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Metropolitan Swimming

Policy and Procedures

And Rules and Regulations Manual

Last Updated: October 6, 2025

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

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

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

Part One - Club Requirements

Article 101 - Club Registration

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

101.2 To register, a club shall:

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

.2 The fee for all clubs is \$100^a. \$25 of the fee is allocated to the Joseph J. Stetz Memorial Scholarship Fund and \$25 of the fee is allocated to the Len Galluzzi Memorial Scholarship Fund.

.3 Clubs must use their full registered name.

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

.5 A renewing club shall submit the following:

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

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

.6 Each club shall designate:

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

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

^a May 8, 2025 House of Delegates Meeting – Set club registration fee at \$100

101 **Article 102 - Individual Registration**

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

103 **102.2^b** 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

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

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
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 12.5% surcharge on all athletes including the host club up to the amount owed Metro^c
- 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 1D - Travel Expense Reimbursement Forms](#)

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

149

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

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

152

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

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

155 [Part Two - Individual Requirements](#)

156 [Article 201 - Athlete Registration](#)

157 **201.1** Athletes shall be registered as individual members with Metro. Membership is subject to USA Swimming policies,
158 rules and regulations and Metropolitan Swimming policies and procedures.

159 **201.2** The registration fee will be determined by the House of Delegates

160

161 [Article 202 - Meet Participation](#)

162 **202.1** To participate in a Metro Championship meet, a swimmer shall have met the qualifying time standard established by
163 Metro for any event entered. The time shall have been achieved at a sanctioned, approved, observed swim meet, or time trial.

164 **202.2** To participate in the Senior Metropolitan Championships a swimmer shall have competed in an individual event in
165 three Metro sanctioned meets within the previous year. A Metro historical swimmer is one who has been registered as a
166 Metro athlete for the 3 full competition years preceding their entrance into college and has competed in at least 9 Metro meets
167 over that 3-year time span.^d Those swimmers should be exempt from the 3 meets requirements needed to swim in Senior
168 Mets. The 3 -meet exemption is applicable during the year's swimmers are full-time college/university students and during
169 the season immediately following their graduation for college/university.

170

^c September 14, 2024 House of Delegates Meeting – Changed from 20% to 17.5%

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

171 **Article 203 - Travel Assistance**

172 **203.1** Metro swimmers who qualify for and attend approved national and regional meets and National Select Camp are
173 eligible for Assistance provided they meet eligibility requirements.

174 **203.2^e** Swimmers shall have competed in individual events in at least five Metro Sanctioned swim meets within one year
175 prior to the competition or camp. College students who are historical metro swimmers must attend one Senior Metropolitan
176 Championships during the current season but are otherwise exempt from the five-meet requirement. For all travel
177 reimbursement requests, one of the five Metro shall have been a Senior Metropolitan Championship. Reimbursement requests
178 that fail to meet these requirements may be considered by the board of directors on a case-by-case basis.

179 **203.3** The club or athlete shall apply for the travel expense reimbursement. Each athlete may submit for up to a total of four
180 (4) travel assistance per season which consists of two (2) short course season and two (2) long course season meets listed
181 below. Olympic and World Trials are exempt and are not included in the total.

182 **203.4** The meets and travel Assistance are as follows: (Senior and DDEI^f Chair shall conduct an annual review of all eligible
183 meets. Chairs may modify or add to the list based upon USA Swimming's calendar but may not eliminate or otherwise alter
184 assistance for existing eligible meets without approval from the House.)

185 .1 Eastern Zone Speedo Champion Series (Sectionals) swimmers in individual events only are eligible for travel Assistance
186 of \$300.00. Both Summer and Winter.

187 .2 Long Course Senior Zone Championship swimmers in individual events only are eligible for a travel Assistance of \$300.00.
188 Relay only swimmers are excluded from travel Assistance.

189 .3^g USA Swimming Winter Junior National Championships swimmers in individual events are eligible for a travel Assistance
190 of \$750.00. USA Swimming Summer Junior National Championships swimmers in individual events are eligible for a travel
191 reimbursement of \$1,200.00. NCSA Junior National Championship Short course or Long Course & Futures Long Course
192 Meet Swimmers in individual events are eligible for a travel Assistance of \$600.00. National Championship & Para Winter
193 swimmers in Individual Events are eligible for a travel Assistance of \$900.00. National Championships and Para Summer
194 swimmers in individual events are eligible for a travel Assistance of \$1,500.00. US Open swimmers in individual events are
195 eligible for a travel Assistance of \$1,500.00. World Championship Trials swimmers in individual events are eligible for a
196 travel reimbursement of \$1,500.00.

197 .4 Olympic Trial swimmers in Individual Events are eligible for a \$2,250.00 travel Assistance. Swimmers who have met the
198 Metro Competition requirement for three of the four years preceding Olympic Trials are eligible for a travel Assistance of
199 \$4,500.00

200 OPEN WATER: Swimmers are eligible for travel assistance \$750 for the Junior National Open Water Championships and
201 \$1,000 for the National Open Water Championships.

202 **203.5** Swimmers who attend National Select Camps sponsored by USA Swimming are eligible for a travel reimbursement
203 of \$200.00.

204 **203.6.** Athletes travel assistance is only available for actual and necessary expenses, as outlined in the current year's NCAA
205 manual, not to exceed the cost for the individual to participate in the event.

206 **203.7.** The Metro Swimming Policy for meal reimbursement will be the United State General Services Administration

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

^f House of Delegates Meeting May 8, 2025 – changed from “Disability” to “DDEI”

^g Effective September 1, 2012

207 (GSA) per diem rate.

208 203.8 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

209 paid for any part of the requested assistance, the club must submit a statement confirming they are submitting on behalf of

210 the athlete and that the family has been or will be reimbursed the amount by the club. A club may also submit expenses on

211 behalf of the athlete and request payment be made to the athlete or family. Completed Athlete travel assistance forms are due

212 thirty (30) days after the competition or event for which travel assistance is being requested either by the Athlete or Club.

213 Any submissions received after the thirty days will be returned.

214 203.9^b The Metro Swimming Policy for travel Assistance requirements will be as follows:

215 List of acceptable meets: all Metro Sanctioned meets except as listed below.ⁱ

216 List of unacceptable meets: High school meets (dual meets, championship meets, State qualifier, State meets, etc.); Approved

217 meets; Observed meets; Out of LSC meets; Dual/tri meets between 2/3 clubs (or more); Time Trials; “Closed” meets; League

218 or association meets (ESSL, YMCA, WFA, etc.)

219 203.10^j For all meets eligible for travel reimbursement, if the assistance is requested by a college athlete or a Metro club

220 on behalf of a college athlete, travel assistance submission must include official documentation from the athlete’s

221 college/university that clearly states which expenses were or were not paid for by the college/university to attend the meet

222 that assistance is being requested for. This documentation may be in the form of a letter from an athlete’s head coach or

223 appropriate university administrator. Any submissions received without official documentation will be returned.

224 Article 204 - Swimmer Awards

225 **204.1** Metro Swimming will be offering the following two scholarships Joseph J. Stetz and the Len Galluzzi Memorial

226 Scholarship will be given annually to one male and one female athlete. The award is \$1,000 each. The athlete must be a

227 High School Senior and shall submit the application to be considered for the award. The athlete must have competed in at

228 least five Metro Sanctioned swim meets within one year prior to application. The selection committee consists of the Officials

229 Committee and a member of the Executive Committee.

230

231 Article 205 - Zone Meet Participation

232 **205.1** Swimmers qualify for any Eastern Zone Age Group Championships by achieving the time standard established by the

233 Eastern Zone. The Eastern Age Group SC is now a club team meet. Metro will travel as a Metro team for the Long Course

234 Age Group Championship

235 **205.2** Swimmers 11 and older must travel and room with the team for the duration of the meet. Swimmers 10-under must

236 travel and stay with their parents; they are under their parent’s responsibility for the duration of the meet. Swimmers 11 and

237 over may be released to a parent/guardian upon completion of their age group’s session on the final day of the meet, provided

238 they do not qualify for finals/participate in a relay. The Zone Coordinator/Age Group Chair must be in possession of the

239 athlete release form prior to the final day of competition. The participation fee for all swimmers will be determined and

240 posted in the meet notices. Metro arranges for and pays transportation, lodging, meals, and equipment for all swimmers 11

241 and older. Metro arranges for equipment for swimmers 10 and under.

242 **205.3** All participation fees are the responsibility of the swimmers and will be posted in the meet information packet.

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

ⁱ House of Delegates Meeting May 8, 2025 – Removed list, indicated exception

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

243 **205.4** Swimmers who will participate in the Eastern Zone Age Group Championships shall complete the Application Form,
244 the Equipment List Form, and pay the appropriate fee. On the Application Form, the swimmer shall provide emergency
245 contact, medical insurance information, and sign the Metro Code of Conduct and social media policy.

246 **205.5** The Metropolitan Zone team may bring two swimmers with disabilities from 12-and-under age groups and two
247 swimmers with disabilities from the 13 and over age groups as team members to the Zone Championship Meet. Interested
248 swimmers with disabilities are encouraged to apply. The form is available on the web.

249 **205.6** Athletes who compete in the 10 & Under age group will be encouraged but not required to attend the meet in its entirety.
250 They will be required to stay for the full session on the days which their event(s) fall.

251 **205.7^k** Zone Championship Coaching Stipend Policy Metropolitan Swimming
252 To ensure fair and consistent compensation for coaches participating in the Summer Long Course Zone Championship,
253 Metropolitan Swimming has established the following stipend policy:

254 Eligibility

255 The Age Group Chair/Head Coach and any coach selected by the Age Group Chair, Zone Coordinator, or any other authorized
256 individual responsible for appointing staff for the Summer Long Course Zones, and who actively coaches at the meet, shall
257 be eligible to receive a stipend from Metropolitan Swimming.

258 Stipend Amounts

259 • Age Group Chair/Head Coach (if attending the meet): \$800

260 • Assistant Coach: \$600

261 Exclusions

262 If a Zone Coordinator is appointed, they are not eligible to receive a stipend under this policy.

263 [Article 206 - Coach Registration](#)

264 **206.1** Coaches must complete all requirements established by USA Swimming.

265 **206.2** The registration fee will be determined by the House of Delegates.

266 **206.3** Coaches shall follow the registration process established by USA Swimming.

267

268 [Article 207 - Non-Athlete, Non-Coach Registration](#)

269 **207.1** Any other individual who participates in Metro shall be registered as individual members with Metro.

270 **207.2** The registration fee will be determined by the House of Delegates.

271

272 [Appendix 2B - Zone Meet Forms](#)

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

274 [Part Three - Swim Meets](#)

275 [Article 301 - Types of Meets](#)

276 **301.1** A sanctioned meet is open only to USA Swimming athletes and shall follow all USA Swimming rules. They may be
277 one of the following:

^k May 8, 2025 House of Delegates Meeting – Added Zone Coach Stipend

278 .3 An “Invitational” meet is open only to those USA Swimming teams that have been invited by the host team. The teams
279 that are invited shall be named in the meet announcement for the meet to be listed on the Metro website. When inviting all
280 Metro Teams, it may be listed as “All Metro Teams”

281 .4 A “Championship” meet is a meet open only to Metro athletes and has been so designated by the House of Delegates.

282 .5 A “Dual/Tri/Quad” meet is a sanctioned competition in which two, three, or four teams compete against each other.

283 .8 USA Swimming athletes in a competition that does not conform to USA Swimming technical rules such as High School
284 or College Championships may request Observed swims.

285 **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
286 specified time and date. After that time and date, teams from other LSC’s as well as later entries from Metro may be accepted,
287 in the order they were received, as space allows. Teams may establish a second time and date for all entries to be received.
288

289 Article 302 - Meet Program

290 **302.1** The recommended events for competition are listed in USA Swimming Rule 102.1. Metro may permit a meet host to
291 run a competition with events not listed in the USA Swimming Rules (i.e. Sprint Pentathlon).

292 **302.2¹** In all non-invitational meets after the 1st Sunday in November until September 1st of the following year, at least 50%
293 of the events shall be from the long events for each gender and age group.

294 10 & Under Short: all 50's and 100 I.M.

295 10 & Under Long: all 100's except 100 IM, all 200's and longer

296 11-12 Short: all 50's and 100 I.M.

297 11-12 Long: all 100's except 100 IM and all 200's and longer

298 13-14 Short: all 100's and 50 Free

299 13-14 Long: all 200's and longer

300 15-18 Short: all 100's and 50 Free

301 15-18 Long: all 200's and longer

302 **302.3** \$8,000.00^m subsidy will be allocated based on the number of clubs that bid and host a distance meet from September
303 through April. The total budget for that season will be divided equally among the accepted meets, with no team exceeding
304 \$1,000 per meet. The distance meet shall be a separate meet with a separated sanction number from any other meet sponsored
305 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.
306 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
307 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
308 be combined but separate awards shall be given for each age group. Teams that want to add events to this list shall ask the
309 Board prior to receiving their sanction, in writing, for an exception to this rule. The host team may collect entry fees.
310

311 Article 303 - Meet Entries

312 **303.1** Swimmers are limited to the number of individual events as stated in the meet announcement.

313 **303.2** If there is an established qualifying time in an event, then the swimmer shall have met the qualifying time to enter the

¹ House of Delegates April 26, 2023 – changed applicability to non-invitational meets

^m September 13, 2025 House of Delegates Meeting – changed from \$6,000 to \$8,000

314 event. The time shall have been done at a sanctioned, approved, or observed swim meet, or time trial (the time must be in
315 the SWIMS database).

316 **303.3** All changes of entries into a swim meet shall be made through the meet director or other designated meet personnel.

317 **303.4** All entry information shall use the athletes name and ID numbers as recorded by the registrar. Teams are subject to a
318 \$100 fine per individual for third and subsequent errors, for that individual when they are detected by the “recon”.

319 **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
320 from a meet all refunds shall be made to the entering team by the first day of the meet. Notification of rejected entries shall
321 be made personally to the coach, swimmer, or club representative prior to seven days before the start of the meet. If
322 notification is not made within the allotted time frame, the swimmer(s) shall be allowed to swim.

323 **303.6** In Metro Championship meets swimmers may not swim in more than two-time trials during the meet and shall abide
324 by the limit on total number of events per day and per meet as follows:

325 .1 Senior Metropolitan Championships (“Senior Mets”) - Swimmers may swim up to 3 individual events per day and 6 events
326 total.

327 .2 Junior Metropolitan Championships (“Junior Mets”) - Swimmers may swim up to 3 individual events per day. Each relay
328 must be made of at least 2 athletes entered in individual events.

329 .3 Silver Championships - Swimmers may swim up to 5 events per day.

330 .4 Bronze Championships - Swimmers 9-18 may swim up to 4 events per day.

331 **303.7** When entering championship meets, clubs having more than one base, shall enter using a single file and shall pay using
332 1 check or money order. For all other meets the different bases may enter and pay independently.

333 **303.8** All entries must be submitted using a Hy-Tek or Team Unify computer file or any other program approved by USA
334 swimming.

335 **303.9** All entries are subject to pre-meet recon for proof of times and registration

336 **303.10** The entry deadline for Metro Championship meet shall not be more than 10 days prior to the first day of the meet.

337 **Article 304 - Entry Fees**

338 **304.1** The maximum entry fee that may be charged at non-invitational meets is:

339 .1ⁿ In short course yards/meters – \$5.00 for an Individual Timed Final event, \$6.00 for an Individual Trials & Final event,
340 and \$10.00 for a Relay event.

341 .2^o In long course meets –\$6.00 for an Individual Timed Final event, \$7.00 for an Individual Trials & Final event, and \$12.00
342 for a Relay event. The maximum allowable entry fee for an individual timed finals or trials and finals event for the short
343 course and long course Senior Mets is \$12.00.

344 **304.2** 12.5% of the entry fees, except those of the host club (Clubs may have an additional host(s) but only one team may be
345 exempt from the surcharge), constitute the Metro surcharge and shall be paid by the host club to Metro. This does not apply
346 to distance meets. Any teams that host Invitationals that invite “all Metro Teams as well as teams from other LSC’s will still
347 have the 12.5% surcharge waived for their swimmers.^{p q}

348 **304.3** There is a per swimmer surcharge at the following Championship meets:

ⁿ Effective September 1, 2016

^o Effective September 1, 2016

^p September 14, 2024 House of Delegates Meeting – Changed from 20% to 17.5%

^q September 13, 2025 House of Delegates Meeting – Changed from 17.5% to 12.5%

- 349 .1 Senior Mets surcharge is not to exceed \$20.00
350 .2 Junior Mets surcharge is \$5.00
351 .3 Silver Championships surcharge is \$1.00
352 .4 Bronze Championships surcharge is \$1.00
353 .5 8 and Under Championship is \$1.00
354 .6 Metro Championship meets hosted by Metro Clubs shall be allowed to add a facility surcharge up to and not to exceed
355 \$4.00. The Total surcharge of the facility charge plus the Metro surcharge of \$1.00 shall not exceed \$9.00 for Junior Mets
356 and \$5.00 for Silver, Bronze and 8 and Under Championship meets.

357 **304.4** Entry Fees for Championship meets, excluding Senior Mets, shall be:

- 358 .1 \$7.50 for Timed Finals Events
359 .2 \$9.00 for Prelims/Finals Events
360 .3 \$15.00 for Relays

361 **Amendment Pending^r**

- 362 .1 Silvers/ Bronze Metro Surcharge - \$1 (\$1) Athlete Surcharge - **\$10 (\$4)** Timed Final Event- \$7.50 (\$7.50)
363 .2 Jr Met/15-18 Metro Surcharge - \$5 (\$5) Athlete Surcharge - **\$10 (\$4)** Prelim/Final Event - \$9 (\$9) Timed Final Event -
364 \$7.50 (\$7.50) Relay - **\$20 (\$15)**
365 .3 8&U Champs individual event **\$7.50 (\$5) Relay \$15 (\$10) Surcharge \$7 (\$4)**
366

367 **Article 305 - Scratch Procedure**

368 **305.1** Unless otherwise stated, scratches are due 30 minutes prior to the start of the session. Any swimmer who is seeded
369 shall swim the event.

370 **305.2** In events where it is permitted, a swimmer may declare a false start prior to the start of the event.

371 **305.3** In Junior Mets, Silvers, Bronze and 8-Under Championship meets, no penalty shall apply for failure to withdraw or
372 compete in an individual event. The missed event will still count against the athlete's event limit for the day and for the meet.

373 **305.4** A swimmer qualifying for a D, C, B, or A (bonus, consolation, championship) final race based upon the results of the
374 preliminaries notifies the Clerk of the Course within thirty (30) minutes after announcement of the qualifiers for that race that
375 they may not intend to compete and further declares their final intentions within thirty (30) minutes following their last
376 individual preliminary event.

377 **305.5** A swimmer who fails to follow this procedure will be barred from further competition for the remainder of the meet,
378 except as noted in USA Rule 207.11E. If this occurs during the last session of a championship meet the swimmer's club will
379 be fined \$150.00 per occurrence.

380 **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
381 team entered in a relay event at Sr. Mets and not properly scratched must swim. Failure to do so will result in each member
382 of the relay team being barred from the next relay event in which they may otherwise be eligible to compete. A relay team
383 member failing to appear ready to swim for a relay event will be barred from his/her next individual event. Relay members
384 who do appear ready to swim shall not be penalized.

385

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

386 Article 306 - Warm-up Procedure

387 **306.2** The Host Team shall supply Meet Marshals. Coaches supervising swimmers in the pool during warm-up do not qualify
388 as meet marshals. Meet Marshals shall check locker rooms as well as being responsible for safety on deck. There shall be
389 at least 1 male and 1 female marshal. The minimum number of required marshals is as follows:

390 .1 A six lane pool requires two marshals.

391 .2 An eight-lane pool requires three marshals.

392 .3 A ten lane pool requires four marshals.

393 .4 If two different courses are being used, two additional marshals are required.

394 **306.3** Backstrokers shall ensure that they are not starting when a swimmer is on the blocks. Swimmers are not to step up
395 onto the blocks if there is a backstroke ready to start.

396 **306.4** Swimmers shall exit the pool at the completion of their warm-up.

397 **306.5** Host clubs may establish warm-up procedures for their own swim meets. Established procedures shall conform to
398 Metro and National policies. Any such procedures shall be announced, and/or posted in the pool area.

399 **306.6** There is no diving into the pool during any warm-up, except for designated one-way sprint lanes.

400 **306.7** These warm-up procedures shall be followed during pre-meet warm-up, warm-ups inserted into the meet program, and
401 warm-ups in any available warm-up/warm-down lanes.

402 **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.
403 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
404 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.
405 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
406 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
407 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,
408 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
409 also become one way sprint lanes. The competition pool will be cleared 5 minutes prior to the start of the meet.

410 **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.
411 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
412 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,
413 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
414 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
415 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
416 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
417 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,
418 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
419 meet.

421 Article 307 - Meet Procedures

422 **307.1^s** Coaches shall present their member card on the USA Swimming app for access to the deck. Coaches without up-to-

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

423 date certifications shall not be on the pool deck.

424 .1^t Work assignments for LC and SC Senior Mets shall be assigned and distributed by the meet director utilizing the

425 following criterion:

426 - Teams shall be assigned a proportionate number of work assignments based on the percentage of athletes they have entered

427 in the meet

428 - Officials shifts shall count towards team work assignments up to a total not to exceed five assignments; this shall be

429 reassessed bi-annually (every two years).

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

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

432 **307.2** Non-USA Swimming Registered individuals are not permitted on the pool deck at any time during the meet or practice,

433 except for Official Timers.

434 **307.3** Only properly registered USA Swimming certified officials may be used. Clubs may ask the Officials Chair to supply

435 officials for a meet by requesting them 30 days prior to the meet.

436 **307.4** Hazards on deck, in the locker rooms, or in areas used by coaches, swimmers, spectators, or officials shall be removed

437 or clearly marked.

438 **307.5** Meet marshals are responsible for meet safety for the duration of the meet.

439 **307.6** The Host Club is responsible for supplying backup timers for each lane. Timers should be available 15 minutes prior

440 to the start of the meet to receive instructions by a designated meet official and the lane timing sheets. Distance sessions at

441 any sanctioned meet may be designated "bring-your-own timer" if indicated in the meet announcement. In Zone or Sectional

442 meets hosted in Metro, host clubs may require timers from participating teams.^u

443 **307.7** In Metro run Championship meets, clubs will be assigned to supply timers based on their entries in the meet.

444 **307.8^v** The Senior Vice Chair and Administrative Vice Chair may approve reasonable compensation for the following work

445 in relation to a Metro-run Championship if volunteers are not available or appropriate:

446 1. Pre-meet setup (hytek files, receiving and processing entries, OME, recons, etc),

447 2. Operating timing systems or computers,

448 3. Announcing

449

450 **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

451 the conduct of the meet.

452 **307.10** In all Metro swim meets, awards given for 12 & Under will match the number of lanes in the pool.

453 **307.11^w** All swim meet sessions shall finish within 4 hours of the announced starting time. The only exception is a club hosted

454 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

455 the 4-hour limit rule.

456 .1 Any session that runs more than 4 hours past the announced starting time shall be reported to the Administrative Vice

457 Chair. There is no grace period, except if there is a major malfunction of the timing system, lightning, power failure, or major

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

^u September 14, 2024 House of Delegates Meeting – removed incorrect rule, added bring your own for distance, allowed Zone and Sectional meets to require timers from participating teams

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

^w Board of Directors Meeting January 11, 2012 – Section approved

458 problem.^x
459 .2 The Administrative Vice Chair should consider the following in determining penalties:
460 A. Whether the violation was caused substantially by a matter beyond the control of the host. Such a violation may require
461 censure and/or probation.
462 B. The violation was caused unintentionally because of negligence or incompetence. Such a violation requires censure and/or
463 probation and a minimum fine of all entry fees representing those swims which went beyond the four-hour limit.
464 C. The violation was intentional. Such a violation requires a minimum fine of all entry fees representing those swims which
465 went beyond the four-hour limit, an additional monetary fine, a period of probation, and being barred from hosting any meets
466 during the same season and the following short course and long course seasons including any for which sanctions had already
467 been received.
468 **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
469 for the next session, the meet host shall provide a meal for coaches. It is recommended that meet hosts provide refreshments
470 for coaches, officials, and volunteers at all swim meets.
471 **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
472 certify that all swimmers entered in the meet are registered swimmers and are eligible to represent the club they are entered
473 with. Clubs that fail to comply will be sent to Board of Review.
474

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

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

477 **308.1^y** Bids must be submitted on a Bid Application no later than 30 days before the Spring House of Delegates Meeting. All
478 information must be completed on the application. Payment is required at the time of the bid application. Meet directors
479 listed on the bid application will be contacted by email no later than 15 days before the Spring House of Delegates Meeting
480 with the tentative schedule. Meet directors will have until 7 days before the Spring House of Delegates Meeting to notify the
481 Metro office of any changes/corrections. Final schedule will be posted after the Spring House of Delegates meeting.
482 Championship Bids/Schedules – If more than one team bids for a championship meet – those meets will be decided by vote
483 of the HOD. If there is only 1 bid for each meet, those bids will be accepted.

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

485 **308.2** Bids must be submitted on a Bid Application no later than February 1st. All information must be completed on the
486 application. Payment is required at the time of the bid application. Meet directors listed on the bid application will be
487 contacted by email no later than Feb. 15th with the tentative schedule. Meet directors will have until February 20th to notify
488 the Metro office of any changes/corrections. Final schedule will be posted on the Metro web site no later than February 28th.
489 Championship Bids/Schedules – If more than one team bids for a championship meet – those meets will be decided by email
490 vote of the HOD. If there is only 1 bid for each meet, those bids will be accepted.

491 **308.3** If bidding for a Metro subsidized distance session, this shall be indicated on the bid.

492 **308.4** Any bids received after the due dates will be assessed a \$50.00 fine if accepted.

493 **308.5** Any other meet on a Metro Championship weekend shall be two levels removed.

494 **308.6**

^x [HOD January 18, 2011]

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

495 .1 Unless otherwise prohibited, additional sanctions shall be issued without requiring approval of the Board of Directors for
496 intrasquad meets and single team time trials. The Board of Directors may grant additional meet sanctions and multi-team
497 time trial sanctions only if the following conditions have been met:

498 .1 The Board of Directors has notified meet hosts with meets bid on time, held on any of the same dates or within 2
499 days,

500 .2 Those members have been given at least 3 days to respond to the Board of Directors with relevant information,

501 .3 The Board of Directors has voted to approve the additional meet sanction after reviewing any responses received.

502 .2 When circumstances require expedited service, an applicant may receive a sanction after the bid process if approved by
503 the Technical Planning Chair, Meet Host Committee Chair, and the Senior or Junior Athlete Representative, without the
504 Board of Directors. Such approval is permitted via email to the Sanction Officer, and shall be recorded in the minutes of the
505 next Board of Directors or House of Delegates meeting. If approval is rejected via expedited service, the applicant may not
506 apply additionally to the Board of Directors. If approval is rejected by the Board of Directors, the applicant may not apply
507 via expedited service.

508 .1 Expedited service may only be granted when the meet is within 6 weeks of application.

509 **308.7** Once a team is given a sanction, the following penalties will apply for failing to hold the meet:

510 .1 Canceled more than 12 weeks before the meet or by the Fall meeting of the LSC - loss of sanction fee.

511 .2 Canceled between 6 and 12 weeks prior to the meet - loss of sanction fee and a fine equal to the sanction fee.

512 .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
513 less sanction in the next year than the number of meets actually held in the year the meet was canceled.

514 .4 Canceled after the meet information is sent out - loss of sanction fee, a fine equal to the sanction fee and the inability to
515 hold any sanctioned meets the following year.

516 **308.8** The penalties may be waived in part or in whole by the Board of Directors or the House of Delegates. They should
517 consider: a. Was the reason for cancelation beyond the control of the club? b. Was the reason foreseeable? c. Did the reason
518 lie primarily in lack of entries or lack of personnel?

519 **308.9^z** Any party that feels the penalties have been unfairly applied may appeal to the Administrative Review Board.

520 **308.10** There is a sanction fee of \$25.00 per session.

521 **308.11** The sanction form and fees shall be sent to the Metro Office. The meet information should not be posted on the web
522 or otherwise distributed until the sanction has been granted.

523 **308.12** Meet directors are required to have meet information posted on the Metro Website.

524 **308.13** The meet template on Metro website MUST be used and shall include the following: sanction #, date(s), site, class(es),
525 events, start time for warm-up and competition, entry fees, mailing address, meet Director's email address, method of cutting
526 entries, awards (number and type), and warm-up procedures. The following items shall also appear in the meet information:

527 .1 "Metropolitan Swimming Safety Guidelines and Warm-up Procedures will be in effect at this meet."

528 .2 "Swimmers with disabilities are encouraged to enter and participate. Please notify the meet director of any
529 accommodations you might require."

530 .3 ~~^{aa} All Meet bids must include four officials that are registered to the host team.~~ [Policy Suspended April 2025 Board
531 of Directors Meeting.]

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

^{aa} House of Delegates April 26, 2023 – Policy suspended

532 .4 Host Club may waive meet entry fees & facility surcharge for registered outreach swimmers. Coaches should contact
533 the meet director and identify registered swimmers whom they wish considered for waiver of fees when submitting meet
534 entries.
535

536 Article 309 - Championship Meet Bids

537 **309.1** A Metro Championship Contract form shall be used to bid on a Championship Meet.

538 **309.2** Clubs hosting a Metro Championship Meet shall send a copy of the Entry Blank to both the Technical Planning Chair
539 and either the Age Group or Senior Chair whichever is appropriate.

540 **309.3** Metro will take responsibility for running the Senior Metropolitan Championships.

541 *[All teams bidding to host Metro Championship meets shall provide information about fees for admission, programs, and*
542 *parking at the time of bidding (to go on Championship Contract Form)]*
543

544 Article 310 - Championship Meets

545 **310.1** There will be 3 sets of time standards for all Senior Championship Meets. The conforming standard is the time in the
546 course the meet is to be conducted in. The other time standards will be calculated from the standard in the conforming course.
547 Entry times for Championship meets may not be converted from another course. The meet eligibility date for all short course
548 Metro Championship meets (Senior Mets, Junior Mets, Silvers, Bronze), will be from January 1st of the previous year. For
549 the long course season, the eligibility date will be as of May 1st of the previous year.^{bb}

550 **310.2** The Meet Director shall appoint a Technical Jury composed of at least one athlete representative, at least one coach,
551 and at least one, but not more than three other persons. Written protests involving technical rules, except disqualifications
552 due to judgment decisions by the deck officials, shall be made to the meet referee within 30 minutes of the protested act or
553 occurrence. Decisions of the meet referee regarding these protests may be appealed to the Technical Jury, whose decision
554 shall be made the day of the protest and shall be final.

555 **310.3** Championship meets may run over the Metro 4-hour time limit. The meet host or Metro may alter the warm-up time
556 and starting times of sessions to accommodate long sessions. All teams entered in the meet shall be notified of any changes
557 of this nature 7 days in advance of the meet. Each club should provide an e-mail address or other means of being contacted
558 with their entries so that this notification can be made.

559 **310.4** All entries will be verified for registration and time reconciliation using a pre-meet recon file.

560 **310.5** There will be a separate table for the Clerk of Course at championship meets.

561 **310.6** Regions for Championship Meets that are held at multiple sites will be determined by the Technical Planning
562 Committee and posted on the Metropolitan Swimming website.

563 **310.7^{cc}** Warm-up times for Short Course Senior Mets will be no earlier than a 7:30AM with no earlier than a 9:00AM start
564 for prelims and 4:30PM with a 5:30PM start for finals, except for Sunday evening finals, which will have a 4:00PM warm-
565 up 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
566 Mets will be adjusted so that the last preliminary heat would end 10 minutes before start of warm-up for finals. When Senior
567 Mets is held in a facility with no warm down area, the warmup / warm down schedule will be determined by the Senior Chair

^{bb} House of Delegates Meeting January 13, 2010 – Eligibility Period established.

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

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

572 **310.8^{dd}** Updated scratch and check-in procedures at Senior Mets to follow USA Swimming National procedures. Distance
573 events would stay as positive check-in. The prelims events will be due the night before (half hour after the finals session
574 starts). An email address will be provided to scratch remotely.

575 **310.9** The Technical Planning Committee, in consultation with the Age Group Committee, will create the format for the
576 Junior Mets meet. The format of the meet will be discussed amongst the Age Group Committee and then finalized by
577 Technical Planning. The Age Group Committee meeting will take place no later than 90 days before the Spring House of
578 Delegates Meeting to discuss the winter championship format, and no later than December 1st to discuss the summer
579 championship format. It should be approved by the House of Delegates.^{ee}

580 **310.10** Silver Championships will be held at 3 Regional sites on the same weekend. Each age group will have their own cuts
581 9 & under, 10, 11, 12, 13,14, 15-18. Swimmers shall achieve the established time which will be .01 slower than the Junior
582 Mets time standard for that single age. The minimum Silvers time will remain the same for both odd and even ages. At Silver
583 Championships those achieving the Junior Mets Qualifying Standard will receive a Junior Mets qualifying ribbon and, may
584 enter Junior Mets even if the entry deadline has passed. Medals are awarded for places 1-3 and ribbons for places 4-8 (or
585 remaining lanes in the competition pool)

586 ^{1ff} 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
587 cut time the meet timeline is under 4.0 hours (using a minimum of +15 seconds & +15 seconds for backstroke) the host team
588 may add swimmers that have not met the qualifying standard to events of 50 & 100 yards in length, no NT's allowed, to get
589 the timeline to 4.0 hours.

590 **310.11** Bronze Championships will be held at 3 Regional sites on the same weekend for age 9 through 18. Swimmers shall
591 be slower than the Silver time standard^{gg}. Medals are awarded to as many swimmers as there are lanes in the pool. Ribbons
592 will be awarded to next group of swimmers for as many lanes as there are in the pool.

593 **310.12** Relays may be entered at the lowest priority cut, provided the team has qualified for the event.

594 **310.13** Block Party times loaded into SWIMS under the proper sanctioning process through USA Swimming are eligible
595 for qualification for the Winter and Summer Junior Metropolitan Championships and lower Metro Championship Meets.
596 Block Party times loaded into SWIMS under the proper sanctioning process through USA Swimming are not eligible for
597 qualification for the Winter and Summer Senior Metropolitan Championships.

598 **Article 311 - Post Competition Responsibilities**

599 **311.1** Clubs hosting meets shall send a full meet backup within 24 hours of the conclusion of the meet. Email backup to the
600 Times Officer at times@metroswimming.org

601 **311.2** The following shall be submitted to the Administrative Chair within 30 days after each meet:

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

^{ee} September 13, 2025 House of Delegates Meeting – Modified process for changes to Junior Mets

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

^{gg} House of Delegates Meeting May 16, 2012 – Bronze Championship replaces Age Group Championship

- a. Meet Manager Team Fees Report (1 day Prior to the start of the meet),
- b. Meet Manager Team Fees Report (at the end of the meet),
- c. the post competition report,
- d. the income and expense report, and e. a check for the meet surcharges. Host teams are exempt from paying surcharges on entries for their own swimmers

Article 312 – Unregistered Athletes Competing

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

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

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

Appendix 3A - Metro Regions:

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

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

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

Appendix 3B - Championship Meet Programs

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

Appendix 3C - Championship Meet Qualifying Standards

[Available on the Metropolitan Swimming, Inc. website]

638 **Appendix 3D - Championship Meet Bid Form**

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

640

641 **Appendix 3E - Sanction Form**

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

643

644 **Appendix 3F - Post-Competition Forms**

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

646 **Part Four – Administration**

647 **Article 401 - House of Delegates for USA swimming HOD/Convention**

648 Article 401.1 –Metro will provide hotel, travel, registration and a per diem in accordance with government guidelines

649 **Article 402 – Board of Directors**

650 **402.1** All persons elected or appointed to a Board of Directors position or Committee Chair position in the LSC are
651 recommended to use a Metropolitan Swimming assigned email address on all electronic correspondence when performing
652 their elected or appointed duties for the LSC and/or USA Swimming. All electronic correspondence must come from the
653 metroswimming.org domain. Use of other email domains for LSC business is not permitted. All emails and other
654 electronic correspondence to or from metroswimming.org are the property of Metropolitan Swimming, Inc.

655 **402.2** Inappropriate use of Metropolitan Swimming electronic correspondence (E-mail)

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

- 658
 - Sign up for illegal, unreliable, disreputable or suspect websites and services.
 - Send unauthorized marketing content or solicitation emails.
 - Send insulting or discriminatory messages and content.
 - Intentionally spam other people's emails.
- 659
- 660
- 661

662 **402.3** Repeated violations of 402.1 and/or 402.2 are subject to review by the LSC Administrative Review Board.

663 **Article 403 – Committees**

664 **403.1** All Metro committees must hold at least two open meetings per year. Each must be scheduled at least 45 days before
665 each regular House of Delegates meeting. Meetings in excess of the minimum may be scheduled less than 45 days before a
666 regular House of Delegates Meeting. One of the required meetings may be canceled if the committee chair can confirm
667 notice of the meeting has been posted on the Metro website for at least 30 days, no agenda items or proposals have been
668 submitted for that meeting, and no member of Metro has indicated they will attend the meeting.

669 **403.2** Appointed Committee Chairs may serve no more than 4^{hh} consecutive years. Appointed Committee Chairs are not
670 eligible for re-appointment to the same committee chair until after a lapse of 5 years. A portion of any term less than 1

^{hh} House of Delegates Meeting July 2, 2024 – changed term limits from 6 years to 4

671 year, served to fill a vacancy in the position shall not be considered in the computation of the consecutive years limitation.

672 ⁱⁱ403.3 Personnel Committee

673 .1 MEMBERS - The Personnel Committee shall consist of the following officers, committee chairs,
674 coordinators and representatives of MRSI:

675 .1 General Chair (Chair)

676 .2 Administrative Vice-Chair

677 .3 Finance Vice-Chair

678 .4 Senior Athlete Representative

679 .2 Duties - The Personnel Committee or its designees shall perform the following duties:

680 .1 Recruitment and Hiring Employees - developing job descriptions, advertising job openings,
681 screening and interviewing candidates, making hiring recommendations to the Board of Directors

682 .2 Compensation - reviewing and recommending salary structures, evaluating and recommending
683 employee benefits.

684 .3 Employee relations - addressing employee disputes and grievances, addressing performance
685 issues

686 .4 When necessary, assisting the Governance Committee to: develop performance evaluation,
687 conduct performance reviews, develop and update personnel policies, ensure compliance with
688 employment laws and regulations,

689 .5 Exit Procedures - overseeing the termination process, conducting exit interviews, handling
690 administrative aspects of employee departures

691 .3 Substitution - in the event a member of the Personnel Committee has recused himself, the General Chair
692 shall appoint any other member of the Board of Directors to temporarily serve on the committee for the sole
693 purpose of addressing issues from which the regular committee member has been recused.

694 **Article 418 – Officials’ Committee**

695 **418.1^{jjkk}** The Officials' Committee Chair(s) is/are appointed by the General Chair, with the advice and consent of the Board
696 of Directors. The Chair(s) must be Metro LSC official(s) for a minimum of 5 years, and hold LSC Referee and N2 Stroke &
697 Turn certifications.

698 **418.2^{llmmnn}** The Officials Committee shall consist of the: Officials’ Committee Chair(s), Athlete Representatives,
699 Administrative Vice-Chair, an Education Coordinator, Communication Coordinator, and five Regional Coordinators for areas
700 within Metropolitan Swimming, defined as: Hudson Valley North, Hudson Valley South (including the Bronx), New York
701 City (excluding the Bronx), Nassau County, and Suffolk County. All committee members, except for the Athlete
702 Representatives and Administrative Vice-Chair, must hold at least a Stroke & Turn or Administrative Official certification
703 and be certified officials in good standing. They shall be appointed by the Metro General Chair, with advice of the Officials’

ⁱⁱ House of Delegates Meeting July 2, 2024 – Established members and duties of Personnel Committee

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

^{kk} Board of Directors Meeting November 19, 2024 – removed requirement for 5 years

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

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

ⁿⁿ Board of Directors Meeting January 14, 2025 – Renamed area chairs, clarified requirements

704 Committee and consent of the Metro Board of Directors, to two-year, renewable terms, with a maximum tenure of 6 years in
 705 the position. Regional Coordinators must be Metro LSC officials for a minimum of 3 years, and hold LSC Referee and N2
 706 Stroke & Turn certifications. The Officials' Chair, and Regional Coordinators, in consultation with the Officials Chair, will
 707 act as certifiers in accordance with USA Swimming Officials Certification Standards. The Officials' Chair may also appoint
 708 additional committee members as certifiers at their discretion.

709 **418.3^{opp}** Officials certification and renewals will follow the guidelines established by USA Swimming's Officials
 710 Certification Standards. Metropolitan Swimming will adhere to these standards for training, advancement, and retention,
 711 unless otherwise specified by future USA Swimming National Standards.

712 **418.4** Meet Referees are required to enter meet information into the USA Swimming Officials Tracking System (OTS) within
 713 14 days of the end of the meet.

714 **418.5** When an official is charged with not performing their duties properly, the Officials' Committee shall follow the *General*
 715 *Guidelines for Discipline and De-Certification* as outlined by the Officials Committee of USA Swimming.

716 ^{qq}All officials in Metropolitan Swimming will follow the training and certification requirements as determined by USA
 717 Swimming's Officials Certification Standards. All official positions, with the exception of Referee, will complete the online
 718 training through USA Swimming University for certification and recertification. Until the Referee module is released in April
 719 2025, officials seeking advancement to Referee may attend any online referee clinic hosted by an external LSC or a Metro
 720 clinic led by the Education Coordinator or an Officials Committee member appointed by the Officials Chair. After April
 721 2025, all officials will be required to complete the online Referee clinic as part of their certification and recertification process.

722 **418.7^{rr}** Metro shall reimburse Metro Officials who officiate Olympic Trials for actual and necessary travel expenses
 723 (transportation, hotel, GSA rate per diem) up to \$2,600. Metro shall create a budget line item for this expense in each Summer
 724 Olympic year. Officials requesting reimbursement must be members in good standing with Metro and USA Swimming. These
 725 officials must not be paid or reimbursed by any other entity for the same costs. To be eligible for reimbursement, these
 726 officials must have officiated at least 16 sessions at any Senior Mets during the 4 years prior to Olympic Trials.

727 **418.8^{ss}** Members of the Metro Officials' Committee are prohibited from receiving monetary compensation or gifts exceeding
 728 \$50 in value per meet from Metropolitan Swimming affiliated clubs or associations with which they are not registered
 729 members when officiating at Metropolitan Swimming-sanctioned meets.

730 **418.9^{tt}** To ensure proper officiating at Metro LSC Senior Championship Meets, the LSC may reimburse Metro officials for
 731 lodging, when serving in an assigned capacity at these events. Reimbursement is subject to all of the following conditions:
 732 .1 Officials eligible for lodging reimbursement must be serving as part of the assigned team (e.g., Meet Referee, Admin
 733 Referee, Team Lead Chief Judge, and Head Starter) and/or an OQM evaluator.
 734 .2 Lodging expenses must be pre-approved by the Metro LSC and whenever possible, lodging will be arranged by and paid
 735 for directly by Metropolitan Swimming. If direct payment is not feasible, officials may request reimbursement for lodging
 736 expenses. All expenses must be properly submitted with proof of payment and receipts to the Metropolitan Swimming office

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

^{pp} Board of Directors Meeting November 19, 2024 – Removed requirement not to exceed USA Swimming Minimum Standards Guidelines, added following USA Swimming Certification Standards.

^{qq} Board of Directors Meeting November 19, 2024 – Removed requirement that Officials committee establish clinic instructor requirements, added USA Swimming University use.

^{rr} May 28, 2024 Board of Directors Meeting – Added officials reimbursement for Olympic Trials

^{ss} May 8, 2025 House of Delegates Meeting – Added volunteerism section

^{tt} May 8, 2025 House of Delegates Meeting – Added reimbursement section

737 consistent with LSC rules regarding timelines for expense submissions.
738 .3 Officials must submit receipts for all reimbursable parking expenses incurred while lodging for the championship meet.
739 **Article 419 – Officials Tracking System (OTS)**
740 **419.1** Only LSC officials certifications and certification levels with the minimum USA Swimming requirements properly
741 incorporated in this manual may be assigned in OTS.

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

743 **Article 501 – Jurisdiction**

744 **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
745 of Metro and shall be submitted to either the Board of Directors or the Technical Planning Committee in advance of the
746 House of Delegates meeting whenever possible.
747 **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
748 Directors.

749 **Article 502 – Method of Submission**

750 **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
751 language underlined if new and lined out if deleted. The *Proposal to Amend Policy and Procedures Manual* form shall be
752 used.
753

754 **Article 503 – Adoption**

755 **503.1** Proposed changes to Parts 1, 2, or 3 may be amended, adopted, or rejected by the House of Delegates by a majority
756 vote, except as provided in Article 706.2.
757 **503.2** Proposed changes to Part 4 may be amended, adopted, or rejected by the Board of Directors by a majority vote. Changes
758 adopted by the Board of Directors are subject to further amendment or rejection by the House of Delegates by a majority
759 vote.
760

761 **Article 504 – Suspension**

762 **504.1** The House of Delegates may temporarily suspend, by a two-thirds majority, any policy or procedure when deemed in
763 the best interest of Metro and the sport of swimming
764

765 **Article 505 – Effective Date**

766 **505.1** Unless otherwise specified, all changes approved as prescribed shall become effective at the conclusion of the meeting
767 of their adoption.
768

769 **Article 506 – Conformity**

770 **506.1** All policies and procedure must conform to the Metro Bylaws and USA Swimming Rules and Regulations.

771 **506.2** Any change to the Metro Bylaws or USA Swimming Rules and Regulations that causes a policy or procedure not to
772 conform shall supersede that policy or procedure. When this non-conformity occurs or is discovered between meetings of
773 the House of Delegates, the Board of Directors or the Executive Committee may amend the policy or procedure to Parts 1, 2,
774 3, or 5 by a majority vote.

775 **Article 507 – Notice**

776 ^{uu}**507.1** Not less than six (6) days’ notice shall be given to all members on the Metro website for any proposal to amend the
777 Policy and Procedures Manual at any Metro committee or Board of Directors meeting.

778

^{uu} September 13, 2025 House of Delegates Meeting – established notice for amendments to this Manual

781 **Proposal to Amend Policy and Procedures Manual**

782

783 Proposed Change is to Article(s) _____

784 Submitted by _____ from _____

785 Check one: ___ Non-Athlete Member ___ Member of the House of Delegates

786 ___ Member of the Board of Directors ___ Member of Board of Review

787

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

789 ___ Add Article (and renumber if appropriate)

790

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

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