the bid.

504 **308.4** Any bids received after the due dates will be assessed a \$50.00 fine if accepted.

^o [HOD January 18, 2011]

^P House of Delegates April 26, 2023 – changed specific dates to dates relative to Spring meeting

505 **308.5** Any other meet on a Metro Championship weekend shall be two levels removed.

506 **308.6**

507 .1 Unless otherwise prohibited, additional sanctions shall be issued without requiring approval of the Board of Directors for
508 intrasquad meets and single team time trials. The Board of Directors may grant additional meet sanctions and multi-team
509 time trial sanctions only if the following conditions have been met:

510 .1 The Board of Directors has notified meet hosts with meets bid on time, held on any of the same dates or within 2
511 days,

512 .2 Those members have been given at least 3 days to respond to the Board of Directors with relevant information,

513 .3 The Board of Directors has voted to approve the additional meet sanction after reviewing any responses received.

514 .2 When circumstances require expedited service, an applicant may receive a sanction after the bid process if approved by
515 the Technical Planning Chair, Meet Host Committee Chair, and the Senior or Junior Athlete Representative, without the
516 Board of Directors. Such approval is permitted via email to the Sanction Officer, and shall be recorded in the minutes of the
517 next Board of Directors or House of Delegates meeting.

518 **308.7** Once a team is given a sanction, the following penalties will apply for failing to hold the meet:

519 .1 Canceled more than 12 weeks before the meet or by the Fall meeting of the LSC - loss of sanction fee.

520 .2 Canceled between 6 and 12 weeks prior to the meet - loss of sanction fee and a fine equal to the sanction fee.

521 .3 Canceled less than 6 weeks prior to the meet - loss of sanction fee, a fine equal to the sanction fee and the granting of one
522 less sanction in the next year than the number of meets actually held in the year the meet was canceled.

523 .4 Canceled after the meet information is sent out - loss of sanction fee, a fine equal to the sanction fee and the inability to
524 hold any sanctioned meets the following year.

525 **308.8** The penalties may be waived in part or in whole by the Board of Directors or the House of Delegates. They should
526 consider: a. Was the reason for cancelation beyond the control of the club? b. Was the reason foreseeable? c. Did the reason
527 lie primarily in lack of entries or lack of personnel?

528 **308.9^a** Any party that feels the penalties have been unfairly applied may appeal to the Administrative Review Board.

529 **308.10** There is a sanction fee of \$25.00 per session.

530 **308.11** The sanction form and fees shall be sent to the Metro Office. The meet information should not be posted on the web
531 or otherwise distributed until the sanction has been granted.

532 **308.12** Meet directors are required to have meet information posted on the Metro Website. Teams wanting a hard copy shall
533 request it.

534 **308.13** The meet template on Metro website **MUST** be used and shall include the following: sanction #, date(s), site, class(es),
535 events, start time for warm-up and competition, entry fees, mailing address, meet Director's email address, method of cutting
536 entries, awards (number and type), and warm-up procedures. The following items shall also appear in the meet information:

537 .1 "Metropolitan Swimming Safety Guidelines and Warm-up Procedures will be in effect at this meet."

538 .2 "Swimmers with disabilities are encouraged to enter and participate. Please notify the meet director of any
539 accommodations you might require."

540 .3 ~~All Meet bids must include four officials that are registered to the host team.~~ [Policy Suspended until 2025 Spring
541 House of Delegates Meeting.]

^a House of Delegates April 26, 2023 – Changed Board of Review to Administrative Review Board

^r House of Delegates April 26, 2023 – Policy suspended

542 .4 Host Club may waive meet entry fees & facility surcharge for registered outreach swimmers. Coaches should contact
543 the meet director and identify registered swimmers whom they wish considered for waiver of fees when submitting meet
544 entries.
545

546 Article 309 - Championship Meet Bids

547 **309.1** A Metro Championship Contract form shall be used to bid on a Championship Meet.

548 **309.2** Clubs hosting a Metro Championship Meet shall send a copy of the Entry Blank to both the Technical Planning Chair
549 and either the Age Group or Senior Chair whichever is appropriate.

550 **309.3** Metro will take responsibility for running the Senior Metropolitan Championships.

551 *[All teams bidding to host Metro Championship meets shall provide information about fees for admission, programs, and*
552 *parking at the time of bidding (to go on Championship Contract Form)]*
553

554 Article 310 - Championship Meets

555 **310.1** There will be 3 sets of time standards for all Senior Championship Meets. The conforming standard is the time in the
556 course the meet is to be conducted in. The other time standards will be calculated from the standard in the conforming course.
557 Entry times for Championship meets may not be converted from another course. The meet eligibility date for all short course
558 Metro Championship meets (Senior Mets, Junior Mets, Silvers, Bronze), will be from January 1st of the previous year. For
559 the long course season, the eligibility date will be as of May 1st of the previous year.^s

560 **310.2** The Meet Director shall appoint a Technical Jury composed of at least one athlete representative, at least one coach,
561 and at least one, but not more than three other persons. Written protests involving technical rules, except disqualifications
562 due to judgment decisions by the deck officials, shall be made to the meet referee within 30 minutes of the protested act or
563 occurrence. Decisions of the meet referee regarding these protests may be appealed to the Technical Jury, whose decision
564 shall be made the day of the protest and shall be final.

565 **310.3** Championship meets may run over the Metro 4-hour time limit. The meet host or Metro may alter the warm-up time
566 and starting times of sessions to accommodate long sessions. All teams entered in the meet shall be notified of any changes
567 of this nature 7 days in advance of the meet. Each club should provide an e-mail address or other means of being contacted
568 with their entries so that this notification can be made.

569 **310.4** All entries will be verified for registration and time reconciliation using a pre-meet recon file.

570 **310.5** There will be a separate table for the Clerk of Course at championship meets.

571 **310.6** Regions for Championship Meets that are held at multiple sites will be determined by the Technical Planning
572 Committee and posted on the Metropolitan Swimming website.

573 **310.7^t** Warm-up times for Short Course Senior Mets will be no earlier than a 7:30AM with no earlier than a 9:00AM start for
574 prelims and 4:30PM with a 5:30PM start for finals, except for Sunday evening finals, which will have a 4:00PM warm-up
575 with a 5:00 p.m. start for finals. Senior Mets is a trials and finals meet. The starting time for the 1650 or 1500 at Senior Mets
576 will be adjusted so that the last preliminary heat would end 10 minutes before start of warm-up for finals. When Senior Mets
577 is held in a facility with no warm down area, the warmup / warm down schedule will be determined by the Senior Chair in

^s House of Delegates Meeting January 13, 2010 – Eligibility Period established.

^t House of Delegates Meeting September 30, 2023 – added “no earlier than”

578 conjunction with the Technical Planning Committee. Long Course Senior Mets Championships will follow the same format
579 as the Short Course Senior Mets Championships. The Senior Chair in consultation with Technical Planning may decide to
580 permit Bonus events (event(s) awarded to a swimmer as a result of making a qualifying time), the qualifying time, and the
581 formula for entry based on anticipated size of the meet.

582 **310.8^u** Updated scratch and check-in procedures at Senior Mets to follow USA Swimming National procedures. Distance
583 events would stay as positive check-in. The prelims events will be due the night before (half hour after the finals session
584 starts). An email address will be provided to scratch remotely.

585 **310.9** Finals for Junior Mets will be conducted in Ten lanes. Each age group will have their own cuts (i.e. 11yr old cuts,
586 12yr old cuts, 13yr old cuts, 14yr old cuts 10 & Under events are swum as timed finals. They will be scored/awarded
587 separately as 9 & Under and 10-year-old events. For the 11-12 and 13-14 age group, there will be 2 'A' finals run at night -
588 a top age (12 or 14) final and a lower age (11 or 13) final.

589 Medals will be awarded for 1st -3rd in each A Final which will be single age finals, 9u, 10 11, 12, 13 14 and ribbons to be
590 awarded finishers 4th-10th in each final.

591 A plaque or trophy will be awarded to the individual high point winner for both genders in all single ages. There will be team
592 awards at Junior Mets for 10& Under, 11&12, and 13&14 age groups. 10 & Under will have only 1 relay per day at Junior
593 Mets. All 10 & under events, the 11&12 400 IM & 500 Free, 13-14 1000 Free, and the 15-18 1650 Free are run as timed
594 finals. All other events are trials and finals.

595 **310.10** Silver Championships will be held at 3 Regional sites on the same weekend. Each age group will have their own cuts
596 9 & under, 10, 11, 12, 13,14, 15-18. Swimmers shall achieve the established time which will be .01 slower than the Junior
597 Mets time standard for that single age. The minimum Silvers time will remain the same for both odd and even ages. At Silver
598 Championships those achieving the Junior Mets Qualifying Standard will receive a Junior Mets qualifying ribbon and, may
599 enter Junior Mets even if the entry deadline has passed. Medals are awarded for places 1-3 and ribbons for places 4-8 (or
600 remaining lanes in the competition pool)

601 .1^v Make 1 get 1 bonus swim for any 50/100 yard event; no NT's allowed. If after adding 1 bonus swim for athletes with 1
602 cut time the meet timeline is under 4.0 hours (using a minimum of +15 seconds & +15 seconds for backstroke) the host team
603 may add swimmers that have not met the qualifying standard to events of 50 & 100 yards in length, no NT's allowed, to get
604 the timeline to 4.0 hours.

605 **310.11** Bronze Championships will be held at 3 Regional sites on the same weekend for age 9 through 18. Swimmers shall
606 be slower than the Silver time standard^w. Medals are awarded to as many swimmers as there are lanes in the pool. Ribbons
607 will be awarded to next group of swimmers for as many lanes as there are in the pool.

608 **310.12** Relays may be entered at the lowest priority cut, provided the team has qualified for the event.
609

610 **Article 311 - Post Competition Responsibilities**

611 **311.1** Clubs hosting meets shall send a full meet backup within 24 hours of the conclusion of the meet. Email backup to the
612 Times Officer at times@metroswimming.org

^u House of Delegates Meeting September 15th, 2018 – Scratch and check-in procedures to follow National procedures.

^v House of Delegates Meeting May 9, 2024 – Added bonus events, non-qualifiers up to 4 hours

^w House of Delegates Meeting May 16, 2012 – Bronze Championship replaces Age Group Championship

613 **311.2** Beginning January 1, 2013 - The following shall be submitted to the Administrative Chair within 30 days after each
614 meet:
615 a. Meet Manager Team Fees Report (1 day Prior to the start of the meet),
616 b. Meet Manager Team Fees Report (at the end of the meet),
617 c. the post competition report,
618 d. the income and expense report, and e. a check for the meet surcharges. Host teams are exempt from paying
619 surcharges on entries for their own swimmers
620

621 **Article 312 – Unregistered Athletes Competing**

622 312.1 If a swimmer who is not registered with USA Swimming competes in a Metro sanctioned competition, the ARB will
623 impose a fine of \$100.00 per athlete against the host team accepting the entry (“Respondent”) and \$100 fine to the team
624 submitting the entries.

625 312.2 Prior to imposing a fine, the ARB must receive supporting documentation of the alleged violation from the
626 Administrative Chair.

627 312.3 The ARB must offer the Respondent an opportunity to respond in writing within 10 days and for a hearing within an
628 additional 10 days.
629

630 **Appendix 3A - Metro Regions:**

631 **NORTH:** Aqua Gems, Aquaracers, BGC-N. Westchester Marlins, Club Fit Jefferson Valley, Condors Swim Club, Empire
632 Swimming, Hudson Valley Dolphins, Mid-Hudson HeatWaves, Middies Wave Ryders, Monroe-Woodbury Devilfish
633 Aquatics, New York Sharks, Newburgh Sharks, North Rockland Aquatic Club, Northern Dutchess Aquatic Club, Patriot
634 Swim Team, Phoenix Aquatic Club, Pine Bush Aquatic Club, Red Fox Aquatic Club, Rivertown Aquatic, Saw Mill Club
635 Storm Aquatics, Suffern Sea Lions, Viking Aquatic Club, Washingtonville Seahawks, YMCA of Middletown

636 **CENTRAL:** 92nd Street Flying Dolphins, Apex Swim Club, Asphalt Green Unified Aquatics, Badger Swim Club, Brooklyn
637 Stingrays, Central Queens, Cross Island Y Barracudas, Flushing YMCA, Freedom Aquatics, Harbor Seals/Bay Ridge
638 Aquatics Institute, HES Hurricanes, Kips Bay Makos, Lion Swim Academy, Long Island Express (Silvers Only), Manhattan
639 Makos, MatchPoint, McBurney Manta Rays, New Settlement Community Center, Nile Crocodile Aquatic Club, Nu Finmen,
640 QNS Aquatic Club, Riverbank Redtails, Staten Island Aquatic Club, Shorefront Y Brighton Seals, Swim Tech, Trident
641 Aquatic Club, Trident Swim Club, Twisters Swim Club, Westchester Aquatic Club

642 **SOUTH:** Connetquot Swim Club, East Hampton YMCA, Eastern Nassau Aquatic Club, Farmingdale Aquatics, Hauppauge
643 Athletic Association, Huntington YMCA, Islanders Aquatics, Long Island Aquatic Club, Long Island Express (Bronze Only),
644 Sachem Swim Club, Team Suffolk, Three Village Swim Club, and West Islip Swim Club

645 **Appendix 3B - Championship Meet Programs**

646 *[Available on the Metropolitan Swimming, Inc. website.]*
647

648 **Appendix 3C - Championship Meet Qualifying Standards**

649 *[Available on the Metropolitan Swimming, Inc. website.]*
650

651 [Appendix 3D - Championship Meet Bid Form](#)

652 *[Available on the Metropolitan Swimming, Inc. website]*

653

654 [Appendix 3E - Sanction Form](#)

655 *[Available on the Metropolitan Swimming, Inc. website]*

656

657 [Appendix 3F - Post-Competition Forms](#)

658 *[Available on the Metropolitan Swimming, Inc. website.]*

659 **Part Four – Administration**

660 [Article 401 - House of Delegates for USA swimming HOD/Convention](#)

661 Article 401.1 – The Metro by-laws designates who attends the USA Swimming HOD/Convention. Metro will provide
662 hotel, travel, registration and a per diem in accordance with government guidelines

663 [Article 402 – Board of Directors](#)

664 **402.1** All persons elected or appointed to a Board of Directors position or Committee Chair position in the LSC are
665 recommended to use a Metropolitan Swimming assigned email address on all electronic correspondence when performing
666 their elected or appointed duties for the LSC and/or USA Swimming. All electronic correspondence must come from the
667 metroswimming.org domain. Use of other email domains for LSC business is not permitted. All emails and other
668 electronic correspondence to or from metroswimming.org are the property of Metropolitan Swimming, Inc.

669 **402.2** Inappropriate use of Metropolitan Swimming electronic correspondence (E-mail)

670 Persons with a Metropolitan Swimming LSC Email will not use it for the following purposes (this is not an all-inclusive
671 list).

- 672 • Sign up for illegal, unreliable, disreputable or suspect websites and services.
- 673 • Send unauthorized marketing content or solicitation emails.
- 674 • Send insulting or discriminatory messages and content.
- 675 • Intentionally spam other people's emails.

676 **402.3** Repeated violations of 402.1 and/or 402.2 are subject to review by the LSC Administrative Review Board.

677 [Article 403 – Committees](#)

678 **403.1** All Metro committees must hold at least two open meetings per year. Each must be scheduled at least 45 days before
679 each regular House of Delegates meeting. Meetings in excess of the minimum may be scheduled less than 45 days before a
680 regular House of Delegates Meeting. One of the required meetings may be canceled if the committee chair can confirm
681 notice of the meeting has been posted on the Metro website for at least 30 days, no agenda items or proposals have been
682 submitted for that meeting, and no member of Metro has indicated they will attend the meeting.

683 **403.2** Appointed Committee Chairs may serve no more than 6 consecutive years. Appointed Committee Chairs are not
684 eligible for re-appointment to the same committee chair until after a lapse of 5 years. A portion of any term less than 1
685 year, served to fill a vacancy in the position shall not be considered in the computation of the consecutive years limitation.

688 **Article 418 – Officials’ Committee**

689 **418.1^x** The Officials’ Chair is appointed by the General Chairman with the advice and consent of the Board of Directors. The
 690 chair of Officials Committee shall have 5 years experience as a certified Referee and N2 ST certification.

691 **418.2^{yz}** With the exception of the Athlete Representatives, all committee members must be certified officials in good standing
 692 and they will be appointed for two-year, renewable terms. The Officials Committee shall consist of the: Officials Committee
 693 Chair(s), Athlete Representatives, the Administrative Vice-Chair, an education coordinator, an advancement coordinator, a
 694 communication coordinator and five regional coordinators (AKA Area Chairs) one supporting each of the original an Area
 695 Chair for areas within Metropolitan Swimming, Hudson Valley North, Hudson Valley South, Manhattan, Nassau County,
 696 and Suffolk County, Athlete members. All members of the committee, except for Athlete members and Administrative Vice-
 697 Chair shall have minimum ST and/or AO certifications be certified officials in good standing. Area Chairs Shall be appointed
 698 by the Metro General Chair, with advice and consent of the Metro BOD, and shall have 3 years’ experience years’ experience
 699 as a certified Referee and N2 ST Certifications. Area Chairs in consultation with the Officials Committee or Officials Chair
 700 shall have act with the authority of the Officials Committee for the purpose to: advance officials that meet certification criteria.
 701 Area Chairs shall have the authority to renew officials that meet renewal criteria. Area Chairs shall appoint clinic instructors
 702 (minimum 3 instructors per area). Area Chairs and their designees shall act with the authority of the Officials Chair for the
 703 purpose of approving mentors/evaluators for advancing and renewing officials.

704 **418.3^{aa}** Requirements for officials certification/renewal shall not exceed the USA Swimming Minimum Standards
 705 Guidelines. Metro adopts the lesser of either the USA Swimming Minimum Standards Guidelines or the current Metropolitan
 706 Swimming standards for training and advancement and retention until such time as USA Swimming provides National
 707 Standards.

708 **418.14** Meet Referees are required to enter meet information into the USA Swimming Officials Tracking System (OTS)
 709 within 14 days of the end of the meet.

710 **418.15** When an official is charged with not performing their duties properly, the Officials’ Committee shall follow the
 711 *General Guidelines for Discipline and De-Certification* as outlined by the Officials Committee of USA Swimming.

712 **418.16** The Officials Committee shall meet and establish by simple majority, requirements to become a Metro Officials Clinic
 713 Instructor. These requirements shall be part of the Policy and Procedures Manual. If the Officials Committee fails to establish
 714 these requirements by September 1, 2021 September 2021 HOD, then the following shall be enforced until the Committee
 715 does so:

716 .1 All members of the Officials Committee currently certified as a Referee may teach clinics for new or recertifying Stroke
 717 and Turn Judges, Starters, and Referees.

718 .2 All members of the Officials Committee currently certified as Administrative Referees may teach clinics for new or re-
 719 certifying Meet Directors, Administrative Officials, Administrative Referees.

^x House of Delegates Meeting September 30, 2023 – Changed N2 DR requirement to N2 ST

^y Updated at House of Delegates April 26, 2023 – Removed appointment by the Officials Chair with advice and consent of the Administrative Vice Chair.

^z House of Delegates Meeting September 30, 2023 – Restored Area Chairs, added appointment requirement and authority of the Area Chairs

^{aa} House of Delegates Meeting September 30, 2023 – Removed requirements, set use of Minimum Standards Guidelines

720 **Article 419 – Officials Tracking System (OTS)**

721 **419.1** Only LSC officials certifications and certification levels with the minimum USA Swimming requirements properly
722 incorporated in this manual may be assigned in OTS.

723 **Part Five - Revising Policy and Procedures Manual**

724 **Article 501 – Jurisdiction**

725 **501.1** Changes to Parts 1, 2, or 3 may be proposed by any Non-athlete member or any member of the Athlete’s Committee
726 of Metro and shall be submitted to either the Board of Directors or the Technical Planning Committee in advance of the
727 House of Delegates meeting whenever possible.

728 **501.2** Changes to Part 5 may be proposed by any member of the House of Delegates and shall be submitted to the Board of
729 Directors.

730 **Article 502 – Method of Submission**

731 **502.1** Proposed changes shall be in such form as to show the entire section as it will read if adopted, with any changes in
732 language underlined if new and lined out if deleted. The *Proposal to Amend Policy and Procedures Manual* form shall be
733 used.

735 **Article 503 – Adoption**

736 **503.1** Proposed changes to Parts 1, 2, or 3 may be amended, adopted, or rejected by the House of Delegates by a majority
737 vote, except as provided in Article 706.2.

738 **503.2** Proposed changes to Part 4 may be amended, adopted, or rejected by the Board of Directors by a majority vote. Changes
739 adopted by the Board of Directors are subject to further amendment or rejection by the House of Delegates by a majority
740 vote.

742 **Article 504 – Suspension**

743 **504.1** The House of Delegates may temporarily suspend, by a two-thirds majority, any policy or procedure when deemed in
744 the best interest of Metro and the sport of swimming

746 **Article 505 – Effective Date**

747 **505.1** Unless otherwise specified, all changes approved as prescribed shall become effective at the conclusion of the meeting
748 of their adoption.

750 **Article 506 – Conformity**

751 **506.1** All policies and procedure must conform to the Metro Bylaws and USA Swimming Rules and Regulations.

752 **506.2** Any change to the Metro Bylaws or USA Swimming Rules and Regulations that causes a policy or procedure not to
753 conform shall supersede that policy or procedure. When this non-conformity occurs or is discovered between meetings of
754 the House of Delegates, the Board of Directors or the Executive Committee may amend the policy or procedure to Parts 1, 2,

755 3, or 5 by a majority vote.

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758 Proposal to Amend Policy and Procedures Manual

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760 Proposed Change is to Article(s) _____

761 Submitted by _____ from _____

762 Check one: Non-Athlete Member Member of the House of Delegates

763 Member of the Board of Directors Member of Board of Review

764

765 Check one: Change Article Delete Article (and renumber if appropriate)

766 Add Article (and renumber if appropriate)

767

768 Write out the Article to be changed. Underline new text. Draw a line through deleted text.

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