



Opportunities to dream and succeed.

POLICY & PROCEDURES MANUAL

November 2025

Table of Contents

Part One - Membership & Registration	
Policy 1: Missouri Valley Swimming Membership Categories	
Policy 2: Missouri Valley Swimming – USA Swimming Registration	
Policy 3: Intentionally Left Blank	
Part Two – MVS Meets	
Policy 4: Meet Sanctions/Approvals/Observed Swims/Meets	
Policy 5: Meet Schedule	
Policy 6: Meet Entry Procedures	
Policy 7: Swimmers with a Disability	
Policy 8: Missouri Valley Swimming Records	
Policy 9: Intentionally Left Blank	
Part Three – Programs & Travel	
Policy 10: Team Missouri Valley Swimming Competitions, Camps & Special Events	
Policy 11: Team Travel	
Policy 12: Missouri Valley Swimming Delegates to the USA Swimming House of Delegates	
Policy 13: Missouri Valley Swimming Travel & Travel Expense Reimbursement	
Policy 14: Athlete Travel [Coach Travel] Fund Policy	
Policy 15: Missouri Valley Swimming Outreach Assistance	
Policy 16: Intentionally Left Blank	
Policy 17: Intentionally Left Blank	
Part Four – Governance	
Policy 18: Fines	
Policy 19: Bylaws, Policies and Procedures Approval Process	
Policy 20: Missouri Valley Swimming Board of Directors Meetings	
Policy 21: Board of Directors. Committee Chairs & Coordinators Duties	
Policy 22: Missouri Valley Swimming Committee Duties	
Policy 23: Missouri Valley Swimming Athletes Committee	
Policy 24: Intentionally Left Blank	
Part Five – General Policies	
Policy 25: COPPA	
Policy 26: MAAPP	
Policy 27: Documents Retention & Destruction	
Policy 28: Crisis Management Plan	
Policy 29: Conflict of Interest Policy	
Policy 30: Missouri Valley Swimming Photography Policy	
Policy 31: Website Policy	
Policy 32: Whistleblower Policy	

PART ONE – Membership & Registration

Policy 1: Missouri Valley Swimming (MVS) Membership Categories

(Effective Date: September 13, 2020; Last Revision Date: September 13, 2020)

1.1 Group Membership

- 1.1.1 Club Members- A Club Member is an organization which is in good standing as a Group Member of MVS and USA Swimming, has athletes and coaches and participates in the sport of swimming. All athletes, coaches, and board members of the organization must be Individual Members in good standing of MVS and USA Swimming.
- 1.1.2 Seasonal Club Members- A Seasonal Club Member is an organization which has joined MVS and USA Swimming for one or two periods not longer than 150 days each in a registration year and is in good standing as a Group Member of MVS and USA Swimming. All Seasonal Club Member coaches and board members must be Individual Members in good standing of MVS and USA Swimming. All athlete members of seasonal clubs must be Seasonal Athlete or Athlete Members in good standing of MVS and USA Swimming.
- 1.1.3 Affiliated Group Members- An Affiliated Group Member is an organization which supports the sport of swimming and the objectives and programs of MVS and USA Swimming, which is in good standing as a Group Member of MVS and USA Swimming, but which does not have athletes and coaches who all are Individual Members of MVS and USA Swimming.

1.2 Individual Membership

- 1.2.1 Athlete Members - An Athlete Member is an individual who participates or competes in the sport of swimming and is in good standing as an Individual Member of MVS and USA Swimming.
- 1.2.2 Coach Members - A Coach Member is an individual, whether or not affiliated with a Group Member, who has satisfactorily completed all safety and other training required by MVS and/or USA Swimming and who is in good standing as an Individual Member of MVS and USA Swimming. Any individual desiring to act in any coaching capacity at any competition sanctioned by USA Swimming must be a Coach Member in good standing of MVS and USA Swimming.
- 1.2.3 Active Individual Members - An Active Individual Member is an individual other than a Coach Member or an Athlete Member who is a trainer, manager, official, meet director, marshal, Board Member, At-Large House Member, officer, coordinator or committee chair or committee member of MVS or a Group Member Representative or alternate and any other individual desiring to participate in the sport of swimming and who is in good

- standing as an Individual Member of USA Swimming and MVS.
- 1.2.4 Affiliated Individual Members - An Affiliated Individual Member is an individual interested in the objectives and programs of MVS who resides, formerly resided, or formerly participated in the sport of swimming in the Territory and who is in good standing as an Individual Member of MVS and USA Swimming.
 - 1.2.5 Seasonal Athlete Members - A Seasonal Athlete Member is an individual who participates or competes in the sport of swimming and has joined for one or two periods of time not longer than 150 days each in a registration year and is in good standing as an Individual Member of MVS and USA Swimming.
 - 1.2.6 Life Members - A Life Member is an individual who is a life member of USA Swimming and who resides, formerly resided or participated in the sport of swimming in the Territory and who is in good standing as a member of MVS and USA Swimming.

Policy 2: Missouri Valley Swimming- USA Swimming Registration

(Effective Date: May 1, 1997; Last Revision Date: September 29, 2019)

2.1 Registration of Swimmers in Meets

- 2.1.1 All competitors in sanctioned events must be registered athlete members of USA Swimming and Missouri Valley Swimming, Inc.
- 2.1.2 Swimmers must meet representation rules contained in Article 303 of the USA Swimming Rules and Regulations. In particular: "For a swimmer to represent a USA Swimming Club in a competitive event, sixty (60) consecutive days must have elapsed without the swimmer having represented any other USA Swimming Club in USA Swimming competition."
- 2.1.3 Swimmers must meet eligibility rules contained in Article 304 of the USA Swimming Rules and Regulations.

2.2 Individual Registrants

- 2.2.1 An individual registration shall be processed through the LSC Administrative Manager. The address of the Administrative Manager may be obtained from the General Chairman. Club registration shall also be processed through the LSC Administrative Manager.

2.3 Athlete Registration and Effective Date

- 2.3.1 Registration of LSC athletes shall be conducted by the LSC Administrative Manager. Registration is effective upon receipt of the completed application form with an applicable fee and acceptance by the LSC Administrative Manager or, for deck

registration, by the Meet Director. Applications and transfer information may be obtained from the LSC Administrative Manager.

2.4 Registration Fees

- 2.4.1 LSC registration fees are set by Missouri Valley Swimming, Inc. and include membership in both USA Swimming and Missouri Valley Swimming and account for USA Swimming accident and liability insurance coverage. A check for the registration fee must be made payable to "Missouri Valley Swimming."
- 2.4.2 Explanation of registration fees:
 - A. Registration Year: January through December; however, a member may pay his/her dues any time after September 1st for the following registration year. A first-time member, who pays after September 1st, obtains registration through the following registration year, i.e., up to sixteen (16) months.
 - B. Athlete's Age: The age of the athlete on the date that the LSC Administrative Manager receives the registration application is the athlete's age for registration fee purposes. The LSC does not issue a refund to a Club when the Club fails to discount the registration fee for an 8 and Under swimmer.
 - C. Seasonal Athlete Registration: Period of membership is April 4 through August 31. A Seasonal Athlete may compete in the LSC championships conducted during that period but may not compete in Meets at or above the USA Swimming Zone level.
 - D. Surcharge for Submittal of Non-Electronic Application: If a member submits a paper application, this fee applies and is included in the check payable to Missouri Valley Swimming.
 - E. Deck Registration: Athlete registration application and fee submitted at a Meet to the Meet Host. A Meet Host must accept deck registration(s) unless the sanctioned Meet Information specifies otherwise. Fee includes a five-dollar (\$5.00) surcharge for submittal of a non-electronic registration application. The Meet Host retains fifteen dollars (\$15.00) as a handling fee.
- 2.4.3 In the event of duplicate registrations, there shall be NO REFUNDS except as authorized by the LSC Administrative Manager.

2.5 Transfers and Fees

- 2.5.1 A swimmer transferring representation from one club to another, or to unattached status, must do so according to Article 303 of the USA Swimming Rules and Regulations. A swimmer must apply for transfer by writing to the LSC Administrative Manager stating the swimmer's name, address, birth date, name of club from which transferring, date of last competition with that club, and name of new club (if any) to which the swimmer intends to attach after the completion of the sixty (60) day unattached period. For

convenience, a transfer form is available for the Club Registration Officer or LSC Administrative Manager.

- 2.5.2 The LSC Administrative Manager will determine the dates of the period for swimming unattached (UN-MV). The LSC Administrative Manager sends a letter with the attachment date and competition rules to the Club Registration Officer.
- 2.5.3 If a club secures a court judgment against a swimmer, the swimmer shall be ineligible to participate in any swimming events.
- 2.5.4 A swimmer may remain unattached (UN-MV) for an unlimited time.
- 2.5.5 The LSC Administrative Manager must be notified when an UN-MV swimmer wishes to change status and to which club the swimmer will represent. The LSC Administrative Manager should be notified of a swimmer's status changes for registration to remain current.

Note: Transfer requests received after September 1st (the beginning membership day for the following membership year and cut-off date for printing of the club's next year's computerized membership list) shall include membership applications and the appropriate fees. The transferred swimmer is the swimmer most often omitted in the re-registration procedure.

2.6 Compliance

- 2.6.1 Compliance with the registration requirements must be completed prior to competition in a sanctioned event. The LSC Administrative Manager may deem any athlete not in compliance as "Deficiently Registered."
- 2.6.2 Each group member is required to ensure that any and all swimmers entered in a sanctioned event are registered properly in accordance with Policy 18 - Fines and shall take whatever action is necessary to ensure compliance with that paragraph.

Policy 3: Intentionally Left Blank

PART TWO – MVS Meets

Policy 4: Meet Sanctions/Approvals/Observed Swims/Meets

(Effective Date: April 6, 1996; Last Revision Date: September 29, 2019)

4.1 Insurance of Meet Sanctions/Approval

- 4.1.1 Meet Sanction: A permit issued by the LSC Sanction Coordinator to a USA Swimming member to conduct a meet in conformance with all USA Swimming and LSC Policies, in which all participants are current members of USA Swimming. The following clause will appear on all sanction application forms and on all forms upon which official sanctions are granted: “In granting this sanction, it is understood and agreed that USA Swimming shall be free from any liabilities or claims for damages arising by reason of injuries to anyone during the conduct of the event.”
- 4.1.2 Meet Approval: A permit issued by the LSC for meets conducted in conformance with USA Swimming technical rules and LSC Policies, in which both current USA members and non-members may compete. The following clause will appear on all approval application forms and on forms upon which official approvals are granted: “In granting this approval, it is understood and agreed that USA Swimming shall be free and held harmless from any liabilities or claims for damages arising by reason of injuries to anyone during the conduct of the event.”
- 4.1.3 Sanctions for swimming meets are issued by the LSC Sanction Coordinator to current member clubs of the LSC, Missouri Valley Swimming, Inc. Approvals may be issued if they are in accordance with USA Swimming Rule 202.4. In accepting a sanction/approval, a meet sponsor agrees to abide by and enforce the definitions as set in 1.1.1 and/or 1.1.2. In a sanctioned or an approved meet, any disparity between USA Swimming Rules and LSC policy, the USA Swimming Rules prevail.

4.2 Sanction/Approval Fees

- 4.2.1 Fees are required for both approved and sanctioned swim meets.
 - A. A sanction/approval application fee of fifteen dollars (\$15.00) will be billed to the host team for each application submitted to the Sanction Coordinator.
 - B. A sanction fee of 15% of all entry fees will be billed to the meet host upon completion of the Meet Financial Report. If no entry fees are charged or an approval is issued, a flat fee of fifteen dollars (\$15.00) will be billed.
 - C. A two-thirds vote of the LSC House of Delegates can exempt a sanction/approval fee.

4.3 Definitions of a Sanctioned Meet, Approved Meet, and Observed Swims/Meets

- 4.3.1 Definition of a Sanctioned Meet
 - A. A meet must be conducted under USA Swimming’s Technical and Administrative Rules.
 - B. All times achieved will be recognized by USA Swimming and will be entered into its SWIMS database.
 - C. All participants must be registered members of USA Swimming including the Meet Host, Meet Director, Coaches, Officials, Athletes, and participating Clubs.

- D. Full insurance coverage is in effect (excess medical and general liability) for registered members of USA Swimming. General liability coverage is in effect for the Meet Host and Volunteers.

4.3.2 Definition of an Approved Meet

- A. A meet must be conducted under USA Swimming's Technical Rules, including time resolution.
- B. All times achieved by USA Swimming registered athletes will be recognized by USA Swimming and entered into its SWIMS database.
- C. No requirement exists for membership in USA Swimming to participate in the meet. If hosted by a USA Swimming member club/organization, full insurance coverage is provided for all registered members of USA Swimming. General liability coverage is provided for the hosting entity. If hosted by a non-USA Swimming member, full coverage for USA Swimming member coaches and athletes is provided.

4.3.3 Definition of an Observed Swim/Meet

- A. A Meet is conducted under other than USA Swimming's Technical Rules.
- B. Only times of USA Swimming athlete members are eligible for entry into USA Swimming's SWIMS database. These times must be achieved in swims observed by certified USA Swimming Officials serving as Meet Observers, subject to approval by the LSC Officials Committee.
- C. An Official of the Meet, who also is a certified USA Swimming Official, both may officiate the Meet and may serve as an Observer.
- D. No requirement exists for membership in USA Swimming to participate in the meet.
- E. No medical or liability coverage exists for participants or host. Excess medical coverage is provided to the designated LSC Observers ONLY while observing swims on the LSC's behalf.

4.4 Obtaining a Sanction/Approval

- 4.4.1 To obtain a sanction, a Meet Host must submit the Application for Meet Sanction. Championship Meet sanctions will be sought by Missouri Valley Swimming staff after receiving approval by the Technical Planning Committee. Any exceptions to the LSC and USA Swimming regulations must be brought to the attention of the Sanction Coordinator at the time the sanction is requested. Upon the approval of the policy requirements, a sanction number will be issued. All sanctions for LSC Championship Meets should be requested sixty (60) days prior to the first day of the Meet to allow for the ordering of medals.
- 4.4.2 To obtain an approval, a Meet Host must submit the Application for Meet Approval. Any exceptions to LSC and USA Swimming regulations by the Meet Host must be identified for the Sanction Coordinator at the time the approval is requested.

- 4.4.3 To obtain a meet observation, a Meet Host or their designee must submit the Application for Meet Observation.
- 4.4.4 To obtain an Open Water Sanction/Approval
 - A. Applicants for a sanction/approval of an open water competition shall complete the open water application approved by USA Swimming and available on its website, www.usaswimming.org.
 - B. Before an open water competition can be sanctioned/approved by the LSC, the LSC Sanction Coordinator shall submit the completed sanction/approval packet to USA Swimming for review and approval.

4.5 Blanket Sanctions

- 4.5.1 Registered organizations serving as closed member leagues may apply for the use of a blanket sanction to conduct intra-squads, duals, or triangular meets.
- 4.5.2 The organization must submit an Application for Meet Sanction each calendar year. The issued sanction will be valid for all member teams for the period of one year starting January 1 and ending December 31.
- 4.5.3 Meets held under a blanket sanction are open only to member clubs and their athletes. Unattached athletes and athletes representing non-member clubs are ineligible for competition.
- 4.5.4 Meet hosts must submit their meet information through their league's Meet Submission Form.
- 4.5.5 Meets held under blanket sanction must adhere to all sanction rules contained in Policy 4 with the exception of 4.4.1.

4.6 Meet Profits and Losses

- 4.6.1 All profits and/or losses shall be the sole responsibility of the Meet Host, unless an exception is granted by the MVS Board of Directors concerning LSC Championship meets.

4.7 Responsibilities of the Sanction Holder

- 4.7.1 Member clubs of the LSC, who obtain sanctions for any meets, are responsible for the actions of their officers, coaches, and agents, in conducting a meet within the Rules of USA Swimming, the LSC, and the sanction limitations specified by the Sanction Coordinator. A fine may be assessed on a sanction holder by the MVS Board of Directors for violation of the terms of the sanction. Moneys collected shall be deposited in the LSC General Fund.

4.8 Meet Director's Responsibility for Records

- 4.8.1 The Meet Director has the responsibility to retain the original meet database, final results, and administrative paperwork including the electronic timing print out (touch pad and back-up button information, if available) for one (1) year.

4.9 Sanction/Approval Modifications

- 4.9.1 Neither the Meet Committee nor the Meet Referee has the authority to modify or waive the sanctioned or approved Meet Announcement. Changes are the sole prerogative of the Sanction Coordinator.
- A. A minor exception/change: an event is identified in the Meet Announcement as a positive check-in event. There are fewer than two heats of swimmers entered in the event. The Meet Committee wants to simply seed the event without positive check-in. The Meet Host must notify all participating swimmers/coaches prior to the session start.
 - B. A major exception/change requiring Sanction Coordinator approval: changing heats to compete fastest to slowest, which requires notifying all participating swimmers/coaches prior to the session start.
 - C. Another major exception/change requiring Sanction Coordinator approval: capping or limiting one or more events to a maximum number of participants, when not so stated in the Meet Announcement. If the Sanction Coordinator requires or approves such limitations, the Meet Host must notify the swimmers eliminated from competition at least one (1) full day prior to the start of the affected session.
- 4.9.2 The Meet Director, Meet Referee, and majority of attending coaches will resolve any discrepancies in the Meet Announcement or necessary operational adjustments that become apparent during the Meet.
- 4.9.3 Voiding of Granted Sanctions -- Any sanction granted may be voided by the Missouri Valley Swimming General Chair with concurrence of a majority of the Missouri Valley Swimming Executive Board of Directors, if any condition of the sanction is violated, doesn't comply with Missouri Valley Swimming Rules, or Missouri Valley Swimming Policy and Procedure Manual. Additionally, future meeting sanctions may be denied by the General Chair.

4.10 Meet Cancellation

- 4.10.1 If a Missouri Valley Club has already sent out meet information for an upcoming meet, the following cancellation policies apply:
- a. If fewer than 20% of the swimmers the host club planned to accept as stated in the meet sanction application enter the meet, the host club may cancel the meet with no penalty, provided all entered teams, the executive director, and the general chair are notified within 24 hours of the entry deadline.

- b. If more than 20% of the number of swimmers listed in the meet information as being the number that will be accepted by the host club enter the meet, and the host team cancels the meet, a penalty may be imposed by the General Chair. Additionally, if the meet was on the Missouri Valley Meet Schedule, the host team will not receive a sanction for that meet weekend the following year;
- 4.10.2 Not less than one week's notice shall be given to the Administrative Vice Chairman and all clubs which have submitted entries of the fact that a meet has been canceled, unless the cancellation is occasioned by inclement weather, casualty to the facility, or other unforeseeable circumstances. In the event of a cancellation, the host organization shall refund all entry fees paid as soon as practicable, but in any event, within ten (10) days

Policy 5: Meet Schedule

(Effective Date: May 1, 1997; Last Revision Date: June 13, 2022)

5.1 Missouri Valley Swimming LSC Meet Schedule

- 5.1.1 Fall/Winter Meet Schedule: Shall be finalized at the Spring LSC House of Delegates meeting.
- 5.1.2 Spring/Summer Meet Schedule: Shall be finalized at the Fall LSC meeting.

5.2 Process for Meet Schedule Creation

- 5.2.1 Any club wishing to host a Meet shall submit a completed "Meet Bid" form on the Missouri Valley Swimming website during the designated Meet Bid window.
- 5.2.2 The Executive Director will post and distribute a copy of the preliminary meet schedule based on submitted bids.
- 5.2.3 Changes or additions to the meet schedule are allowed until approval by the House of Delegates.
- 5.2.4 Missouri Valley Swimming championship meets and other LSC sponsored meets receiving multiple bids will be identified on the preliminary schedule.
- 5.2.5 Multiple bids will receive a recommendation by the Coaches Committee and presented to the House of Delegates in the form of a proposed meet schedule.
- 5.2.6 The final meet schedule will be approved by the House of Delegates.

5.3 Prohibition of Meets on Protected Weekends

- 5.3.1 Protected weekends are designated by MVS in order to host championship meets or LSC special events.
- 5.3.2 Teams generally may not bid, or host meets on these weekends (including blanket sanction competitions).

- 5.3.3 The Board of directors may approve hosted meets that fall on protected weekends. The parameters for such competitions include, but are not limited to, meets held by teams outside the LSC, and meets that restrict participation by athletes qualified for a coinciding championship meet.

5.4 Requests for Meet Schedules Modification After Approval

- 5.4.1 Meets can be added to the schedule only by unanimous consent of the meet hosts on the target weekend, one week prior, and one week after.
- 5.4.2 If permission is granted for this late addition to the meet schedule, a penalty will be assessed upon application of sanction in accordance with Policy 6.

Policy 6: Meet Entry Procedures

(Effective Date: January 1, 2004; Last Revision Date: September 20, 2025)

6.1 Requirements for Entry into Sanctioned Meets

- 6.1.1 Every club that is entered as a team in a USA Swimming sanctioned meet must have a current USA Swimming club membership. Members of a club are not eligible to compete as a team if that particular club does not hold a current USA Swimming club membership. Swimmers for a non-member club must compete "unattached" and may not swim on a relay and may not score team points.

6.2 Meet Announcement

- 6.2.1 All meet announcements must comply with including all information required by Article 202 of USA Swimming's Rulebook concerning sanctions, approvals, and observations.

6.3 Meet Host Responsibilities

- 6.3.1 The Meet Host must send the Meet Announcement to the LSC Webmaster for posting on the LSC website, for all LSC sanctioned open meets at least twenty-one (21) days prior to the entry deadline. The Meet Host must include a Meet Event File for the purpose of importing events into Team Management software.
- 6.3.2 If the published Meet Announcement is changed, the Meet Host must notify teams of these changes. If the changes prevent clubs from meeting their reservation quotas, the unused reservation money must be refunded.
- 6.3.3 An exported registration file shall be received by Missouri Valley staff for purposes of meet registration reconciliation. This file must be sent no later than seventy-two (72) hours prior to the start of the meet.

- 6.3.4 Meet Final Results: The Meet Host must submit an unlocked backup to the Times Chair by using the "Forward Meet Results to Missouri Valley Swimming" form on the Missouri Valley website. This backup must be submitted within seven (7) days after the conclusion of the meet. If an upcoming National, Regional, or LSC Championship meet entry deadline is occurring, meet results must be submitted no later than twenty-four (24) hours prior to that deadline (or immediately upon conclusion of the hosted meet).
- 6.3.5 Meet Financial Report: The Meet Host must submit a "Financial Report of a Swim Meet" within forty-five (45) days following the completion of the meet.
- 6.3.6 Each participating group member is responsible for insuring that all entered swimmers are validly registered USA Swimming athlete members for all sanctioned meets. Any swimmer who has entered the meet and is not registered as a USA Swimming athlete member may not swim in a sanctioned meet.

6.4 LSC Championship Meets

- 6.4.1 Meets may be designated as LSC Championships Meets only by the LSC.
- 6.4.2 The LSC, in cooperation with the member clubs, will host or award the Championship Meets and include financial support where needed. The General Chair, Age Group Chair, Senior Chair, and Technical Planning Chair shall be responsible for the coordination of this meet and for establishing a format for delegation of work effort among participating clubs, where necessary.
- 6.4.3 Qualifying standards must be achieved by a swimmer in a meet submitted to USA Swimming's SWIMS database.
- 6.4.4 Penalties: Any swimmer qualifying for a finals swim (A, B, or C) failing to declare their intent to scratch or scratch per USA Swimming's Championship Rules and fails to compete in said final race, which is his/her final race of the meet, shall be fined one hundred dollars (\$100.00). A swimmer who positively checks-in or who does not scratch from an individual event on the last day of the meet and fails to compete is penalized fifty dollars (\$50.00) for preliminary and timed finals events.
- 6.4.5 Disability Swimmers: For policies and information related to entries into LSC Championship Meets by disability swimmers, please refer to MVS LSC Policy 7: Swimmers with a Disability.
- 6.4.6 For MV LSC Championship meets, when entering an event as a "bonus event," the swimmer's entry must clearly indicate that the entry is a "bonus event entry."
 - a. The entry time for all "bonus events" shall be the swimmer's actual best time for that event, followed by a "B" to indicate the swim is a "bonus swim."
 - b. The word "Bonus" must also clearly appear where proof of time information would otherwise be entered.

- c. Proof of time rules apply to all entries, not specifically designated as "Bonus" swims. Thus, if a swimmer has not designated the event as a "bonus" swim, does not swim the qualifying time standard for the event at the meet, and cannot prove attainment of the qualifying time, the swimmer cannot then designate the swim as a "bonus" swim.

6.5 Meet Fees

- 6.5.1 Entry Fees: The Meet Host shall specify entry fees for its meet for individual and/or relay events. The maximum allowable meet entry fees are seven dollars (\$7.00) for individual events and fourteen dollars (\$14.00) for relays. LSC Championship meet entry fees are ten dollars (\$10.00) for individual events and twenty dollars (\$20.00) for relay events, deck entries (if allowed), and time trials.
- 6.5.2 Individual swimmer surcharges may be assessed by the meet host consistent with the fee stated at the time of meet bid. Individual swimmer surcharges for LSC championship meets are five dollars (\$5.00) per day for a timed finals only meet, and ten dollars (\$10.00) per day for a prelims/finals meet.
- 6.5.3 Sanction and Splash fees: A Meet Host shall remit to the LSC:
 - A. A fifteen dollars (\$15.00) application fee for any Sanction, Approval, or Observation (MVS Championship meets excepted)
 - B. Splash Fees for Sanctioned meets – fifteen percent (15%) of all entry fees.
 - C. Splash Fees for Approvals and Observations – fifteen dollars (\$15.00)
 - D. Meets held under a Blanket Sanction will remit 15% of all fees assessed.
 - E. A surcharge of fifty cents (\$0.50) will be assessed for each individual entry fee and will be allocated to the Missouri Valley Outreach Assistance Fund. This fee has been suspended. The Board of Directors will review the utilization of this fund quarterly and will resume the fifty cents (\$0.50) splash fee when appropriate.

6.6 The "Four Hour Rule"

The "Four Hour Rule" is contained in 205.3.1.F of the USA Swimming Rules. To comply with this provision, Missouri Valley Swimming has adopted the following policies and procedures:

- 6.5.1 A "Championship Meet," is defined as any closed swimming competition, the scored outcome of which designates a team as placing first in a league, YMCA or LSC Championship. This definition also includes the Missouri Valley District Meet, even though it is not scored.
- 6.5.2 For all meets, a session is deemed to have begun when the first heat of competition is started, and is deemed to have concluded when the final swimmer in the final heat of the final event has finished.

- A) The "start" of each session is considered to be the start of the first heat of competition, regardless of whether swimmers in that heat fall within the auspices of the "Four Hour Rule;"
 - B) The "finish" of each session shall be considered the final touch of the last swimmer who does fall under the auspices of the "Four Hour Rule," regardless of whether that is the last heat scheduled in the session.
- 6.5.3 In the event of an interruption of competition caused by weather and/or mechanical malfunction or breakdown, the referee may, with discretion, rule that the time taken to wait for suitable weather or to repair equipment should not be included in determining the length of the session.
- 6.5.4 The time set aside for warm-up shall not be included in determining the length of the session.
- 6.5.5 Meets which fall within the "Four Hour Rule," 205.3.1.F, for 10 and Under and 11-12 age groups include:
- A) All C meets;
 - B) All B/C meets;
 - C) All A/B/C meets;
 - D) All meets designated by the host as "developmental;"
 - E) All meets that designate events as "novice;"
 - F) All 8 and Under competition;
 - G) All dual meets, including all League or Blanket Sanction meets
- 6.5.6 If events which do not fall within the "Four Hour Rule," such as 13 and Over or "A" events, extend a session beyond the requisite time limit, the host shall be deemed in compliance with both the letter and spirit of the rule. If all events of the 10 and Under and 11-12 age groups of swimmers who are below the National "A" classification standard have concluded within the prescribed time as measured from the start of the session, there is compliance with the rule.
- 6.5.7 It is the obligation of the host club to work with the meet Referee to assure, in advance, that all meet sessions to which the "Four Hour Rule" is applicable comply with that rule.
- 6.5.8 In the event a meet session subject to the "Four Hour Rule" runs beyond 4½ hours, the meet host shall pay to Missouri Valley Swimming 100% of all entry fees for all swims that begin beyond the "Four Hour Rule" limit.

6.5.9 If, at the end of four hours of timed finals competition, or eight hours of preliminary and finals competition, in sessions that fall within the "Four Hour Rule," the events scheduled for that session have not been completed, and the host club elects to cease operation of that session, all entry fees for events not swum shall be refunded to the participants

6.5.10 The Missouri Valley Board of Directors may, from time to time, establish further guidelines and/or recommendations for penalties for violation of the "Four Hour Rule."

6.7 Spectator Fees

- 6.7.1 All swim meets seeking a sanction from MVS must include clear information about spectator admission fees in the meet information. Meet information must specify:
- A. If a spectator fee is charged (including applicable ages for admission) or if entry is free of charge.
 - B. The amount of admission fee (if applicable)
 - C. Accepted payment methods for admission.
- 6.7.2 Spectator fee information must be included in the area of the meet information packet containing facility specifications.

Policy 7: Swimmers with a Disability

(Effective Date: April 21, 2017; Last Revision: April 22, 2022)

7.1 General Statement

- 7.1.1 Swimmers with a disability are highly encouraged to participate in any MVS sanctioned or approved meets. "Disability" is defined as a permanent physical or mental impairment that substantially limits one or more major life activities. It is not necessary to have an International Paralympic Committee or any other classification. For more information, see Article 105 of the USA Swimming Rulebook and the disability swimming section of the USA Swimming website.
- 7.1.2 Missouri Valley Swimming recognizes the ability of swimmers to determine which of the following three general Para-groups are applicable based on their disabilities, as established by USA Swimming:
- A. P1 - non-ambulatory (wheelchair bound): limited use of all four extremities.
 - B. P2 - dwarfism, multiple limb deficiencies, ambulatory with assistance, can be wheelchair bound with high functioning upper body.
 - C. P3 - single limb deficiencies, visual impairments, and intellectual impairments, ambulatory without significant assistance.

7.2 Entry Procedures

- 7.2.1 The coach or unattached swimmer should contact the meet host at the time of the entry if any disability accommodations are needed. Between the time of entry and the start of the meet, the coach, meet host and meet referee should discuss and decide any special accommodations and seeding arrangement. An example of an accommodation would be extra time or assistance getting up on the block, personal assistant, in water start etc.
- 7.2.2 For other than LSC Championship Meets, entry and seeding arrangements must not have an unreasonable impact on any session timeline and must not adversely affect the opportunity for all swimmers to fairly compete. Appropriate seeding arrangements include but are not limited to:
 - A. swimming out of event by completing an intermediate distance of a longer race in the swimmer's actual age group, or
 - B. swimming out of age group with swimmers of a different age who are achieving comparable times, or
 - C. special lane assignments for a deaf swimmer near a strobe light, or a swimmer needing to enter and exit the pool from the side.

7.3 Entry into Regular Season Meets with No Time Standards

- 7.3.1 Swimmers with a disability may enter any LSC sanctioned meet for which there are no time standards. The swimmer's coach is responsible for determining readiness for a particular event and the swimmer is seeded appropriately in a way that does not adversely affect the meet timeline.

7.4 Entry into LSC Championship Meets

- 7.4.1 Swimmers with a disability shall compete in the appropriate meet for their actual age group.
- 7.4.2 Missouri Valley Swimming shall accept the "USA Swimming Para Swim Approved Motivational Time Standards" for qualification of para-athletes seeking to compete in Missouri Valley Swimming LSC championship meets.
- 7.4.3 Swimmers with a disability not meeting the "USA Swimming Para Swim Approved Motivational Time Standards" are eligible to attend an LSC District Championship meet.

7.5 Personal Assistants

- 7.5.1 Swimmers with a disability may need help from a personal assistant who can assist with meet routines, tapping, starts, safety provisions, personal care etc.
- 7.5.2 Personal assistants should be regarded as disability accommodation.
- 7.5.3 Personal Assistants shall be provided by the athlete and allowed on deck with the approval of the Meet Referee. Service dogs should be allowed on deck if requested.

- 7.5.4 Personal Assistants may not coach unless they are registered as Coach Members. Personal Assistants must not interfere with meet operations.
- 7.5.5 USA Swimming membership is required.

7.6 Proof of Time

- 7.6.1 Swimmers with a disability are subject to the same proof of time requirement as any other swimmer as stated in the meet announcement, or as these policy rules are applied.

7.7 Entry into Central Zone Meets

- 7.7.1 Please consult the meet announcement and appropriate websites/manuals for current rules concerning entry into the Zone Meets. Swimmers with a disability who have questions about competing on the MVS Zone Team should contact the MVS LSC Diversity, Equity, and Inclusion Chairperson at least two months prior to the zone meet entry deadline for information.

Policy 8: Missouri Valley Swimming Records

(Effective Date: January 1, 2004; Last Revision: December 1, 2021)

8.1 Records

- 8.1.1 Duties of Records Chairman: The Records Chairman shall be responsible for maintaining an up-to-date record of all Missouri Valley Swimming age group and senior records. The records shall be made available to clubs that are sponsoring Meets, so that they may identify record swimming performances, which may take place at their respective Meets. The Records Chairman will provide updated Missouri Valley Swimming records at the MVS LSC House of Delegates Meetings in April and September and will be posted on the MVS website following those meetings.

8.2 Requests for Records Consideration

- 8.2.1 A time achieved by a Missouri Valley Swimming registered athlete in a USA Swimming sanctioned or approved competition or during a USA Swimming observed swim or observed Meet, and that satisfies the requirements for an official time as outlined in the current USAS Swimming Rules and Regulations, shall be eligible for an LSC record.
 - A. A record time may be achieved in a:
 - i. Timed final heat
 - ii. Preliminary or final heat
 - iii. Swim-off
 - iv. Lead-off leg of a relay

- v. Initial distance with a legal finish within a longer event (provided the swimmer completed the event in compliance with USA Swimming Rules)
- vi. Time Trial
- vii. A record time must be achieved in an event for that stroke, e.g., backstroke time must be achieved in a backstroke event.

8.2.2 A swimmer or swimmer's representative may request record consideration as follows:

- A. If the swim was accomplished at a USA Swimming sanctioned Meet, the swimmer or swimmer's representative must advise the LSC Records Chairman by e-mail or in writing of the swimmer's name, event, time, and Meet name and date at which the swimmer achieved the time for a record consideration. The LSC Records Chairman will confirm the time with the USA Swimming SWIMS database.
- B. If the swim was accomplished in an USA Swimming approved Meet, Procedure to determine for compliance with USA Swimming requirements.
- C. If the swim was accomplished as an LSC observed swim or at an LSC observed Meet, the swimmer or swimmer's representative must: (Note: See Glossary for Definition of an Observed Swim or an Observed Meet.
 - i. Anticipate the record and obtain from the LSC Record's Chairman an "USA Swimming Observed Swim Request" form prior to the Meet;
 - ii. Complete the form including the signatures of the Meet Director and USA Swimming certified Officials observing the swim; and
 - iii. Submit the "USA Swimming Observed Swim Request" form along with a copy of the printed Meet Final Results to the LSC Records Chairman.

8.3 Athlete Recognition

8.3.1 The Records Chairman, after confirming that a swimmer has set or tied a LSC Record, will:

- A. Arrange to have the record posted on the Missouri Valley Swimming website; and
- B. Send the athlete a certificate of recognition.

Policy 9: Intentionally Left Blank

PART THREE – Programs and Travel

Policy 10: Team Missouri Valley Swimming Competitions, Camps and Special Events

(Effective Date: April 5, 2014; Last Revised May 18, 2025)

10.1 Coach Selection Process

- 10.1.1 The number of coaches assigned to represent Missouri Valley Swimming will be determined by the Director of Sport Development with consultation of the Age Group Chair, Senior Chair and Technical Planning Chair. The number of coaches will be based upon location and estimated Missouri Valley athletes attending the event.
- A. An application process shall be published to the Missouri Valley LSC website and selections will be made by the individuals listed in 7.1.1
 - B. A head coach will be assigned by the Director of Sport Development to serve as a liaison and point of contact for Team Missouri Valley.
 - C. Additional duties may be assigned to the head coach in an effort to maximize staff efficiency.
 - D. Selected coaches shall sign the "Missouri Valley Swimming Coach/Staff Code of Conduct".

10.2 Expenses/Stipends

- 10.2.1 For competitions and full day events, the Head Coach will be paid two hundred dollars (\$200.00) per competition/event day. The Head Coach is required to attend all sessions of the event and must participate in any required meetings associated with the event. Additional Coach members will be paid one hundred fifty dollars (\$150.00) per competition/event day. At the discretion of the General Chair, payments may also be made for travel days.
- 10.2.2 For half-day events (four hours or fewer), the Head Coach will be paid one hundred fifty dollars (\$150.00). Additional coaches will be paid one hundred dollars (\$100.00).
- 10.2.3 Group travel by air or rental vehicle will be covered by Missouri Valley Swimming
- 10.2.4 The current IRS mileage reimbursement rate shall not exceed the maximum allowed IRS rate. MVS has elected a mileage reimbursement rate of forty cents (\$0.40) per mile, which is sent by the treasurer and VP of Finance and reviewed annually by the Board
- 10.2.5 Hotel Expenses will be covered by Missouri Valley Swimming in accordance with Policy 13.
- 10.2.6 Per Diem will be reimbursed based upon the IRS guidelines for competition sites, if appropriate.
- 10.2.7 Additional expense request must be approved by the MVS Treasurer.

10.3 Coach Outfitting

- 10.3.1 Coaches will receive outfitting for each team event as determined by the Director of Sport Development and the Head Coach.

10.4 Athletes Selection

- 10.4.1 Selection of Athletes for Team Missouri Valley events will be established by Central Zone guidelines or criteria established by the task force or committees responsible for conducting the event.

10.5 Athlete Fees

- 10.5.1 Fees associated with Team Missouri Valley events will be established by the Director of Sport Development and the Treasurer in order to comply with the approved budget.

10.6 Team Missouri Valley Director Responsibilities (MVS Director of Sport Development or Designee)

- 10.6.1 Secure all lodging and travel arrangements for Team MVS meets.
- 10.6.2 Secure room blocks for Missouri Valley athletes and families.
- 10.6.3 Register and enter all Missouri Valley meets with the assistance of the designated head coach.
- 10.6.4 Design entry/registration protocol, forms, and documents.
- 10.6.5 Ensure all entries are proved and all athletes are eligible.
- 10.6.6 Coordinate Coach and Athlete outfitting with Missouri Valley Age Group Chair.
- 10.6.7 Work with Zone Team Vendor to ensure athlete outfitting needs.
- 10.6.8 Create, in cooperation with the Treasurer and Age Group Chair, an annual Budget for Team Missouri Valley meets.
- 10.6.9 Coordinate and execute Team Missouri Valley events.
- 10.6.10 Attend Team Missouri Valley events.
- 10.6.11 Coordinate Warm-up times, Team Dinners, Team Pictures, etc.
- 10.6.12 Be available on deck to answer athlete parent questions.
- 10.6.13 Troubleshoot any issues support coaching staff.
- 10.6.14 Assist in local travel, lodging, and logistical issues.
- 10.6.15 Distribute awards, pictures, and outfitting.
- 10.6.16 Submit post event report to MVS Board of Directors.

Policy 11: Team Travel

(Effective Date: September 1, 2011; Last Revision Date: N/A)

11.1 USA Swimming Required Policies (as per the Code of Conduct stipulated in the USA Swimming Rule Book.)

- 11.1.1 LSC travel policies must be signed and agreed to by all athletes, parents, coaches, and other adults traveling in regard to the LSC.
- 11.1.2 Team managers and chaperones must be members of USA Swimming have successfully passed a USA Swimming administered criminal background check.
- 11.1.3 Regardless of gender, a coach shall not share a hotel room, or other sleeping arrangement, with an athlete (unless the coach is the parent, guardian, sibling, or spouse of that particular athlete).
- 11.1.4 When only one (1) athlete and one (1) coach travel to a competition, the athlete must have his/her parent's (or legal guardian's) written permission in advance to travel alone with the coach.

11.2 USAS Recommended Policies

These policies are strongly recommended: they are not required: Items 11.2.1 - 11.2.4 are travel-related recommendations taken from USA Swimming's Best Practice Guidelines for Athlete Protection.

- 11.2.1 During team travel, doing room checks, attending team meetings and/or other activities, two-deep leadership and open and observable environments should be maintained.
- 11.2.2 An athlete should not ride in a coach's vehicle without another adult present who is the same gender as the athlete unless prior parental permission is obtained.
- 11.2.3 If athletes are paired with other athletes during overnight team travel, they shall be of the same gender and should be of similar age. Where athletes are aged thirteen (13) years and over, chaperones and/or team managers ideally would stay in nearby rooms. When athletes are aged twelve (12) years and under, chaperones and/or team manager may stay with the athletes. Where chaperones/team managers are staying in a room with athletes, they should be the same gender as the athletes and written consent should be given by athletes' parents (or legal guardians).
- 11.2.4 When only one athlete and one coach travel to a competition, the coach and athlete should attempt to establish a "buddy" club to associate with during the competition and when away from the venue.
- 11.2.5 To ensure the propriety of the athletes and protect the staff, no male athletes may be in a female athlete's room and no female athlete may be in a male athlete's room (unless the other athlete is a sibling or spouse of that particular athlete).
- 11.2.6 The athlete and his/her parent or legal guardian must sign a copy of the LSC Code of Conduct.

- 11.2.7 The LSC Representative should obtain a signed Liability Release and/Indemnification form for each athlete.
- 11.2.8 The LSC Representative should carry a signed “Medical Consent” or “Authorization to Treat” form for each athlete.
- 11.2.9 The LSC staff shall establish curfews each day of the trip.
- 11.2.10 Team members and staff traveling with the LSC will attend all team functions including meetings, practices, meals, meets sessions, etc. unless otherwise excused or instructed by the head LSC Representative or his/her designee.
- 11.2.11 The directions and decisions of coaches/chaperones are final.
- 11.2.12 Swimmers are expected to remain with the team at all times during trips. Swimmers are not to leave the competition venue, the hotel, a restaurant, or any other place at which the team has gathered without the permission/knowledge of the coach or chaperone.
- 11.2.13 When visiting public places such as shopping malls, movie theatres, etc., swimmers will stay in groups of no less than three (3) people. Twelve and Under athletes will be accompanied by a chaperone.
- 11.2.14 The LSC Head Representative or his/her designee shall make a written report of travel policy or code of conduct violations to the LSC General Chair and the parent/legal guardian of any affected minor athlete.

11.3 Additional Guidelines (as needed may be established by the LSC Designated Representative)

- 11.3.1 Respect the privacy of each other and others in the hotel.
- 11.3.2 Use only hotel rooms with interior entrances, when possible.
- 11.3.3 Establish cell phone usage guidelines.
- 11.3.4 Respect travel vehicles.
- 11.3.5 Establish travel dress code.
- 11.3.6 Establish two (2) different curfews- in your own room and lights out.
- 11.3.7 Must stay in the assigned hotel room.
- 11.3.8 Recognizing the needs and well-being of others comes first.
- 11.3.9 Assign responsibility for any incidental charges, such as room service, movie rentals, etc., to the swimmer/swimmer family.
- 11.3.10 Assign responsibility for any damage or thievery at hotel or damage to travel vehicles to swimmer/swimmer family.
- 11.3.11 Establish trip eligibility requirements and age guidelines.
- 11.3.12 Assign responsibility for getting swimmer(s) to stated departure point to parent(s).

11.4 Disciplinary Actions: Failure to comply with the travel policy may result in disciplinary action. Such discipline may include, but may not be limited to:

- 11.4.1 Dismissal from the trip and immediate return home at the athlete's expense.
- 11.4.2 Disqualification from one or more events, or all events of the competition, not yet competed.
- 11.4.3 Disqualification from future team travel meets for a specified period of time or indefinitely.
- 11.4.4 Financial penalties.
- 11.4.5 Dismissal from the LSC; and/or
- 11.4.6 Referral to the Missouri Valley Swimming or USA Swimming Board of Review (For Section 14.1 violations in particular).

11.5 Attachments:

- A. Coach/Staff Member Code of Conduct
- B. Athlete Code of Conduct
- C. Medical Authorization to Treat and Medical History
- D. Risk and Liability Form

Missouri Valley Swimming Coach/Staff Member Code of Conduct

I, the undersigned staff member, agree to participate in the Missouri Valley Swimming sponsored activity named below. I agree to abide by the standards of conduct outlined in Missouri Valley Swimming Policy 14 and below, in addition to those guidelines established by the individual in charge at the activity site. Any additional guidelines regarding conduct will be presented at the first team meeting.

Section I: Code of Conduct Rules

1. Unless excused by the individual in charge, staff members are required to attend all team functions. These include, but are not limited to, meetings, training sessions, practice sessions, competitions, exhibitions, and press conferences.
2. The possession or use of alcohol and/or tobacco in the presence of an athlete is prohibited.
3. The possession or use of illegal drugs is prohibited at all times.
4. Staff members are prohibited from wearing any home team clothing or trying to recruit swimmers, either directly or indirectly, for their home club.
5. Staff members are required to comply with the directives of the individual in charge for the duration of the activity.
6. Staff members must pass the appropriate USA Swimming Criminal Background Check/Screen required of coaches and non-athlete members and be members of USA Swimming.

Section II: Implementation

Failure to comply with this Missouri Valley Swimming Coach/Staff Member Code of Conduct as set forth in this document or additions necessary for the safety and well-being of the team members may result in disciplinary action which may include, but is not limited to, the following:

- a. Loss of compensation for the activity;
- b. Suspension from participating in future activities;
- c. Reimbursement to Missouri Valley Swimming for all costs incurred on behalf of the coach or staff member.
- d. The Missouri Valley Swimming Board of Review shall, within 30 days, determine the penalty and notify the staff member of its findings.

Any appeal following any disciplinary action shall be in accordance with Part Four of the USA Swimming Rules and Regulation.

Signature: _____ Date: _____

Please Print Name: _____ Competition/Activity: _____

Location: _____ Competition/Activity Date _____

Missouri Valley Swimming Athlete Code of Conduct

I, the undersigned athlete, agree to participate in the Missouri Valley Swimming sponsored activity named below. I agree to abide by the standards of conduct outlined in Missouri Valley Swimming Policy 14 and below, in addition to those guidelines established by the individual in charge at the activity site.

1. Each athlete, coach, manager, or other staff member of any Missouri Valley Swimming camp or of any team representing Missouri Valley Swimming in competition is required to sign the Missouri Valley Swimming Athlete Code of Conduct or the Missouri Valley Swimming Coaches/ Staff Member Code of Conduct.
2. The document must be signed prior to the departure for the competition/activity and a signed copy of the document must be available at the competition/activity.
3. The Head Coach will review this Code of Conduct and any additional guidelines regarding conduct at the first team meeting.
4. Upon notification of any violation of the Code of Conduct, a Review Committee, consisting of the coaching staff, a female athlete, and a male athlete, promptly shall:
 - a. investigate the circumstances of the alleged violation;
 - b. notify the individual charged of a time and place for a hearing;
 - c. conduct an informal hearing on the evidence;
 - d. determine disciplinary action, if any, need; and
 - e. report any violations and any disciplinary action to the Missouri Valley Swimming Board of Review.

Section 1: Code of Conduct Rules

1. The possession or use of alcohol, tobacco products, or illegal substances is prohibited.
2. The sharing of prescription medications with another athlete is prohibited.
3. Curfews established by the staff will be adhered to for the duration of the activity covered by this Code of Conduct.
4. Attendance is required at all team functions which include, but are not limited to, meetings, practices, exhibitions, press conferences, or competitions unless otherwise excused or instructed by the Head Coach or designated person in charge of the team.
5. To protect the athletes and the LSC, no males will be in any female assigned rooms and no females will be in any male assigned rooms, unless supervised by a designated team staff member.
6. The hallway door will be left fully open (so the interior of the room can be viewed from the hallway) when any athletes other than those assigned to occupy the room are in the room.
7. Uniform requirements established for the trip will be followed.
8. Proper respect, sportsmanship, courtesy toward coaches, officials, administrators, competitors, and the public will be displayed. Each athlete is responsible for making every effort to avoid guilt by association with disrespectful, indiscreet, or destructive behavior.
9. The manner in which one behaves will present a positive image of Missouri Valley Swimming and will provide an atmosphere to achieve competitive performance objectives.
10. Additional guidelines may be established as needed to assure the safety and wellbeing of team members and will be adhered to during the trip.

While representing Missouri Valley Swimming, a Missouri Valley Swimming member may be held responsible for loss or damage to equipment, facilities, or other items.

Section II: Implementation

Failure to comply with the Missouri Valley Swimming Athlete Code of Conduct as set forth in this document or additions necessary for the safety and well-being of the team member may result in disciplinary action that may include, but is no limited to, the following:

- a. Disqualification from one or more swimming activities;
- b. Disqualification from one or more events or all events of the competition, not yet competed;
- c. Dismissal from the team and immediate return home (at swimmer's or swimmer's family's own expense);
- d. Disqualification from future team travel or camps for the remainder of the year or for a time determined by the Review Committee; and/or
- e. Financial penalties.

Any appeal following any disciplinary action shall be made in accordance with Part Four of the USA Swimming Rules and Regulations.

Signature of Athlete _____ Date _____

Please Print Name _____

Signature of Parent/Guardian _____ Date _____

Please Print Name _____

Competition/Activity _____

Location _____ Date _____

Attachment B, Policy 11

Missouri Valley Swimming, Inc.

If the swimmer identified below becomes injured or otherwise needs emergency medical attention, I authorize Missouri Valley Swimming, through (Name of Activity Director or designee) or his/her designee/chaperone, to obtain medical assistance. I authorize the activity director or designee name above to act for me according to her/his best judgment and ability. This authorization covers all times that the swimmer is under the supervision of Missouri Valley Swimming, Inc. for (Name of Activity.).

SWIMMER INFORMATION:

NAME: _____ Age: _____

Date of Birth: _____

PLEASE PRINT

ADDRESS:

[illegible]

List any medications and dosage that the swimmer will be taking during the trip. Does the chaperone/coach need to supervise the administration of this medication? yes ____ no ____

NAME OF MEDICATION	DOSE	ADMINISTRATION

Pre-existing health conditions:

Continued on next page...

PARENT/GUARDIAN INFORMATION:

	Mother/Guardian	Father/Guardian
NAME		
ADDRESS		
HOME PHONE		
EMPLOYER		
WORK PHONE		
CELL PHONE		
INSURANCE COMPANY		
POLICY NUMBER		

	NAME	ADDRESS	PHONE
CHILD'S DOCTOR			
CHILD'S DENTIST			

Any other pertinent information that Missouri Valley Swimming, Inc. should know about the swimmer?

TREATMENT AUTHORIZATION (Please attach copy of insurance card):

If my child needs medical treatment, I request that you try to contact us to authorize treatment. In my absence, I have given the following person(s) my consent to authorize treatment for my child:

Name/Relationship	Address	Phone
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PARENTAL CONSENT FOR TREATMENT OF A MINOR

If a situation occurs in which the minor listed above needs immediate medical attention, and I or any authorized individual(s) are unavailable to give consent, this signed statement will serve as an authorization for the nearest hospital and its Medical Staff to proceed with whatever medical care is in the child's best interest until such time as can be reached. I understand that the hospital will make every effort to contact me before initiating treatment.

Signature of Parent/Legal Guardian	Date
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Missouri Valley Swimming, Inc.
TRAVEL ASSUMPTION OF RISK AND RELEASE OF LIABILITY

I, _____, freely choose to participate in the (Name of activity or Competition) (henceforth referred to as the “Activity or Competition”). In consideration of my participation in this Program, I agree as follows:

INSTITUTIONAL ARRANGEMENTS: I understand that Missouri Valley Swimming, Inc. (WSI), (Name of Director/Head Coach) and any driver or chaperone for (Name of Activity or Competition), hereafter called activity or competition are not agents of, and have no responsibility for, any third party, which may provide any services including food, lodging, travel or other goods or services associated with the Program. I understand that WSI and Drivers or chaperones are providing these services only as a convenience to the participant(s) and that accordingly, WSI and Drivers/Chaperones accept no responsibility, in whole or in part, for delays, loss, damage or injury to the persons or property whatsoever, caused to me or others prior to departure, while traveling or while staying in designated lodging. I further understand that WSI and Drivers/Chaperones are not responsible for matters that are beyond their control. I acknowledge that WSI reserves the right to cancel the trip without penalty or to make any modifications to the itinerary and/or academic program as deemed necessary by WSI.

INDEPENDENT ACTIVITY: I understand that WSI is not responsible for any loss or damage I may suffer when I am traveling independently, or I am otherwise separated or absent from any WSI activity. In addition, I understand that any travel that I do independently on my own before or after the WSI sponsored Activity/Competition is entirely at my own expense and risk.

HEALTH AND SAFETY: I recognize that WSI is not obligated to attend to any of my medical or medication needs, and I assume all risk and responsibility, therefore. In case of an emergency occurring during my participation in this Activity/Competition, I authorize in advance the representative of the WSI to secure whatever treatment is necessary, including the administration of an anesthetic and surgery. WSI may (but is not obligated to) take any action it considers to be warranted under the circumstances regarding my health and safety. I agree to pay all expenses relating thereto and release NSSC and Drivers from any liability for any action. I have also completed the separate Missouri Valley Swimming, Inc. EMERGENCY MEDICAL RELEASE AND MEDICAL HISTORY FOR SWIMMER.

ASSUMPTION OF RISK AND RELEASE OF LIABILITY: Knowing the risks described above, and in voluntary consideration of being permitted to participate in the Activity/Competition, I agree to release, indemnify and defend WSI and Drivers and their officials, officers, employees, agents, volunteers, sponsors, and students from and against any claim which I, the participant, my parents or legal guardian or any other person may have for any losses, damages or injuries arising out of or in connection with my participation in this Activity/Competition.

SIGNATURE: I indicate that by my signature below that I have read the terms and conditions of participation and agree to abide by them. I have carefully read this Release Form and acknowledge that I understand it. No representation, statements, or inducements, oral or written, apart from the foregoing

written statement, have been made. This Release Form shall be governed by the laws of the State of Missouri Valley which shall be the forum for any lawsuits filed under or incident to this Release Form or to the Program. If any portion of this Release Form is held invalid, the rest of the document shall continue in full force and effect.

_____ Signature of Program Participate	_____ Date
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_____ Signature of Parent or Legal Guardian (if athlete is a minor)	_____ Date
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Attachment D, Policy 11

Policy 12: Missouri Valley Swimming Delegates to the USA Swimming House of Delegates and Other USA Swimming- Sponsored Events

(Effective Date: September 1, 2014; Last Revision Date: September 18, 2019)

12.1 Selection of MVS Delegates

- 12.1.1 It shall be the duty and privilege of the selected delegates to attend the USA Swimming Annual Meeting to represent Missouri Valley Swimming, with voting rights. In accordance with USA Swimming Bylaws, MVS's Board of Directors will select one (1) non-coach, non-athlete and three (3) non-athlete coach members.
- 12.1.2 In the week prior to the first MVS Board meeting that follows the MVS Annual Meeting in the spring, the General Chair will call for current members of the Board to put forth nominations for the four MVS Delegates.
- 12.1.3 Eligible candidates are current Board members who will still be in the office at the time of the USA Swimming House of Delegates meeting.
- 12.1.4 If more candidates are nominated than spots available to Missouri Valley, an election will be conducted during the MVS Board meeting following the MVS Annual Meeting in the spring. All vote-eligible Board members present (including those attending via Zoom, conference call or other accepted means) may cast a vote.
- 12.1.5 Each voting member shall cast one (1) vote for non-coach, non-athlete, and three (3) non-athlete coach members. Votes will be cast electronically during the meeting.
- 12.1.6 The non-coach, non-athlete and the three non-athlete coach members receiving the most votes shall be elected.
- 12.1.7 In the case of a tie for the sole or final delegate, a run-off election shall be conducted.
- 12.1.8 Elections are for that year's USA Swimming House of Delegates meeting only. Separate elections must be held for subsequent years' House of Delegates meetings.
- 12.1.9 If any of the voting Delegates are unable to attend, alternates shall be selected by the General Chair, and if necessary, could include non-Board members.

12.2 Expenses Reimbursed by MVS

- 12.2.1 Hotel Room
 - A. For our adult MVS members and delegates, will be completely covered for single occupancy.
- 12.2.2 Travel Expenses
 - A. Reasonable Coach airfare expenses – no Business or First Class
 - B. Car/Van rental at convention to help transport delegation members or reimbursement for Uber, Lyft, taxi or public transportation.
- 12.2.3 Per Diem
 - A. Provided to all Delegation members.
 - B. Commensurate with the location of the meeting

12.3 Delegate Expectations/Responsibilities

- 12.3.1 Shall attend the meetings commensurate with their elected/appointed positions and Central Zone and USA Swimming House of Delegate sessions, if offered.
- 12.3.2 Shall attend, if available, additional sessions important to the LSC, as requested by the General Chair.
- 12.3.3 All Delegates shall prepare a written report of the sessions attended and submit it to the Board prior to the next Board Meeting. Reports shall be posted on the MVS website in a timely manner.

12.4 Other Meetings Sponsored by USA Swimming

- 12.4.1 USA Swimming offers additional workshops, usually specific to elected and appointed LSC Board positions. Some expenses for these meetings and workshops are usually covered by USA Swimming. The MVS will pay for or reimburse expenses that are not covered in 12.2 above.

Policy 13: Missouri Valley Swimming Travel and Travel Expense Reimbursement Policy

(Effective Date: September 28, 2019; Last Revision Date: September 28, 2019)

13.1 Missouri Valley Travel and Travel Expense Reimbursement Policy

This document establishes the travel reimbursement policy for Missouri Valley Swimming's board of directors, employees and volunteers who may be asked to travel on behalf of Missouri Valley Swimming (MVS). Only registered members of MVS shall be eligible for reimbursement of travel related expenses. MVS will pay for reasonable and customary travel expenses for volunteers that are incurred in the performance of their responsibilities for MVS. If necessary, this policy document also applies to any contracted or sub-contracted personnel, hired by MVS, to represent MVS in any manner. This policy will be monitored by the Finance Committee to ensure policy guidelines and best practices are followed.

13.1.1 Policy Statement

- A. The purpose of the travel must be for the benefit of and be related to MVS activities and programs; such travel must be budgeted in the current fiscal year. If not budgeted, reimbursement may be approved by exception only from the Finance Vice Chair and/or General Chair.
- B. To be eligible for travel reimbursement, approval for travel related to programs and services supporting MVS must be approved by the General Chair, Finance Chair or other appropriate Committee Chair prior to any travel or travel arrangements being made. This includes trips partially or completely paid for by USA Swimming or other organizations.
- C. Allowed expenses are not necessarily all-inclusive. The General Chair and Finance Vice Chair have discretion for approving travel expenses required for unusual circumstances.

- D. Individuals traveling on behalf of MVS are expected to show good judgment regarding reasonable travel expenses. Any travel expenses considered extravagant, as perceived by any reasonable person, may be subject to denial by the General Chair or Finance Vice Chair, and the traveler will bear the full cost of the denied expense. Expenses deemed for personal benefit only will not be reimbursed.
- E. All expenses should be submitted to the MVS treasurer in a timely manner, but no later than 20 days from the completion of the travel event.

13.1.2 Procedures

- A. To facilitate control of travel costs and ensure accountability, the procedures for authorization requests, reimbursement for approved expenses and reconciliation of charges on company credit cards and /or direct payments of expenses should be followed. The items below are intended to provide a reasonable understanding of the travel and expense reimbursement categories.
 - i. Travel Authorization Required
 - a. Prior to travel, the appropriate Committee Chair must approve all travel for anyone representing MVS in any capacity for which travel expense reimbursement may be requested. Cost estimates for proposed travel should be provided in advance to determine budget impacts.
 - b. The General Chair or Finance Vice Chair shall approve travel for those attending the USAS convention, USAS House of Delegates meeting or similar event(s). It is expected that those attending are currently registered members of MVS.
 - ii. Travel Arrangements
 - a. Air Travel –
 - i. Where possible at least twenty-one (21) day advance ticket purchases should be utilized for all travel for MVS. The travel selected should be the lowest reasonable fare. Any extra items purchased for the convenience of the travel (i.e. improved seating position, etc.), will not be reimbursed.
 - ii. Should an individual make personal stops enroute to a business destination point, the individual traveling will only be reimbursed for the direct to and from destination cost, excluding any personal side trip(s).
 - iii. In the case of a cancellation or flight change, the traveler is required to make arrangements for proper credit or refund. MVS will not reimburse for flight reservations cancelled by the traveler, that are not refunded, except under very limited circumstances, which only the General Chair or Finance Vice Chair can approve.
 - iv. Charges for re-ticketing, schedule changes, etc., are reimbursable if incurred for a valid business reason and approved prior to travel, where possible. If

there is a change in an itinerary that results in additional cost, the traveler is required to provide notification to the appropriate Committee Chair upon completion of travel.

b. Rental Cars and Personal Automobiles

- i. State law mandates liability insurance for all private motor vehicles. All members are required to carry liability insurance to be authorized to drive a privately-owned vehicle on MVS business and must possess a valid driver's license and a good driving record.
- ii. Rental Car - A traveler may rent a vehicle when renting would be more advantageous to MVS than other means of commercial transportation, bus, airfare or driving a personal automobile. When traveling with a group, rental cars are to be shared to minimize costs. Cost will be reimbursed using the rate of an "Intermediate sized rental car." If the traveler chooses a larger rental car, that will be at their expense. Documentation of the rate for the intermediate sized car must be provided from the rental car business, if the traveler chooses a larger rental car.
- iii. Personal vehicle (*) – If a member of MVS uses their personal automobile for MVS business, mileage reimbursements may be subject to additional review and may be limited, pending review of other, more economical transportation alternatives available, that were not selected.
 - (*) If authorized, MVS will reimburse at the rate of an intermediate car for the number of days on business or at the currently approved MVS mileage reimbursement rate, whichever is most cost advantageous to MVS. Receipts must be submitted for reimbursement.

c. Lodging

- i. Expenses will be reimbursed for reasonable and customary lodging expenses necessary and appropriate to the purpose of the trip and for the stated/approved duration of the trip. Detailed receipts must be submitted in order to receive reimbursement. At no time will expenses be reimbursed for family members' attendance if joining the MVS representative related to travel on behalf of MVS.
- ii. For adult MVS members traveling to a sponsored event, single occupancy will be utilized.
- iii. If multiple athlete MVS members are traveling to the same event, double occupancy will be utilized when possible.
- iv. If it is expected that double occupancy is approved for multiple an athlete MVS representatives attending an event, any request for single occupancy

must be approved by the General Chair or Finance Vice Chair in advance. If approved, the traveler will be responsible for fifty percent (50%) of the standard accommodation, excluding any additional expense incurred due to other family members in attendance.

- d. Meal Per Diem
 - i. Individuals shall be reimbursed at a rate of up to forty dollars (\$40.00) per day, with pro-rated reimbursement on travel days, for meals.
 - ii. Reimbursement will only be for the dates the traveler attended the approved event.
 - iii. If the traveler is also using lodging for this event, per diem reimbursement will be adjusted if the hotel provides breakfast as part of the lodging costs.
 - iv. Additionally, if the sponsor of the event is providing breakfast, lunch or dinner options as part of the program, the per diem will also be adjusted accordingly.
- e. Business Entertainment Expenses
 - i. Personal entertainment expenses will not be reimbursed at any time. If MVS, as an organization, is providing business entertainment, those expenses shall only be approved through other budget approval authorizations.
- f. Miscellaneous Expenses
 - i. Parking: Parking will be reimbursed only for the dates the traveler attended the approved event. Receipts must be submitted for reimbursement.
 - ii. Shuttle to/from airport: Shuttle fees will be reimbursed at a reasonable rate. The traveler should exercise diligence in using reasonable economic options for shuttles. Receipts must be submitted for reimbursement.
 - iii. Toll charges incurred while traveling for MVS business will only be reimbursed. Receipts must be submitted for reimbursement.
- g. Items that will specifically not be reimbursed
 - i. Personal items
 - ii. Alcoholic beverages
 - iii. Non-business-related entertainment
 - iv. Expenses incurred by family members.
 - v. Extended stay beyond necessary timelines
 - vi. Convenience fees when flying or extra baggage charges for extended stays are not covered.
 - vii. More than three (3) meals (breakfast, lunch, and dinner) each day.

13.1.3 MVS Approved Mileage Reimbursement Rate

- A. The IRS approves an annual “up to” mileage reimbursement rate, which allows employers to reimburse mileage travel without resulting in taxable income to the recipient.
- B. As a result, MVS, recognized as a Section 501(c)(3) non-profit organization by the IRS, has elected a mileage reimbursement rate of forty cents (\$0.40)/per mile as the approved rate, which will be reviewed annually by the treasurer and VP of Finance.

13.2 Board of Directors Travel

- 13.2.1 Members of the MVS Board of Directors volunteer to be a part of this organization and to support the Mission and Vision, for the betterment of the LSC. As such, they recognize that their commitment will include volunteering time and talents to the organization.
- 13.2.2 From time to time in their role as MVS board of directors member, they may incur personal expenses that may be eligible for reimbursement. The following list is not intended to be all-inclusive, but does represent most examples of expense reimbursement, while serving as a volunteer on the board of directors
 - a. Airfare to/from USAS convention (annually) includes airport parking, if applicable.
 - b. Airfare to/from USAS sponsored training/clinic/conferences, includes airport parking, if applicable.
 - c. Personal travel mileage, at the current MVS approved mileage reimbursement rate, for travel in excess of one hundred fifty (150) miles roundtrip, to attend board meetings, committee meetings, or other such events where your attendance is expected.

13.3 Officials’ Travel for USAS Sponsored Events

- 13.3.1. Members of the MVS’s swim officials’ group have volunteered to be a part of this organization and to support the Mission and Vision, for the betterment of the LSC. As such, they recognize that their commitment will include volunteering time and talents to the organization.
- 13.3.2 From time to time in their role as an official, they may incur personal expenses that may be eligible for reimbursement. The following list is not intended to be all-inclusive, but does represent most examples of expense reimbursement, while serving as a volunteer official.
 - a. Airfare to/from USAS sponsored training/clinic/conferences/national level certification, includes airport parking, if applicable.
 - b. Personal travel mileage, at the current MVS approved mileage reimbursement rate, for training/clinic/conferences/national level certification. Under these

circumstances, if travel using a rental car would be cost advantageous for MVS, choosing to drive a personal vehicle instead, travel reimbursement would be limited to the rental car equivalent, as noted in 13.2.c above.

13.4 Officials' Travel for Officiating a National Level Meet

13.4.1. To encourage Missouri Valley Swimming officials to participate in national level meets outside of the LSC in order to improve the level of officiating within the LSC by:

- a. Exposing our officials to higher level meets, allowing them to interact with officials from other LSCs and to learn/reinforce protocols, rules, applications/interpretations, and situation resolution.
- b. Providing additional opportunities for advancement/sustainment within the National Officials Certification Program by fulfilling national deck requirements for N3 certifications.
- c. Developing/sustaining National Evaluators and Mentors to support advancement and training opportunities within the LSC by fulfilling national deck requirements for N2 evaluators.

13.4.2. National Meets Requirements

- a. A MVS official who works a national level outside of the MVS LSC may be reimbursed actual travel-related expenses not to exceed \$1,000 per meet. To receive the reimbursement, the Missouri Valley official must meet these eligibility criteria:
 - i. Be registered with MVS as an official for at least one year prior to the meet and be registered with USA Swimming through MVS as an official during the time of the meet for which reimbursement is requested.
 - ii. Have worked a minimum of 8 sessions in at least 4 meets sanctioned by Missouri Valley Swimming plus at least 3 sessions of a MVS LSC Championships meet in the 12 months prior to the meet.
 - iii. Have worked all sessions of the meet for which reimbursement is requested.
 - iiii. Submit documentation to the LSC Treasurer no later than 30 days after completion of the meet for which reimbursement is requested.

13.4.3. National level meets include Junior Nationals, US Open, TYR Pro Series, Olympic Trials, and USA Swimming Championships level meets identified in USA Swimming Rules and Regulations, Article 207. Officials may submit applications for reimbursement for officiating at Futures meets and funding may be provided

at the discretion of the Officials Committee if all other conditions are met and if there are remaining budgeted funds.

13.4.4. Travel-related expenses are reasonable and customary coach airfare, hotel room, rental car, gas, and parking fees. (Receipts must accompany the request.)

13.4.5. A MVS official requesting reimbursement for a national meet shall submit a written proposal to the MVS Officials Committee at least 30 days prior to the meet. Proposals are subject to the approval from the Officials Committee and the budgeted funds.

13.4.6. A MVS official may receive a travel expenses reimbursement for no more than one meet per fiscal year.

13.4.7. A MVS official may not receive reimbursement for more than their total actual travel expenses incurred, through reimbursement from the USA Swimming/meet host and MVS athlete and officials funds combined. The amount of any expected reimbursement from USA Swimming/meet host must be declared at the time of the reimbursement request is submitted to the MVS Treasurer, regardless of whether the USA Swimming/meet host reimbursement is still pending.

13.4.8 The MVS Officials Committee may waive an eligibility criterion under special circumstances. Reimbursement payment will be sent directly to the official.

13.5 LSC, Zone & Sectional Championship Meets Travel Reimbursement for Officials

(Effective July 1, 2025)

13.5.1 A MVS official that works a Championship Meet, including Districts, Missouri Valley Championships, Central Zone Championships, Sectionals, or Open Water Zones as a meet referee, an evaluator, or in an assigned position (defined as a referee, admin, starter or chief judge), and does not have a swimmer in the meet is eligible for up to \$500 per meet. Officials working as stroke and turn officials for Central Zone, Sectionals and Open Water Zones may also be recommended for travel reimbursement at the discretion of the Officials Committee.

13.5.2 To receive the reimbursement, the Missouri Valley Official must meet the following criteria:

- a. Is registered with MVS as an official and registered with USA Swimming through MVS as an official during the time of the meet for which reimbursement is requested.
- b. Has worked at least 8 sessions in at least 4 meets sanctioned by MVS in the past year.
- c. Does not have a swimmer at the meet.
- d. Is be available to work all sessions of the meet for which reimbursement is requested.

- e. Submits documentation to the MVS Treasurer no later than 30 days after completion of the meet for which reimbursement is requested.
- 13.5.3 Travel-related expenses are reasonable and customary. These include hotel stay (all or part of for meets over 60 miles from residence), mileage, and parking fees. Receipts must accompany requests.
- 13.5.4 A MVS official requesting reimbursement for a Championship Meet shall submit a request to the MVS Officials Committee at least 30 days prior to the meet. Proposals are subject to the approval from the Officials Committee and budgeted funds. The MVS Officials Committee may waive an eligibility criterion under special circumstances.
- 13.5.5 A MVS official may not receive reimbursement for more than their total actual travel expenses incurred, through reimbursement from USA Swimming, the host or any other reimbursement. The amount of any expected reimbursement from these other sources must be declared at the time the reimbursement request is submitted to the MVS Treasurer, regardless of whether the USA Swimming/meet host reimbursement is pending. The reimbursement payment will be sent directly to the official.

Policy 14: Athlete Travel [and Coach] Fund Policy

(Effective Date: September 1, 2022)

14.1 Athlete Travel Fund Policy

Missouri Valley Swimming (MVS) has established a travel fund for athletes participating in eligible meets. The MVS National Travel Fund has been developed to help offset the expense of competing at national meets. Coaches are encouraged to select meets to attend that provide the highest level of competition. Moneys in the travel fund are derived from specific meets and vary on an annual basis. All support amounts and rules are based on the current year's circumstances. MVS has adopted the following travel fund policy and procedure for disbursement of travel funds.

14.2 Eligibility Criteria

To be eligible for reimbursement of travel expenses, swimmers must satisfy the following requirements.

- 14.2.1 The swimmer requesting reimbursement must have been registered with MVS for at least six (6) months prior to the meet and must be currently registered with MVS.
- 14.2.2 The swimmer must be a member of a club currently registered with MVS, and
 - A. participate in the meet for which reimbursement is requested as a member of the MVS registered team, or
 - B. participate in the meet as "Unattached" because the transfer period has not elapsed.

- 14.2.3 The swimmer must have participated in at least one MVS sanctioned meet during the same swimming season of the meet for which reimbursement is requested.
- 14.2.4 Relay only swimmers will be eligible for reimbursement for fifty percent (50%) of the assigned value for the competition. Swimmers registered prior to their 18th birthday, and holding consecutive annual MVS registration, shall be eligible to receive the maximum amount of reimbursement.
- 14.2.5. A college athlete is only eligible for travel support when:
 - A. The athlete was a MVS registered swimmer and resident of MVS for at least six (6) months prior to college; and
 - B. The athlete participated in at least one MVS sanctioned meet before March 1st of the year prior to attending college; and
 - C. The athletes' college is not providing support for the same Eligible Meet.

14.3 Guidelines

- 14.3.1 MVS registered swimmers satisfying the preceding eligibility requirements may receive reimbursement of travel expenses for up to the following amounts for the following meets:
 - A. Olympic Trials and International Team selection meets – six hundred fifty dollars (\$650.00)
 - B. National championship meets (such as Phillips 66, U.S. Open, World Team Trials) – five hundred fifty dollars (\$550.00)
 - C. Junior National Championships – four hundred fifty dollars (\$450.00)
 - D. Open Water Championships, National Paralympics Meets – three hundred dollars (\$300.00)
 - E. Futures, up to two hundred dollars (\$200.00); pursuant to paragraph 4 below
 - F. Other meets as approved by the Board of Directors.
- 14.3.2 Athletes will receive reimbursement for travel to NCSA Summer Championships based upon cuts achieved. For example, an athlete who achieves a summer Junior National cut but attends NCSA Summer Championships with their team may receive reimbursement up to the Junior National amount.
- 14.3.3 Athletes are limited to a maximum of one thousand one hundred dollars (\$1,100) per year at the National level, and nine hundred dollars (\$900) per year at the Junior Level. Olympic Trials and International Team selection meet reimbursements are not subject to the maximum.
- 14.3.4 Any remaining funds in the Travel fund after the September 15th deadline will be evenly allocated to MVS swimmers who achieved a USA Futures Championship time and participated in that meet. This allocation is not to exceed two hundred dollars (\$200) per

swimmer. Futures Athletes are subject to the same requirements and standards as all other athletes as listed in this document.

- 14.3.5 The Senior Chair will generate lists of MVS athletes competing at defined national meets, and the Executive Director will email the reimbursement request form to eligible athletes and their parents. Receipts for airfare, hotel, car rental and/or meal expenses must be attached to the request. If two athletes share a hotel room, each athlete can only claim a portion of the cost of the hotel room actually paid by the athlete less any contribution by the other athlete. Similarly, all other reimbursements from clubs or otherwise must be reported to accurately reflect the actual out-of-pocket cost. Team billing invoices with line items for team travel are acceptable receipts.
- 14.3.6 The request form must be signed by the athlete requesting reimbursement and his/her parent or guardian if the athlete is under age 18 years old.
- 14.3.7 Checks will be issued directly to the athlete requesting reimbursement unless the athlete is under age 18 years old. If the athlete is under age 18 years old, then the check will be issued to the parent or guardian.
- 14.3.8 The request should be submitted no later than sixty (60) days after the last day of competition at the meet for which reimbursement is requested.
- 14.3.9 The reimbursement request must be filled out completely or the reimbursement will be withheld until the form is complete.

14.4 Club Coach Support

- 14.4.1 Clubs sending a registered and valid coach to a USA Swimming Championship meet to work with their athletes can submit receipts and apply for travel reimbursement. The following guidelines and requirements must be met.
 - A. Meets that qualify for reimbursement are defined in Item 1 a through e in the guidelines above.
 - B. Coaches must have athletes from their clubs qualified and compete at the meet.
 - C. Clubs will receive a maximum of one coach reimbursement per meet.
 - D. The reimbursement is equal to the reimbursement level of athletes. Unlike athletes, the reimbursement is for the actual meet attended.
 - E. Club coach support is effective September 1, 2022.

Policy 15: Missouri Valley Swimming Outreach Assistance

(Effective Date: January 1, 2019; Latest Revision: September 12, 2021)

15.1 Program Description

- 15.1.1 This is an assistance program designed for economically disadvantaged families in an effort to make USA Swimming available to more swimmers. Any athlete with an USA Swimming outreach membership is automatically enrolled for the life of their outreach membership and does not count towards a team's allocation. A maximum of three (3) non-outreach member swimmers per team can qualify for this program. If not all available money during each year is used, the Missouri Valley Executive Director and Missouri Valley Treasurer may allocate the remaining money amongst additional applicants (at their discretion).

15.2 Program Procedures

- 15.1.1 All applicants must be registered year-round USA swimming members of year-round registered clubs (seasonal and flex members are not eligible).
- 15.1.2 Applicants will be nominated by their club team to MVS. The club team must attest that they are offering the applicant some form of training scholarship.
- 15.1.3 Funds will be used to cover meet entry and facility surcharge fees for eligible athletes for meets swum in Missouri Valley. Coaches will provide a list of eligible athletes with their entries. Host teams will submit the amount of outreach fees not collected and the names of athletes to MVS via the Financial Report Form. This amount will adjust fees paid to MVS who will internally transfer funds from the outreach fund to balance. Funds will also be used for USA Swimming Championship meets outside the boundaries of MVS, provided that they do not receive travel assistance funding for those meets. The club team for the outreach athlete will apply for reimbursement for entry and facility surcharge fees for these meets by submitting the Outreach Reimbursement on the MVS website.
- 15.1.4 Applicants will need to be nominated by their club each fall. At any point during the season a club may remove an applicant from the program if their situation no longer warrants inclusion.
- 15.1.5 Once accepted the Athlete's family and club will be notified by MVS as to acceptance and to the benefits and what to expect.

15.3 Financing the Outreach Assistance Program/Application Process

- 15.3.1 A fifty cent (\$0.50) per splash fee for individual events would be added to all non-closed, sanctioned meets hosted within the boundaries of the Missouri Valley. Until there is a need to fund this program the fifty cent (\$0.50) per splash fee will be suspended. The Board of Directors will review the utilization of this fund quarterly and resume the fifty cents (\$0.50) splash fee when appropriate.

15.4 Meet Entry, Outreach Confirmation, and Financial Reporting Protocol

- 15.4.1 Coach/Team Responsibility Regarding Outreach Athletes

- A. Team representatives submitting meet entries to a meet host must notify the Entry Chair of any recipient athlete for this Outreach Program. This should be noted in the email containing the meet entry file.

15.4.2 Meet Host Procedures

- A. Prior to the meet, the host will submit a list of these athletes along with their required USA-S registration file.
- B. MVS staff will confirm the registration status and eligibility of each athlete.
- C. Meet host agrees to reduce fees owed by any team equal to the meet entry fees associated with eligible athletes. These fees should remain in the meet manager software and represented by the meet entry fee summary report submitted in the Financial Report after the meet.
- D. When submitting its Financial Report, the meet host will provide an itemized list of eligible athletes and their total fees. Additionally, the cumulative fees eligible for reimbursement shall be indicated in the appropriate field on the form. The form will automatically calculate the reduction of these fees and will be subtracted from the total amount owed to MVS.

Policy 16 & 17: Intentionally left blank

PART FOUR – Governance

Policy 18: Fines

(Effective Date: May 1, 1997; Last Revision Date: April 22, 2022)

18.1 Levying Fines

- 18.1.1 Missouri Valley Swimming, Inc. provides for and allows for fines levied on an individual member and/or group member for a violation of Rules or Bylaws of Missouri Valley Swimming, Inc., or USA Swimming. The General Chair, Treasurer, Sanction Coordinator, or Administrative Manager (or their designees) may levy fines. The interested party may appeal any fine to the LSC Board of Directors.
- 18.1.2 Current Fine Structures may be viewed on the MVS Structure page.

Policy 19: Bylaws, Policies and Procedures Approval Process

(Effective Date: April 26, 2014; Last Revision Date: September 29, 2019)

19.1 General Process Regarding Changes to Policies and Procedures

- 19.1.1 Changes or additions to Missouri Valley Swimming policies, and procedures can be brought to the Board of Directors by any LSC committee or Missouri Valley Swimming member in good standing.
- 19.1.2 Upon approval by the LSC Board of Directors, the policies and/or procedures will become effective immediately. The Board of Directors will announce the changes or additions at the next LSC House of Delegates meeting.

19.2 Bylaws Amendments

- 19.2.1 Changes to Missouri Valley Swimming Bylaws mandated by USA Swimming will become effective per USA Swimming's directives. No action by the Missouri Valley Swimming House of Delegates is required, however, these changes will be reviewed at the next Missouri Valley Swimming House of Delegates meeting.
- 19.2.2 Proposed amendments to Missouri Valley Swimming Bylaws other than those required by USA Swimming will be presented to the Missouri Valley Swimming House of Delegates after review and approval by the Board of Directors. Per the Bylaws, such amendment(s) shall become effective by a two-thirds vote of the members present and voting.
- 19.2.3 Presentation at the Missouri Valley Swimming House of Delegates Meeting:
 - A. The Board of Directors will present the proposed bylaws changes.
 - B. If a proposed bylaw is on the consent agenda, a Missouri Valley Swimming House of Delegates member may ask for the item to be pulled.
 - C. Items will be voted upon with the potential following dispositions:
 - i. Approved or approved as amended
 - ii. Rejected
 - iii. Sent back to the Board of Directors for review, including possible review by the USA Swimming Rules and Regulations Chair.
 - iv. Withdrawn

Policy 20: Missouri Valley Swimming Board of Directors Meetings

(Effective Date: September 13, 2020; Last Revision Date: April 4th, 2025)

20.1 Missouri Valley Swimming Board of Directors Meeting Schedule

- 20.1.1 The Board of Directors will meet prior to the annual meeting and fall meeting of the House of Delegates. Additional meetings may be added.

20.2 Deadlines for Reports and Agenda Items

20.2.1 Officer reports and agenda items must be submitted no later than five (5) days prior to a regular meeting.

Policy 21: Board of Directors, Committee Chairs & Coordinators

(Effective Date: January 1, 2019; Last Revision Date: September 1, 2022)

NOTE: The duties and powers of the officers and other Board Members shall be to attend and participate in all meetings of the House of Delegates and the Board of Directors and as follows:

21.1 General Chair

- 21.1.1 Shall oversee and have general charge of the management, business, operations, affairs and property of MVS, and general supervision over its officers and agents.
- 21.1.2 Shall call meetings when and where deemed necessary.
- 21.1.3 Shall preside over all meetings when present.
- 21.1.4 Except as otherwise provided in the MVS Bylaws or Policies and Procedures and with the advice and consent of the Board of Directors, shall appoint committee chairs and members for task forces, standing and special committees or coordinators as may be necessary to permit MVS to conduct its affairs effectively, efficiently and economically.
- 21.1.5 Shall report to the Board of Directors all matters within the General Chair's knowledge that the Board of Directors should consider in the best interests of MVS.
- 21.1.6 May sign and execute in the name of MVS deeds, mortgages, bonds, contracts, agreements or other instruments duly authorized by the MVS Policies, Procedures or Rules, the Board of Directors or the House of Delegates, except in cases where the signing and execution thereof shall be expressly delegated by the Board of Directors to another officer or agent, expressly requires two or more signatures or is required by law to be otherwise executed.
- 21.1.7 Shall have other powers and perform other duties as may be prescribed in MVS Policies, Rules or Procedures or by the House of Delegates, or the Board of Directors.
- 21.1.8 Shall serve on the budget, finance, and personnel committees.

21.2 Secretary

- 21.2.1 Keep a record of all meetings of the House of Delegates and Board of Directors.
- 21.2.2 Conduct official correspondence, issuing meetings and other notices and making such reports to USA Swimming as are required.
- 21.2.3 Perform the other duties incidental to the office of Secretary.
- 21.2.4 Cause to be kept copies of all minutes, official correspondence, meeting and other notices, and any other records of MVS.

- 21.2.5 If unable to attend a meeting, the Secretary or General Chair will identify a delegate to complete the responsibilities at any meetings.
- 21.2.6 The Secretary, or the staff of MVS's permanent office shall:
 - A. Be custodian of the records.
 - B. Maintain the governance section of the MVS website.

21.3 Treasurer

- 21.3.1 Shall be the principal receiving and disbursing officer of MVS.
- 21.3.2 Except as otherwise directed by the Finance Vice Chair or the Board of Directors, the Treasurer shall receive all moneys, incomes, fees and other receipts of MVS and pay all bills, salaries, expenses and other disbursements approved by an authorized officer, committee chair, coordinator, the Finance Vice Chair, the Board of Directors or the House of Delegates.
- 21.3.3 Allow income and expenses to be received by an officer, or committee, or coordinator when authorized by the Board of Directors provided that the officer or committee or coordinator promptly submits to the Treasurer an itemized report, duly attested by the officer, or committee chair or coordinator and either within the approved budget of such officer, or committee or coordinator, or authorized by the Board of Directors or the House of Delegates.
- 21.3.4 Shall be a member of the Finance Committee but may not be its chair.
- 21.3.5 Shall issue a quarterly report listing the current budget variances by line item, all receipts, all expenditures and the current fund and account balances for the preceding quarter and for the fiscal year to date, together with such other items as the Finance Vice Chair, the General Chair or the Board of Directors may direct.
- 21.3.6 Shall serve on the budget, finance and personnel committees.
- 21.3.7 Shall also:
 - A. have charge of and supervision over and be responsible for the funds, moneys, securities and other financial instruments of MVS;
 - B. cause the moneys, securities and other financial instruments of MVS to be deposited in the name and to the credit of MVS in such institutions as shall be designated or to be otherwise invested as the Finance Chair, the Finance Committee or the Board of Directors may direct;
 - C. cause to be appropriately segregated and accounted for any endowment funds, scholarship or award funds and any similar special purpose funds or accounts;
 - D. cause the funds of MVS to be disbursed by checks or drafts, automated debits or wire transfers upon the authorized depositories of MVS, and obtain and preserve proper vouchers for all moneys disbursed;

- E. cause to be kept correct books of account and other financial records of all its affairs and transactions and such duplicate books of account as the Finance Vice Chair, the Board of Directors or the Treasurer shall determine;
- F. upon request and at reasonable hours cause such books or duplicates thereof to be exhibited to any member of the Board of Directors and upon application and at reasonable hours cause the monthly financial reports and the annual audited financial statement to be exhibited to any member of MVS or USA Swimming;
- G. cause MVS to be in compliance with the requirements of MVS Bylaws;
- H. have the power to require from the officers, committee chairs, coordinators, staff or agents of MVS reports or statements giving such information as the Treasurer may determine to be appropriate or helpful with respect to any and all financial transactions of MVS;
- I. make the books and records available and otherwise fully cooperate with those conducting the annual audit of accounts of MVS and cause the preparation and timely filing of all required federal, state and local tax returns, and other financial and tax reports with the applicable government official, and forward a copy of the annual financial statement and audit report and any federal tax return to the Secretary for submission to the Board of Directors and submit a copy to the USA Swimming national headquarters in accordance with MVS Bylaws and Policies and Procedures or as otherwise directed by USA Swimming;
- J. have the power to appoint one or more assistant treasurers and delegate to them one or more of the Treasury functions, or parts thereof; and
- K. in general, perform all the other duties incident to the corporate treasury function.

21.4 Administrative Vice-Chair

- 21.4.1 Shall conduct meetings in the absence of the General Chair and, at the request of the General Chair or in the event of the disability of the General Chair, shall perform all of the duties of the General Chair, and when so acting shall have all of the powers of the General Chair.
- 21.4.2 Shall be responsible for the creation and maintenance of MVS's Policies, Procedures and Rules though the Governance Committee may assist in carrying out this responsibility.
- 21.4.3 May sign and execute contracts on behalf of MVS.
- 21.4.4 Shall serve as the chair of the personnel committee and as a member of the finance committee.

21.5 Senior Vice-Chair

- 21.5.1 Shall chair the Senior Committee and advance the interests of the senior athletes in MVS.
- 21.5.2 Shall serve as liaison to the Athlete Representatives and the Athletes Committee.

- 21.5.3 Shall create lists of MVS swimmers qualifying for and competing in national meets in a timely manner and send to the MVS Executive Director in accordance with the MVS National Travel Fund Policy.
- 21.5.4 If Sectional travel funds are being distributed, shall create lists of MVS swimmers competing at winter national championship meets (which may be completed in December), compile list of those athletes also competing at Spring Sectionals and submit that list to Sectional Chair by March 30. Create list of MVS swimmers competing in both summer Sectionals and summer national championship meets and submit to Sectional Chair by September 22.
- 21.5.5 Shall be responsible for seeing that the Athlete Representatives elections are held in accordance with the MVS Bylaws and Policies and Procedures.
- 21.5.6 Shall work with the Age Group Vice-Chair and Technical Planning Chair and all should be a subcommittee, taking recommendations back to the board and then to the House of Delegates.
- 21.5.7 Shall be the MVS representative at Sectionals and any meets above that level, work with Region VIII Chair and communicate with all Senior Chairs of all LSC's in the section. Report to MVS any information.
- 21.5.8 Shall be responsible for following the USA Swimming National Office, Steering Committees, Senior Development Committee, and Board of Directors and inform coaches in the LSC of national programs, initiatives and vision.
- 21.5.9 Shall inform the LSC of the major meet dates that reflect everything above Sectionals.
- 21.5.10 May sign and execute contracts on behalf of MVS.

21.6 Age Group Vice-Chair

- 21.6.1 Shall chair the Age Group Committee and advance the interests of Age Group athletes in MVS.
- 21.6.2 May sign and execute contracts on behalf of MVS.
- 21.6.3 Is responsible for oversight, management and outfitting of MVS Central Zone and MVS All-Star teams and will coordinate team selection and act as liaison between team coaching staff and parents of team members.
- 21.6.4 Shall coordinate the selection of team coaching staff for Central Zones and All-Star teams.
- 21.6.5 Is responsible for the development of MVS Championship meet qualifying standards and entry limitations.
- 21.6.6 Shall be responsible for:
 - A. Camps and Clinics
 - B. Other MVS meet travel
 - C. Program Development

21.7 Finance Vice Chair

- 21.7.1 Is the chief financial officer of MVS.
- 21.7.2 Shall have general charge of the Treasury function, the development and implementation of an investment program for MVS's working capital, funded reserves and endowment funds and the development and assistance of the Finance Committee,
- 21.7.3 Shall work with the Treasurer and Executive Director to develop an annual budget for MVS's operations and present the budget for approval by the Board of Directors and the House of Delegates.
- 21.7.4 Shall cause to be conducted the annual financial statement audit per the LSC Affiliation Agreement and review the annual audit results with the Board of Directors and the House of Delegates as necessary.
- 21.7.5 Is responsible for the adequacy of MVS's system of internal financial and accounting controls.
- 21.7.6 Is the chair of the Finance Committee and a member of the Personnel Committee.
- 21.7.7 Together with the Treasurer, the Finance Vice-Chair is ultimately responsible for MVS's compliance with the MVS bylaws and policies and procedures.
- 21.7.8 May sign and execute contracts on behalf of MVS.

21.8 Technical Planning Chair

- 21.8.1 Shall chair, and have general charge of the business, affairs and property of the Technical Planning Committee, which is responsible for the administration of the Bylaws, technical rules and long-range planning regarding the swimming programs conducted by MVS, the continuing review and development of the MVS philosophy and for advising the other committees regarding the implementation of that philosophy in the context of MVS swimming programs.

21.9 Athlete Representatives

- 21.9.1 Shall serve as the liaisons between the athletes who are members of MVS and the Board of Directors and House of Delegates.
- 21.9.2 The Senior Athlete Representative:
 - A. Shall chair and have general charge of the business, affairs and property of the Athletes Committee, which shall be any activities (a) delegated to it by the Board of Directors or the General Chair or (b) undertaken by the Committee as being in the best interests of the Athlete Members, MVS, USA Swimming and the sport of swimming.
 - B. Shall work with the Athlete Committee to make a recommendation to the Board of Directors regarding At-Large Athlete Members on the Board of Directors and House of Delegate At-Large Athlete Representatives.

21.10 Coach Representatives

21.10.1 Shall serve as the liaison between the coaches who are members of MVS and the Board of Directors and House of Delegates.

21.10.2 The Senior Coach Representative shall chair the Coaches Committee.

- A. The Senior Coach Representative shall chair and have general charge of the business, affairs and property of, the Coaches Committee, which shall undertake such activities (a) delegated to it by the Board of Directors or the General Chair or (b) undertaken by the committee as being in the best interests of the Coach Members, MVS and the sport of swimming.

21.11 Officials Chair

21.11.1 Shall chair the Officials Committee which is responsible for recruiting, training, certifying and supervising officials for MVS.

21.11.2 Shall be a referee certified by MVS.

21.11.3 Will also provide the Club Members assigned championship meets with information about qualified and eligible meet officials.

21.11.4 Is responsible for reviewing the meet information and issuing meet sanctions on behalf of MVS; the Officials Chair may designate a Sanctions Coordinator to fulfill this duty.

21.11.5 Maintaining MVS officials' certifications; the Officials Chair may designate a Certifications Coordinator to fulfill this duty.

21.11.6 Shall have a voice but not a vote at Board of Directors meetings.

21.11.7 Shall be responsible for:

- A. Championship Meet Evaluation
- B. Officials
- C. Officials Committee
- D. Sanctions Coordinator
- E. Officials Certifications Coordinator

21.12 Operational Risk Coordinator

21.12.1 Shall be responsible for coordinating safety enhancement and training opportunities as needed and for the dissemination of USA Swimming safety education information to all Group Members, athletes, coaches and officials of MVS.

21.12.2 Shall develop safety education programs and policies for MVS and make recommendations regarding the same, and the implementation thereof, to the Board of Directors.

21.12.3 Shall make the reports required pursuant to the MVS bylaws.

21.13 Safe Sport Chair

- 21.13.1 Shall be chair and have general charge of the business, affairs and property of the Safe Sport Committee
- 21.13.2 Shall be responsible for the implementation and coordination of, and serve as the MVS liaison for, the Safe Sport Program established by USA Swimming.
- 21.13.3 Shall be a non-athlete member in good standing and shall work with the USA Swimming Safe Sport staff to implement pertinent aspects of the national Safe Sport Program within MVS.
- 21.13.4 Will perform the following:
 - A. Serve as the primary contact for MVS to coordinate and oversee the implementation of effective safe sport educational programs for all athlete members, their parents, coaches, volunteers and clubs, as provided by USA Swimming;
 - B. Be trained regarding the complaint reporting structure and refer all reports of a violation of the Athlete Protection policies directly to the local club, the General Chair, the USA Swimming Safe Sport staff, and/or other appropriate authorities;
 - C. Participate in workshops as provided by USA Swimming, collect and share information about what USA Swimming and other LSCs are doing to promote safe sport policies, and disseminate information on LSC best practices;
 - D. Serve as an information resource for MVS clubs and memberships, and will help to identify and connect them with local educational partners and resources;
 - E. Receive feedback and suggestions on the Safe Sport policies and programs from the MVS clubs and membership, and provide feedback to the USA Swimming Safe Sport Committee and Safe Sport staff; and
 - F. Perform other functions as necessary in the fulfillment of USA Swimming's continuing efforts to foster safe, healthy and positive environments for all its members.

21.14 Diversity, Equity and Inclusion Chair

- 21.14.1 Shall chair, and have general charge of the business, affairs and property of the Diversity, Equity and Inclusion Committee,
- 21.14.2 Responsible for encouraging the involvement and participation of diverse swimmers in MVS and Group Member programs, including minority and disabled swimmers.
- 21.14.3 Responsible for encouraging MVS swimmer participation in diversity camps and events hosted by USA Swimming.

21.15 At-Large Board Members

- 21.15.1** In addition to their inherent powers and duties as members of the Board of Directors, the At-Large Board Members:

- A. Shall have such powers and duties as may be delegated to them by the MVS Policies, Rules or Procedures, the General Chair, the Board of Directors or the House of Delegates.

21.16 Immediate Past General Chair

- 21.16.1 The Immediate Past General Chair is an ex-official member of the Board of Directors. The Immediate Past General Chair is the individual who is the immediate past General Chair of MVS, except when that person became immediate past General Chair by virtue of the House of Delegates taking action to remove from office or the House of Delegates failing to reelect that person to another term sought by that person.
- 21.16.2 The Immediate Past General Chair shall serve for the duration of the successor General Chair's term.
- 21.16.3 If the office of Immediate Past General Chair becomes vacant for any reason, including the exception set forth in the initial sentence of this definition, it shall not be filled by appointment or election, but shall remain vacant until another individual becomes Immediate Past General Chair.

21.17 Duties and Powers of Non-Board Committee Chairs and Coordinators

- 21.17.1 Except as otherwise specifically set forth in the MVS Bylaws or Policies and Procedures, the chairs of all committees, standing or otherwise, and all coordinators shall be appointed by the General Chair with the advice and consent of the Board of Directors. The appointed committee chair or coordinator shall assume office upon appointment, or the date designated by the General Chair, and shall serve until sixty (60) days after the next election of a General Chair or until a successor is appointed and assumes office.

21.18 Membership/Registration Coordinator

- 21.18.1 Shall be responsible for the registration of Group and Individual Members and shall make the reports required by the MVS Bylaws, USA Swimming, the Board of Directors or the Administrative Vice Chair.
- 21.18.2 Authorized and obligated to conduct the registration of Group and Individual Members and supervise the transmission of registration information to USA Swimming and assist in the preparation of the reports required, together with such additional reports as may be requested by USA Swimming, the Board of Directors, the Administrative Vice Chair or the Finance Vice Chair.
- 21.18.3 The Board of Directors may assign the duties of the Membership/Registration Coordinator to MVS staff.

21.19 Sanctions Coordinator

- 21.19.1 The Officials Chair may delegate a Sanctions Coordinator who is responsible for reviewing the meet information and issuing meet sanctions on behalf of MVS.
- 21.19.2 The Board of Directors may assign the duties of the Sanctions Coordinator to MVS staff.

21.20 Officials Certification Coordinator

- 21.20.1 The Officials Chair may delegate an Officials Certification Coordinator to track MVS officials' certifications, including compliance with clinic, shadow, background check, athlete protection and concussion protocol training as well as advancement and recertifications of different positions.

Policy 22: Committee Duties

(Effective Date: January 1, 2019; Last Revision Date: September 1, 2022)

Except as otherwise provided in these Bylaws or by the Board of Directors, members of each standing or other committee shall be appointed by the General Chair with the advice and consent of the chair of the committee. Athlete members of each committee shall be appointed by the General Chair with the advice of the Senior Athlete Representative. Athlete membership is required on all committees and shall amount to at least twenty percent (20%) of the voting membership of the committee. The ex-officio members and other designated members of certain standing committees shall be as follows

22.1 Duties and Powers of Chairs Generally

- 22.1.1 The duties and powers of the General Chair, the division Vice Chairs, committees or subcommittees (in addition to those provided elsewhere in the MVS Bylaws or Policies and Procedures) shall be as follows
- A. Preside at all meetings of the respective division, committee or subcommittee;
 - B. See that all duties and responsibilities of the coordinator or the respective division, committee or sub-committee in his charge are properly and promptly carried out;
 - C. Appoint such committees or sub-committees as may be necessary to fulfill the duties and responsibilities of the coordinator or division or committee, respectively;
 - D. Communicate with the respective division, coordinator, committee or subcommittee members to keep them fully informed;
 - E. Keep the General Chair, the respective division Vice Chair or committee chair and the staff of MVS' office informed of the respective coordinator, division, committee or subcommittee actions and recommendations;
 - F. Appoint a member as secretary of the division, committee or subcommittee charged with taking minutes of each meeting and forward reports or minutes of all meetings to MVS' office;

- G. Refer to the Board of Directors any recommendation for action which would establish or change policies or programs for MVS, except as otherwise provided in these Bylaws or by the Board of Directors; and
- H. Perform the other specific duties listed in MVS Policies, Rules or Procedures, or as may be delegated by the General Chair, the respective division Vice Chair or committee chair, the Board of Directors or the House of Delegates.

22.2 The Athlete's Committee - handled in a separate Policy and Procedure

22.3 Coaches Committee

- 22.3.1 The members of the Coaches Committee shall consist of the Coach Representatives, all Club Member Representatives who are Coach Members in good standing, such additional Coach Members as may be determined by the Coach Representatives, and a sufficient number of Athlete Members so as to constitute at least twenty percent (20%) of the voting membership of the Committee. The Senior Coach Representative shall serve as chair of the committee.

22.4 Finance Committee

- 22.4.1 The members of the Finance Committee shall be the General Chair, the Finance Vice Chair, who shall serve as chair, the Administrative Vice Chair and the Treasurer, and the Senior Athlete Representative.
- 22.4.2 The Finance Committee is authorized and obligated to develop, establish where so authorized or recommend to the Board of Directors and supervise the execution of policy regarding the investment of MVS' working capital, funded reserves and endowment funds, within the guidelines, if any, established by the Board of Directors or the House of Delegates. The Finance Committee shall also regularly review MVS' equipment needs (both operational and office) and the various methods available to finance the acquisition of any needed equipment, make a determination of the best financing method for MVS and make recommendations to the Board of Directors.

22.5 Officials Committee

- 22.5.1 The members of the Officials Committee shall be the Officials Chair, who shall serve as chair, at least two (2) other members each of whom shall be a certified official of MVS, the Sanctions Coordinator, and a sufficient number of Athlete Members so as to constitute at least twenty percent (20%) of the voting membership of the Committee.
- 22.5.2 The Officials Committee is authorized and obligated to recruit, train, test, certify, evaluate, retest, recertify and supervise officials for MVS and such other activities as may be necessary or helpful in maintaining a roster of qualified, well-trained and experienced

officials of the highest caliber. The Officials Committee will also be responsible for issuing sanctions for MVS meets and observed meets within MVS.

22.6 Personnel Committee

22.6.1 The members of the Personnel Committee shall be the Admin Vice Chair, who shall serve as chair, the General Chair, the Treasurer, and the Senior Athlete Representative.

22.6.2 The Personnel Committee is authorized and obligated to negotiate and set wages, compensation and other terms of employment of MVS' staff (whether employees or independent contractors) within established, budgetary guidelines and policies and to review and approve the scope of duties delegated to the staff. The committee should also conduct annual reviews of MVS staff performance.

22.7 Technical Planning Committee

22.7.1 The members of the Technical Planning Committee shall be the Technical Planning Chair, two (2) Athlete Members and six (6) additional members of whom at least fifty percent (50%) will be Coach Members. The Athlete Members and the additional members shall be appointed by the General Chair with the advice and consent of the Board of Directors.

22.8 Program Development Committee

22.8.1 The Program Development Committee is responsible for developing and coordinating an overall swimming program for all levels of swimming in the Territory, including Age Group and Senior programs, and assisting the Technical Planning Committee Chair with the development of long-range plans for swimming programs.

22.9 Technical Planning Committee

22.9.1 The Technical Planning Committee shall be responsible for long-range planning for the swimming programs conducted by MVS and for advice regarding the technical aspects of those programs and of the sport of swimming generally.

Policy 23: Missouri Valley Swimming Athletes Committee

(Effective Date: September 28, 2019; Last Revision Date: September 28, 2019)

23.1 Missouri Valley Swimming Athletes Committee

23.1.1 Mission Statement - To grow and develop athlete leaders, to cultivate a positive environment, and to promote the success of athletes and coaches in Missouri Valley Swimming (MVS)

23.1.2 Vision

- A. Attain twenty percent (20%) athlete representation on all committees, House of Delegates (HOD), and Board of Directors (BOD)
- B. Create a tri-annual newsletter with contributions from various athlete members of the athlete committee.
- C. Convey importance of athlete perspective and participation in MVS
- D. Promote athlete knowledge of USA Swimming and MVS programs and initiatives.
- E. Plan athlete-focused programs.
- F. Provide a sustainable process to recruit and train new athlete representatives.
- G. Aspire to achieve representation from all year-round member clubs of MVS.

23.1.3 Membership - The MVS Athletes Committee shall be comprised of the Senior Athlete Representative who shall serve as Chair, the Junior Athlete Representative who shall serve as Vice Chair, and each club member's athlete representative(s).

23.1.4 Eligibility Requirements

- A. Registered and current MVS athlete
- B. Between the ages of 13-18 years old
- C. Willing and able to attend $\frac{2}{3}$ of all meetings, conference calls, etc. to continue representing their club on this committee; and
- D. Willing to voice opinions at all MVS meetings and Athletes Committee meetings; and
- E. Able to check email frequently and reply in a timely fashion; and
- F. Willing to be responsible for getting and providing information to MVS athletes, clubs, committee members, and MVS governing officials.

23.1.5 Appointment to the Athletes Committee as a Club Member Representative

- A. Eligible athletes who would like to be members of the Athletes Committee must submit an [application available on the MVS website](#). Upon receipt of an athlete's application, the Senior Athlete Representative, or his or her designee, shall contact the athlete's coach and inquire as to whether the coach supports the athlete's application. If the coach supports the athlete's application, and the club does not already have two athlete representatives, the athlete shall become a member of the Athletes Committee.

23.1.6 Unattached Athletes

- A. If an athlete is unattached, but in the process of attaching to a team, the athlete must go through the appointment process for appointments to the Athletes Committee as a club member representative. If the club already has two (2) representatives, the athlete must wait for a vacancy. If the temporarily unattached athlete was already a club member representative serving on the Athlete Committee, he or she may finish the

term as a non-voting member of the Athlete Committee.

- B. The Athlete Committee welcomes athletes who are practicing and competing independently and not representing a club. Up to two such athletes can be appointed by the Senior Athlete Representative upon demonstrating qualification to be on the committee. Additional unattached athletes can participate as non-voting members.

23.1.7 Ex Officio Members

- A. Athletes appointed to serve as Athletes At Large on the MVS Board or as athlete members of MVS standing committees shall become ex officio members of the Athletes Committee so long as they fulfill the requirements for Athletes Committee membership, regardless of whether there are already two Athletes Committee members representing the athletes' clubs.

23.1.8 Terms

- A. All Athletes Committee members shall serve for a one-year (1) term. However, those who fail to meet attendance or duty requirements of the committee are subject to dismissal, and an alternate athlete from their respective club may fill the vacancy for the remainder of their term. Terms commence on September 1, and end on August 31. Athletes are not limited in the number of terms they may serve on the Athletes Committee.

23.1.9 Meetings

- A. The Athletes Committee will have a minimum of two in-person meetings a year at the time of the MVS Spring and Fall Meetings. The Committee Chair may call a meeting at any time or place with no less than ten (10) days' written notice to each member. This statement applies to all conference calls as well. Any member can request a meeting with the Athletes Committee Chair.

23.1.10 Responsibilities

- A. Provide input to the Board of Directors and House of Delegates regarding all matters.
- B. Oversee the election of the Junior Athlete Representative.
- C. Oversee selection of the recipients of athlete awards.
- D. Organize and run the athlete awards banquet, if desired, with support from MVS staff and Board members as needed.
- E. Recommend policies and programs to the Board of Directors.
- F. Disseminate relevant information to athletes within MVS.
- G. Organize and create task forces to directly develop and oversee designated areas of the Athletes Committee.

- H. Make recommendations to the Board of Directors regarding the format, time, and location of elections for the Board Athlete Representatives, House of Delegate Athlete Representatives, and members of the Athletes Committee.

23.1.11 Voting

- A. The Senior Athlete Representative, the Junior Athlete Representative, up to two (2) representatives for each Club Member and up to two (2) unattached athletes so designated as voting members of the Athletes Committee shall each have one (1) vote. Ex officio members and other non-voting members of the Athletes Committee shall have voice but not vote.

23.2 Athletes Committee Executive Committee

23.2.1 Purpose

- A. The purpose of the Athletes Committee Executive Committee is to provide a strategically focused leadership group for the Athletes Committee.

23.2.2 Athletes Committee Executive Committee Members

- A. The Senior Athlete Representative and the Junior Athlete Representative shall automatically be members of the Athletes Committee Executive Committee. In September of each year, they shall select up to ten (10) additional members of the Athletes Committee Executive Committee.
- B. If the Senior Athlete Representative and/or Junior Athlete Representative positions are shared by two (2) people, they shall share a vote and count as one (1) member of the Athletes Committee Executive Committee.
- C. The Senior and Junior Athlete Representatives should use the applications submitted by athlete committee members to choose the additional members of the Athletes Committee Executive Committee. In appointing members, the Senior and Junior Athlete Representatives shall also attempt to ensure the Athletes Committee Executive Committee has members from different areas of the LSC, different sizes of teams and different competition levels to provide diversity of opinions and representation for athletes throughout MVS.

23.2.3 Voting

- A. All members of the Athletes Committee Executive Committee shall have both voice and vote except in the case of Senior and/or Junior Athlete Representatives sharing a position who will also share a vote.

23.2.4 Terms

- A. All Athletes Committee Executive Committee members shall serve a one-year (1) term; however, those who fail to meet attendance or duty requirements of the committee are subject to dismissal. In case of vacancies, the Senior and Junior Athlete Representatives may choose another athlete to fill the position for the remainder of the term.

23.3 Athlete Representatives on the MVS Board of Directors

23.3.1 Purpose

- A. The Athlete Representatives shall serve as the liaison between the athletes who are members of MVS and the Board of Directors and House of Delegates.

23.3.2 Office of the Senior Athlete Representative

- A. The Senior Athlete Representative generally becomes the Senior Athlete Representative after being elected as the Junior Representative and serving on the MVS Board of Directors in that capacity for one year. The Senior Athlete Representative shall:
 - i. Have general charge of the business, affairs, and property of the Athletes Committee, which shall undertake such other activities (a) delegated to it by the Board of Directors or the General Chair or (b) undertaken by the Committee as being in the best interests of the Athlete Members, the LSC, USA Swimming and the sport of swimming.
 - ii. Serve as a member of the MVS Board of Directors.
 - iii. Serve as a member of the MVS House of Delegates.
 - iv. Attend the USA Swimming annual workshop.
 - v. Serve on or select designee(s) to serve on committee(s) as set forth in MVS Bylaws and/or Policies and Procedures.
 - vi. Work with the Junior Athlete Representative to oversee the selection of members of the Athletes Committee.
 - vii. Serve as a member of the Athletes Committee Executive Committee.
 - viii. Work with the Junior Athlete Representative to select the members of the Athletes Committee Executive Committee.

23.3.3 Office of the Junior Athlete Representative

- A. The Junior Athlete Representative is elected by the members of the Athletes Committee for a two-year (2) term beginning September 1st of the year in which the election takes place. As long as the Junior Representative remains a member in good standing and is willing to continue serving, the Junior Representative shall become the Senior Representative after serving one year as the Junior Representative. The Junior Athlete Representative shall
 - i. Serve as a member of the MVS Board of Directors.

- ii. Serve as a member of the MVS House of Delegates.
- iii. Serve as a member of the Athletes Committee.
- iv. Attend the USA Swimming annual workshop if the Senior Athlete Representative is unable to do so.
- v. Oversee nomination of athlete members for election as Junior Athlete

23.3.4 Representative Qualifications:

- A. These members must be:
 - i. at least 16 years old or a sophomore in high school
 - ii. an Athlete member in good standing
 - iii. be currently competing or have competed within the last three (3) years; and
 - iv. reside within the LSC for at least the first half of the term.
- B. Serve as a member of the Athletes Committee Executive Committee.
- C. Work with the Senior Athlete Representative to select the members of the Athletes Committee Executive Committee.

23.3.5 Election Procedures for Senior and Junior Athlete Representatives

- A. Per the MVS By-Laws 6.2.1, Two (2) Athlete Representatives shall be elected, one each year for a two-year term, or until their respective successors are elected.
- B. The policy of the MVS Board is to have the duly elected Junior Athlete Representative serve as the Junior Representative the first year of their two-year (2) term and become the Senior Representative the second year.
- C. At the time of election, the Athlete Representative must
 - i. be an athlete member in good standing; and
 - ii. be at least a sophomore in high school or at least 16 years of age,
 - iii. be currently competing, or have competed within the three (3) immediately preceding years, in the program of swimming conducted by MVS or another LSC; and
 - iv. have his or her place of permanent residence in the Territory and expect to reside therein throughout at least the first half of the term (other than periods of enrollment in an institution of higher education).
- D. The balloting shall take place via electronic vote and/or at a meeting called for that purpose by the Senior Athlete Representative or the Athletes Committee, or failing that, at a time and in a manner designated by the Board of Directors.
- E. At least three (3) days' written notice of the election shall be given to all clubs.
- F. The Athlete Representatives elected shall be determined by a majority of the Athletes Committee members casting a vote in accordance with the process outlined in the MVS

Policies and Procedures.

- G. In the spring, the Senior Athlete Representative shall seek nominations for Junior Athlete Representative.
 - i. Athletes may self-nominate.
 - ii. Voting members of the Athletes Committee shall cast votes for Junior Athlete Representative once the nominating process is complete.
 - iii. The Senior Athlete Representative shall inform Athletes Committee members of the election process to be utilized each year, providing at least three (3) days' written notice of the upcoming election.

23.3.6 Jointly Held Offices

- A. As provided in MVS Bylaws 6.5.1, the Senior Athlete Representative and/or Junior Athlete Representative position may be held jointly by two (2) individuals. Two (2) individuals sharing either office shall share one vote on the MVS Board of Directors.

23.3.7 Athlete At-Large Board Members

- A. Per MVS Bylaws 6.2.3.B and 6.6.1, the General Chair, with advice and consent of the Board of Directors, shall appoint sufficient athlete members to a two-year (2) term on the Board as Athlete At-Large Board Members such that athlete representation on the Board comprises no less than twenty percent (20%) of the voting membership.

23.3.8 Athlete Members of the House of Delegates

- A. The Junior and Senior Athlete Representatives and any Athlete At-Large Members of the Board of Directors are automatically members of the House of Delegates.
- B. Athletes Committee members are not necessarily athlete members of the House of Delegates but may be appointed by the General Chair to serve in that capacity.
- C. Appointments to the House of Delegates are made in the fall and remain in effect through the Fall Meeting and Annual Meeting in the spring.

Policy 24: Intentionally Left Blank

PART FIVE – General Policies

Policy 25: Children's Online Privacy Protection Act (COPPA) Compliance

(Effective Date: October 6, 2014)

25.1 COPPA General Information

- 25.1.1 Effective April 21, 2000, The Children's Online Privacy Protection Act applies to the online collection of personal information from children under 13 years old.
- 25.1.2 Missouri Valley Swimming shall include in its privacy policy maintained on the website a policy specific to the requirements of COPPA, including information specific to when and how it will seek verifiable consent from a parent and what responsibilities the website operator has to protect children's privacy and safety online.

25.2 Privacy Policy Location

- 25.2.1 To locate the COPPA policy, click on the Missouri Valley Swimming web site under the Governance Tab/MVS Bylaws, Rules & Policy.

NOTE: Missouri Valley Swimming complies with the Children's Online Privacy Protection Act (<http://www.coppa.org/comply.htm>).

Policy 26: Minor Athlete Abuse Protection Policy (MAAPP)

(Effective Date: September 1, 2021; Last Revision Date: September 1, 2021)

Missouri Valley Swimming has adopted and complies with MAAPP 2.0 as defined by USA Swimming and the US Center for Safe Sport. A copy of MAAPP 2.0 is [available here](#).

Policy 27: Document Retention and Destruction

(Effective Date: October 6, 2014; Last Revision: N/A)

Background: The Sarbanes-Oxley Act of 2002 forbids purging of documents when any organization, nonprofit or for-profit, is under federal investigation. It makes it a crime to alter, cover up, falsify, or destroy any document to prevent its use in an official proceeding. It provides guidelines for the retention of financial, legal, and historical documents and guidelines for the proper disposal of records.

Failure on the part of employees to follow this policy can result in possible civil and criminal sanctions against Missouri Valley Swimming, Inc., its leadership and its employees and possible disciplinary action against responsible individuals (up to and including termination of employment).

27.1 Key Elements:

- 27.1.1 This policy covers: employee records, accounting, and tax records (e.g., bank statements, audits, IRS forms), legal documents (e.g., articles of incorporation, tax- exempt application,

the determination letter, contracts, intellectual property documents, real estate records), board-related records (minutes, policies, resolutions), and e-mails and voicemails.

27.1.2 The applicable retention period is dictated by statute and in other cases, it is a matter of judgment.

27.1.3 The information listed in the retention schedule below is intended as a guideline and may not contain all the records Missouri Valley Swimming, Inc., may be required to keep in the future.

27.1.4 Questions regarding retention of documents not listed in this chart should be directed to the General Chair.

27.1.5 When under federal investigation or where litigation is either ongoing or imminent, or even if that becomes a possibility, all document destruction must stop, and documents must be preserved.

Practical Tips

- ✓ Indicate the legal and/or desired retention periods for all records (and double check with legal counsel regarding retention periods for your unique organization).
- ✓ Retention of various business documents is mandated by law. Become familiar with these requirements, as the retention period varies depending on the document.
- ✓ Equal care should be given to electronic documents and voicemail. Network and individual computer backup systems need systematic attention and should be part of regular risk management.
- ✓ Maintain a good filing system: Categorize various records appropriately so they are easy to find. Purging old, outdated documents is also good practice.

27.2 Document Retention Schedule

27.2.1 WSI business records and documents must be maintained by the responsible individual and for a minimum amount of time as specified in the following table.

File Category	Item	Responsible Individual	Retention Period
Corporate Records	Articles of Incorporation	General Chair	Permanent
	Bylaws, Policies/Procedures	Rules Chair	Permanent
	Board/Committee meeting agendas & Minutes	Secretary	Permanent
	Conflict-of-Interest disclosure forms	Secretary	4 Yrs
	Corporate resolutions	Secretary	Permanent
	Financial statements (external audit)	Finance Chair	Permanent

Finance and Administration Finance and Administration	Financial statements (internal audit)	Finance Chair	3 yrs
	Payroll records and summaries	Treasurer	Permanent/7 Yrs or PR
	Journal Entries	Treasurer	Permanent
	Bank deposits and statements	Treasurer	3 Yrs /7 Yrs
	Bank resolutions	Treasurer	2 Yrs
	Charitable organizations registration statements (filed with State Attorney General)	Treasurer	
	Chart of accounts	Treasurer	7 Yrs
	Expense reports	Treasurer	7 Yrs
	Expense analysis/Expense distribution Schedule	Treasurer	7 Yrs
	General ledgers & journals (include bank reconciliations, fund accounting by month, payouts allocation, securities lending, single fund allocation, trust statements)	Treasurer	7 Yrs
	Accounts payable ledger and schedules	Treasurer	7 Yrs
	Investment performance reports	Treasurer	7 Yrs
	Investment consultant reports	Treasurer	7 Yrs
	Investment manager correspondence	Treasure	7 Yrs
	Investment records	Treasurer	7 Yrs after sale of investment
	Equipment files and maintenance	Treasurer	7 Yrs after disposition of equipment
Finance and Administration Finance and Administration	Contracts & agreements	General Chair	7 Yrs after all obligations end
	Contract (expired)	General Chair	7 Yrs
	Contract (still in effect)	General Chair	Permanently
	Investment manager contracts		7 Yrs after all obligations end
	Correspondence - general	General Chair	2 Yrs/3 Yrs
	Correspondence - legal and important matters	General Chair	Permanent
	Correspondence - with customers and Vendors	General Chair	2 Yrs

	Credit card records (documents showing customer credit card numbers)	Treasurer	2 Yrs
	Depreciation schedule	Treasurer	Permanent
	Duplicate deposit slips	Treasurer	2 Yrs
	Grant records	General Chair & Finance Chair	7 Yrs after completion of grant period
	Invoices (to customers, from vendors)	General Chair	7 Yrs
Insurance Records	Policies - occurrence type		Permanent
	Policies - claims-made type		Permanent
	Insurance records, current accident reports, claims, policies, etc.	General Chair	Permanent
	Insurance records (expired)	General Chair	3 Yrs
	Accident reports		7 Yrs
	Fire inspection reports		7 Yrs
	Safety (OHSA) reports		7 Yrs
	Claims (after settlement)		7 Yrs
	Group disability records		7 Yrs after end of benefits
Real Estate	Deeds		Permanent
	Leases (expired)		7 Yrs after all obligations end
	Mortgages, security agreements		7 Yrs after all obligations end
	Purchase agreements		7 Yrs after disposition requirement
Tax	IRS exemption determination and related correspondence		Permanent
	IRS Form 990s		Permanent
	Withholding tax statements	Treasurer	7 Yrs
	Correspondence with legal counsel or accountants, not otherwise listed		7 Yrs after return is filed
	Timecards		3 Yrs
	Tax returns and worksheets	Treasurer	Permanent
Communications	One set of all communication documents kept on-site & one set kept off-site		
	Press releases		Permanent
	Annual reports		Permanent (5 copies)

	Other publications		7 Yrs
	Photos		7 Yrs
	Press clippings		7 Yrs
Donor services	Fund agreements (paper and digital copies)		Permanent
	Correspondence - acknowledgment of gifts and grant requests		Permanent
	Donor fund statements		Permanent
Community Philanthropy	Records from advisory committee or family fund meetings, including minutes, if any, and lists of grants recommended for approval.		7 Years
	Scholarship grant records, including applications if foundation staff participates in selection decisions		7 Years
	Approved grants - all documentation supporting grant payment, including application/recommendation, due diligence, grant agreement letters, grant transmittal letters, and post-grant reporting information, if any.		7 Yrs after completion of funded program, or date of grant if general operating support
	Foundation funding requests, correspondence, and reports (funding received).		7 Yrs after completion of program
	Declined/withdrawn grant applications		3 Years
	Foundation funding requests (denied)		3 Years
Consulting Services	Consulting contracts/filed	General Chair	7 years after all obligations end
Human Resources	Employee personnel files/records	General Chair	6 Yrs after separation /Permanent
	Personnel files (terminated employees)	General Chair	7 Yrs
	Retirement plan benefits (plan descriptions, plan documents)		Permanent
	Employee medical records		Permanent
	Employee handbooks		Permanent
	Workers comp claims (after settlement)		7 Yrs
	Employee orientation and training		7 Yrs after use ends

	Materials		
	Employment offer letter		7 Yrs after all obligations end
	Employment applications		3 Yrs
	IRS Form I-9 (store separate from personnel File		Greater of 1 yr after end of service, or 3yrs
	Resumes		1 yr
Technology	Software licenses and support agreements		7 Yrs after all obligations end
Library	Other foundations' annual reports		2 Yrs
	Directories and periodicals		2 Yrs
General Administration	Correspondence - chief executive and General		7 Yrs
	Appointment calendars - chief executive		7 Yrs
Board of Review	Administrative Review Board	Administrative Board of Review chair	Permanent
	WSI Board of Review and Findings (archival: replaced by Zone Board of Review in 2015)	General Chair	Permanent
Registration	Registration records (Individual and team USA Swimming membership)	Registrar	3 Yrs
Meet Records	Meet sanctions and approvals	Sanctioning Coordinator	3 Yrs
	Meet Financial Statements	Treasurer	3 Yrs
	Meet Results	Meet Director or Designee	1 or 2 Yrs
	*Meet Supporting Documents - Referee and Starter Master Heat Sheet, Timing system printed output, Lane timer sheets, Relay cards, Positive Check-In and Scratch Sheets, Electronic Meet Management system backup.	Meet Director or Designee	1 or 2 Yrs, * This information must be readily available (48 Hour Notice) for review by the Meet Referee or LSC Times and Recognition Committee personnel.

27.2.2 Retention of Meet Supporting Documentation

- A. Meet hosts are required to retain the following meet related documentation for a period of one year from the conclusion of the meet:
 - i. Referee and Starter Master heat sheets.
 - ii. Timing System printed output.
 - iii. Lane Timer sheets.
 - iv. Relay Cards
 - v. Positive Check-in/Scratch sheets.
 - vi. Electronic meet management system backup
- B. This information must be readily available (48 hours' notice) for review by the Meet Referee or LSC Times and Recognition Committee personnel.
- C. After years, this information shall be destroyed by shredding.

27.3 Electronic Documents and Records

- 27.3.1 Documents will be retained as if they were paper documents.
- 27.3.2 Any electronic files, including records of donations made online, that fall into one of the document types on the above schedule shall be maintained for the appropriate amount of time.
- 27.3.3 If a user has sufficient reason to keep an e-mail message, the message should be printed in hard copy and kept in the appropriate file or moved to and "archive" computer file folder.
- 27.3.4 Backup and recovery methods shall be tested on a regular basis.

27.4 Emergency Planning

- 27.4.1 Missouri Valley Swimming, Inc.'s records shall be stored in a safe, secure, and accessible manner.
- 27.4.2 Documents and financial files that are essential to keeping Missouri Valley Swimming, Inc. operating in an emergency will be duplicated or backed up at least every week and maintained off-site.

27.5 Document Destruction

- 27.5.1 Missouri Valley Swimming, Inc.'s chief financial officer (Finance Chair) is responsible for the ongoing process of identifying its records, which have met the required retention period, and overseeing their destruction.
- 27.5.2 Destruction of financial and personnel-related documents will be accomplished by shredding.
- 27.5.3 Document destruction will be suspended immediately, upon any indication of an official investigation or when a lawsuit is filed or appears imminent.

27.5.4 Destruction will be reinstated upon conclusion of the investigation.

27.6 Compliance

27.6.1 Failure on the part of employees or leadership to follow this policy can result in possible civil and criminal sanctions against Missouri Valley Swimming, Inc., its employees or leadership and possible disciplinary action against responsible individuals.

27.6.2 The chief financial officer {Finance Chair} and Finance Committee will periodically review these procedures with legal counsel or the organization's certified public accountant to ensure that they are in compliance with new or revised regulations.

Policy 28: Crisis Management Plan

(Effective Date: October 6, 2014; Last Revision: April 2020)

28.1 What is a Crisis Management Plan?

28.1.1 A Crisis Management Plan is an organized procedure to respond to an unforeseen incident.

28.1.2 Missouri Valley Swimming, Inc. is a Local Swimming Committee of USA Swimming, Inc. which is a not-for-profit organization that provides education, training, and competitive opportunities for swimmers of all levels and ages.

28.1.3 This crisis management plan for Missouri Valley Swimming prepares for two different types of incidents: a pool incident and a non-pool incident.

28.2 General Information

28.2.1 Crisis Communication Team is composed of:

- A. Information Officer (person and backup appointed by the General Chair, with advice and consent of the Board of Directors)
- B. General Chair
- C. Administrative Vice Chair
- D. Finance Vice Chair
- E. Executive Director
- F. USA Swimming representative (if appropriate)

28.2.2 Back-up Team Members:

- A. Secretary
- B. Technical Planning Chair
- C. Treasurer
- D. Operational Risk Coordinator

28.2.3 Situational – Information Officer may include other individuals/specialists as appropriate for a given situation.

28.2.4 Key Stakeholders

- A. Board of Directors – email addresses and phone numbers are in the Information Officer's possession.
- B. Clubs – contact emails and phone numbers through permanent office.
- C. Coaches – network emails through permanent office; use website as well.
- D. MVS Membership – use MVS website.
- E. Media/Public – contact local newspapers and television outlets as appropriate.

28.2.5 Process

- A. The Information Officer gathers and confirms all the information from relevant sources.
 - i. Determine what happened, when, and where.
 - ii. Determine who is affected.
 - iii. Identify the cause.
 - iv. Determine the reaction to the incident and possible repercussions.
 - v. Determine when there will be more information/update.
- B. Information Officer convenes Crisis Communication Team via conference call or by in-person meeting.
 - i. The team will be alerted by phone call to home number, work number, cell number, all of which are in possession of the Information Officer.
 - ii. Depending on the situation, the Information Officer will involve others as appropriate.
 - iii. Crisis Center location home of Information Officer.
- C. Team determines appropriate response to crisis and develops plan and timetable.
 - i. Determine what needs to be done and when it needs to be done.
- D. Determine what to say, who will say it, to whom it will be said, when it will be said, and by what means it will be said, as well as determining whether to be proactive or take a reactive approach. The Information Officer informs appropriate stakeholders of situation and response.
 - i. Description/background of situation and the response are communicated to stakeholders by established timetable.
 - ii. Stakeholders are given contact information for the Information Officer as well as other contact information that may apply in the situation.

- E. Spokesperson makes any necessary public statements to news media, direct meetings of membership, or others as appropriate.
- F. Team monitors situation and reacts accordingly.

28.2.6 Best Practices

- A. Do not say “No Comment” – Ever.
- B. Return phone calls and emails promptly.
- C. Be obsessive about details.
- D. Have one person designated to talk to the media.
- E. Be honest, relate only facts.
- F. Share information with appropriate stakeholders and share information with the Missouri Valley Swimming House of Delegates at its next meeting.
- G. Do not “wait it out” or “go silent”.
- H. Contact information for the Information Officer is readily available.

28.3. Pool Incident

28.3.1 A pool incident may be a serious accident that occurs in the pool venue that shall include the pool itself, spectator seating, locker rooms, rest rooms, swimmer relaxation area, any cool down or warm up area, pool facility entrance or other area associated with the pool.

- A. The Meet Director or designee shall:
 - i. Know the location of the response procedure manual for the pool facility and follow it when an incident occurs.
 - ii. If no pool facility crisis plan is known or is incomplete, proceed as follows:
 - iii. Know the location of the Lifeguard on duty to contact the Lifeguard quickly when needed,
 - iv. Know the telephone number for emergency help, especially if it is a number other than “911;” if more assistance is needed than a Lifeguard, call the emergency number.
 - v. Know the facility entrance door closest to the pool, i.e., address or door number/name or other means of describing the entrance closest to the pool to provide to emergency response personnel.
 - vi. Assign a person to meet emergency response personnel and lead them to the incident site.
 - vii. Assign a person to clear a path for the emergency response personnel to proceed without hindrance from entrance to the incident site.
 - viii. Ensure that the parent(s) or guardian, when the person is a minor, is knowledgeable about the incident.
 - ix. Establish a crisis control center, likely in an office or large hallway.

- x. Assign a person(s) to promptly: (These records may be made in the crisis control center)
 - Identify witnesses and obtain names, addresses, and telephone numbers of witnesses to the incident; and
 - Record witnesses' relations to the person(s) involved in the incident.
 - Record witnesses' observances of the incident -- be obsessive about getting details; and
 - Record date, time, and location of the incident as well as any reason for the incident to have occurred.
- xi. Complete Missouri Valley Swimming "Report of Incident" immediately after the incident and submit to the Missouri Valley Swimming Safety Coordinator, whose name and address is provided on the form.
- xii. Notify the Missouri Valley Swimming General Chair (Name and contact information is on the Missouri Valley Swimming website), provide information on the incident and forward a copy of the "Report of Incident."
- xiii. Refer any inquiry to the General Chair for Missouri Valley Swimming
- xiv. Follows up with individuals involved with the incident, and Reports on the incident with Missouri Valley Swimming, Inc. Board of Directors and to the House of Delegates at their next meetings.
- xv. Confers with the LSC Spokesperson as needed.

28.4 Illegal Incident

- 28.4.1 An illegal incident may be the arrest of a Missouri Valley Swimming, Inc. Officer, initial investigation of embezzlement, a lawsuit filed against Missouri Valley Swimming, Inc. or similar matter,
- 28.4.2 The General Chair, unless he/she is personally involved with the incident, then the Administrative Chair, will confer with the LSC Spokesperson for Missouri Valley Swimming, Inc.
- 28.4.3 The General Chair
 - A. Recruits legal counsel with knowledge in the subject of the incident.
 - B. Seeks concurrence of the Executive Committee in his/her recommendation for legal counsel
 - i. Executive Committee members include the General Chair, who chairs the Executive Committee, the Administrative Vice Chair, Senior Chair, Age Group Chair, Finance Chair, Senior Athlete Representative (by age), Coach Representative, and one (1) another at-large Athlete Representative.
 - ii. The Executive Committee quorum is at least four members in attendance, including the General Chair with at least three (3) days' notice required. (Bylaw 605.8)

- C. Asks advice of legal counsel regarding any type of investigation, internal or by whomever and follows through.
- D. Completes written report for Board of Directors and House of Delegates with a copy to USA Swimming.
- E. Inform the Board of Directors and the House of Delegates of the incident at their next meetings.

28.5 Rented or Donated Facility Incident

28.5.1 An incident in a rented or donated facility may be a fire or a collapsed roof or similar matter.

28.5.2 The person who identifies the incident or other volunteer:

- A. Calls for emergency help by dialing 911 and giving the location/address of the incident and the nearest facility entrance to the incident.
- B. Assigns a person or team of persons to help or ensure all individuals vacate the facility.
- C. Assigns a person to meet the emergency personnel and to escort them to the site of the incident.
- D. Assigns a person(s) to identify individuals who observed the incident, obtaining name(s), address(es), telephone number(s), e- mail(s) and description(s) of his/her observations.
- E. Contacts the General Chair who contacts the facility owner to alert him/her of the incident.
- F. Completes the USA Swimming Incident Report and gives a copy to the General Chair who function as the spokesperson for the incident, to the Safety Coordinator whose name and address appear on the Report with a copy to USA Swimming.

28.5.3 The General Chair informs the Board of Directors and the House of Delegates of the incident at their next meeting.

Policy 29: Conflict of Interest Policy

(Effective Date: April 8, 2017; Last Revision Date: April 5, 2019)

29.1 Purpose

29.1.1 To prevent the personal interest of staff members, board members, and volunteers of Missouri Valley Swimming, Inc. (MVS) from interfering with the performance of their duties; and

29.1.2 To prevent personal financial, professional, or political gain on the part of such persons at the expense of our MVS members, supporters, and other stakeholders.

29.2 Definitions

- 29.2.1 Conflict of Interest (also Conflict) means a conflict, or the appearance of a conflict, between the private interests and official responsibilities of a person in a position of trust.
- 29.2.2 Persons in a position of trust include staff members, officers, volunteers, and members of the Board of Directors.
- 29.2.3 Volunteer means a person -- other than a board member -- who does not receive compensation for services and expertise provided to MVS and retains a significant independent decision-making authority to commit resources of the organization.

29.3 Policy and Practices

- 29.3.1 Full disclosure, by notice in writing, shall be made by the interested parties to the full Board of Directors in all conflicts of interest, including but not limited to the following:
 - A. A board member is related to any other board member or staff member by blood, marriage, or domestic partnership.
 - B. A staff member in a supervisory capacity is related to another staff member whom she/he supervises.
 - C. A board member or their organization stands to benefit from a transaction with MVS.
 - D. Any person in a position to make decisions about MVS spending (i.e. transactions such as purchase contracts) who stands to benefit from that decision.
 - E. A staff member who receives payment from or for any subcontract, good or service other than compensation or reimbursement paid as part of her/his regular job.
- 29.3.2 Following full disclosure of a possible conflict of interest or any condition listed above, the Board of Directors shall determine whether a conflict of interest exist and, if so the Board shall vote to authorize or reject the transaction or take any other action deemed necessary to address the conflict and protect the best interest of MVS. All votes shall be by a majority vote without counting the vote of any interested director, even if the disinterested directors are less than a quorum provided that at least one consenting director is disinterested.
- 29.3.3 An interested Board member, officer, or staff member shall not participate in any discussion or debate of the Board of Directors, or of any committee or subcommittee thereof in which the subject of discussion is a contract, transaction, or situation in which there may be a perceived or actual conflict of interest. However, they may be present to provide clarifying information in such a discussion or debate unless objected to by any present board or committee member.
- 29.3.4 Any Board member or Committee member who is formally considering employment with MVS must take a temporary leave of absence until the position is filled. Such a leave will be taken within the Board member's elected term which will not be extended because of the leave. A Board member or Committee member who is formally considering employment with MVS must submit a written request for a temporary leave of absence to the Secretary

of the Board, indicating the time period of the leave. The Secretary of will inform the General Chair of such a request. The General Chair will bring the request to the Board for action. The request and any action taken shall be reflected in the official minutes of the Board meeting.

29.3.5 Attachment A – Acknowledgement of Receipt and Understanding

Missouri Valley Swimming
ACKNOWLEDGEMENT OF RECIEPT AND UNDERSTANDING

I acknowledge receipt and understanding of Missouri Valley Swimming's Conflict of Interest Statement, and I pledge my full support of the spirit, and the letter of the requirements contained therein.

Print Name

Date

Signature

MVS Position

Attachment A, Policy 29

Policy 30: Missouri Valley Swimming Photography Policy

(Effective Date: April 25, 2015; Last Revision Date: N/A)

30.1 General Guidelines

- 30.1.1 Publication on the Missouri Valley Swimming website of a video or photograph of a single or small group of swimmers under 18 years of age shall only be done with the consent of the parent/guardian.
- 30.1.2 A parent or guardian has a right to refuse to have their children photographed. The exercise of this right of refusal cannot be used as grounds for refusing entry into a swimming competition. Any photo that may be published should receive parental consent before publishing/displaying the photo, preferably in writing. A suggested form allowing parents to indicate refusal of consent is attached.
- 30.1.3 In the case of open meets and other competitions where the host club has an official photographer present, all parents attending should be made aware of this in meet information. If photos are to be published anywhere, the individual parent should be given the opportunity to withhold their consent.
- 30.1.4 Photography Consent Form – Attachment A

30.2 Standards for Photographs

- 30.2.1 All photographs must observe generally accepted standards of decency in particular:
 - A. Action shots should be a celebration of the sporting activity and not a sexualized image in sporting context.
 - B. Action shots should not be taken or retained where the photograph reveals a torn or displaced swimsuit.
 - C. Photographs shall not be taken from behind swimming blocks at the start of a race or exhibit a child climbing out of the swimming pool.
 - D. Photographs shall not be taken in locker rooms or bathrooms.
- 30.2.2 Attachment A - Photography Consent Form

Missouri Valley Swimming, Inc.
Photography Consent Form

[_____] may wish to take photographs (individual and in groups) of swimmers under the age of 18 that may include your child during their membership in Missouri Valley Swimming. All photos will be taken and published in line with the Missouri Valley Swimming policy.

Parents have a right to refuse agreement to their child being photographed.

As the parent/caregiver of _____allow the following:

Take photographs to use on Missouri Valley Swimming's website and social media

Consent given ☐

Consent refused ☐

Take photographs for use on other platforms

Consent given ☐

Consent refused ☐

Video for training purposes only

Consent given ☐

Consent refused ☐

Signed: _____

Dated: _____

Please return this form to: _____

Policy 31: Website Guidelines

(Effective Date: May 1, 2012; Last Revision Date: April 6, 2018)

31.1 General Information

- 31.1.1 The Missouri Valley Swimming website provides timely and accurate information on a continuous basis that is relevant to Missouri Valley Swimming athletes, coaches, volunteers, and families.
- 31.1.2 The Missouri Valley Swimming website will serve to promote and publicize Missouri Valley Swimming and the sport of competitive swimming to the public.

31.2 Governance

- 31.2.1 Unless otherwise designated by the General Chair, Webmaster duties will be assumed by Missouri Valley Swimming Staff.
- 31.2.2 The Webmaster will post materials that comply with guidelines stated here, within 48-72 hours, or within reason.
- 31.2.3 The Webmaster, when needed, will seek guidance from the Missouri Valley Swimming General Chair, the Administrative Vice-Chair, or Board of Directors, regarding material that does not fall within these guidelines.
- 31.2.4 Website content must be in compliance with the Children's Online Privacy Protection Act that limits information posted on the website to:
 - A. Athlete Member: Only the following information shall be acceptable for publication in any form regarding any USA Swimming Athlete Member without authorization from the athlete, or the athlete's parent or guardian, if a minor.
 - i. Name
 - ii. Age in years
 - iii. Club Affiliation
 - iv. Accomplishments and awards
 - v. Time, and place and of any awards
 - B. Non-Athlete Member: Authorization is deemed given by a non-athlete member to publish the contact information of the Non-Athlete Member limited to:
 - i. Name
 - ii. Address
 - iii. Telephone number(s)
 - iv. E-mail address

31.3 Guidelines to Determine Website Content

31.3.1 Information that can be posted on the website, without additional consultation.

31.3.2 These guidelines include, but are not limited to:

- A. The Missouri Valley Swimming competitive meet schedule, including meet announcement, event files, as approved by Missouri Valley Swimming House of Delegates, as well as other meets sanctioned and approved by the Missouri Valley Swimming Sanction Coordinator.
- B. Missouri Valley Swimming Policies and Procedures, By-laws, organizational structure, committees, and committee members.
- C. Announcements, agendas, meeting minutes, and related forms, ballots, and registration materials for the Board of Directors, House of Delegates, and Missouri Valley Swimming committees.
- D. Links to websites for Missouri Valley Swimming Clubs, USA Swimming, and other swimming related organizations likely to be of interest to the Missouri Valley Swimming community.
- E. Significant Rule and Regulation changes and interpretations issued by USA Swimming and FINA.
- F. Meet results after their release by the Times Chair.
- G. Meet announcements, time standards, sanction changes, psych sheets, session timelines, meet apparel links for the LSC regional and LSC championship meets and for Zone level meets and above.
- H. Records after approval by the Records Coordinator.
- I. Information about significant honors, awards, and accomplishments, administered by Missouri Valley Swimming, USA Swimming, or other recognized swimming related organizations, and achieved by Missouri Valley Swimming athletes, coaches, and non-athlete members.
- J. Information about Missouri Valley Swimming Club events that likely are to be of interest to the Missouri Valley Swimming community (such as charity events, equipment sales, etc.).
- K. Listing of coaching vacancies within Missouri Valley Swimming, including area high schools, as well as other LSCs, YMCA, and NCAA.
- L. Summaries of Missouri Valley Swimming athlete achievement for all Missouri Valley Swimming athletes attending Junior National level meets or above.
- M. Summary of the Central Zone meet, submitted by the Head Coach or designee.
- N. Swim camps hosted by the LSC or a Missouri Valley Swimming Club in good standing.
- O. Archival access to useful historical information.

- P. Rosters of officials and information for the recruitment, training, certification, and recertification of officials.
- Q. Logos and material required by Missouri Valley Swimming contracts, such as for Central Zone apparel.

31.4 Additional Consultation is Required

- 31.4.1 Before posting the following content, consultation is required with the Missouri Valley Swimming General Chair or Administrative Vice-Chair:
 - A. Swim camp announcements from outside the LSC, or from within the LSC, but not hosted by a Missouri Valley Swimming Club in good standing one hundred dollar (\$100) posting fee.
 - B. Advertisements for swimming or swim meet related services such as photographers, medal engravers, food/beverage concessions, retail stores, etc. and one hundred dollar (\$100) posting fee.
 - C. Any new content substantially different from the guidelines above, at the discretion of the Webmaster.

31.5 Payment of Fees and Length of Time Posted

- 31.5.1 Payment of the posting fee must be received prior to posting.
- 31.5.2 All such advertisements as listed in this section run for a maximum of sixty (60) days and may be renewed for the same fee.

Policy 32: Whistleblower Policy

(Effective Date: June 22, 2010; Last Revision Date: April 7, 2022)

32.1 General Information

- 32.1.2 The Whistleblower should promptly report the suspected or actual event to his/her supervisor.
- 32.1.3 If the Whistleblower would be uncomfortable or otherwise reluctant to report to his/her supervisor, then the Whistleblower could report the event to the next highest or another level of management, including to an appropriate Board committee or member.
- 32.1.4 The Whistleblower can report the event with his/her identity or anonymously.
- 32.1.5 A Whistleblower shall receive no retaliation or retribution for a report that was provided in good faith- that was not done primarily with malice to damage another or the organization.
- 32.1.6 A Whistleblower who makes a report that is not done in good faith is subject to discipline, including termination of the Board or employee relationship, or other legal means to protect the reputation of the organization and members of its Board and staff.

- 32.1.7 Anyone who retaliates against the Whistleblower (who reported an event in good faith) will be subject to discipline, including termination of Board or employee status.
- 32.1.8 Crimes against a person or property, such as assault, rape, burglary, etc., should immediately be reported to local law enforcement personnel.
- 32.1.9 Supervisors, managers, and/or Board Members who receive the reports must promptly act to investigate and/or resolve the issue.
- 32.1.10 The Whistleblower shall receive a report in a timely manner of the initial report, regarding the investigation, disposition, or resolution of the issue.
- 32.1.11 If the investigation of a report that was done in good faith and investigated by internal personnel, is not to the Whistleblower's satisfaction, then he/she has the right to report the event to the appropriate legal or investigative agency.
- 32.1.12 The identity of the Whistleblower, if known, shall remain confidential to those persons directly involved in applying this policy, unless the issue requires investigation by law enforcement, in which case members of the organization are subject to subpoena.