

2023

MIDWESTERN SWIMMING, INC.



REDBOOK

**SECTION I – ARTICLES OF INCORPORATION AND
BYLAWS**

SECTION II - POLICIES & PROCEDURES

SECTION III - MIDWESTERN FORMS

MIDWESTERN SWIMMING OFFICE

1429 N WEBSTER AVE

HASTINGS, NE 68901-2950

(402) 462-5941

<http://www.mwswim.org>



SECTION I

ARTICLES OF INCORPORATION AND BYLAWS

USA SWIMMING

There are hundreds of thousands of Americans of all ages engaged in the sport of swimming, and USA Swimming offers a variety of programs geared for all levels of swimmers from youngsters learning to swim to world-class athletes. USA Swimming, Inc. is the national governing body for swimming in this country. Previously known as the Competitive Swimming Committee of the AAU (CSC/AAU), USA Swimming became the governing body in 1980 as a result of the Amateur Sports Act of 1978.

Swimming now governs itself, rather than being one of the many sports under the AAU umbrella. It is separately incorporated and has its own Board of Directors and House of Delegates.

There are more than 375,000 registered swimmers in this country, representing more than 3,050 local clubs in the 59 Local Swimming Committees (LSCs) which make up USA Swimming. In addition, there are over 40,000 registered non-athletes. (2022)

Competitive swimming begins for younger athletes in the Age Group program of each LSC. The local organizations across the country administer the Age Group program producing the reservoir of talent that keeps the United States ahead of the rest of the world in swimming.

The best athletes compete in local and national meets and championships, developing their competitive skills. Junior and senior national championships held at the end of each winter and summer swimming season offer the top athlete the challenge of competing against the best our country has to offer. These championships are used to select National Teams which represent the United States in international competitions, including the World Championships, Pan American Games and Olympic Games.

Each of the 59 Local Swimming Committees (LSCs) is organized in a miniature framework of USA Swimming. The LSCs offer local and regional competition, sanction events, register swimmers, conduct clinics, and raise funds. Representatives from all aspects of swimming - athletes, coaches, the age group, senior program and the administrators - have a voice in the decision of each LSC.

On the national level, representatives from each LSC have a voice in the decisions of USA Swimming. Delegates from each LSC gather at an annual national business meeting or workshop to work on proposals and develop new projects. In addition, the USA Swimming Board of Directors includes members elected from each area of the country.

USA Swimming actively trains officials, publishes an annual rule book, and publishes Splash! – a publication designed to keep the membership informed of the activities of USA Swimming. An alumni association has been formed and a USA Swimming Gift service has been developed. A publicity/promotion manual has been prepared to help LSCs get the most out of their local media outlets. The USA Swimming national headquarters is presently located in Colorado Springs, Colorado, on the grounds of the Olympic Training Center. USA Swimming's mailing Address is:

USA Swimming
One Olympic Plaza
Colorado Springs, Co 80909-5770
Telephone: (719) 866-4578
Fax: (719) 866-4669
Web Site: www.usaswimming.org

ARTICLES OF INCORPORATION OF MIDWESTERN SWIMMING, INC.

KNOWN ALL MEN BY THESE PRESENTS, that the undersigned have associated themselves together for the purpose of incorporating under the laws of the State of Nebraska, and hereby adopt the following Articles of Incorporation:

ARTICLE I

The name of this corporation shall be:

THE MIDWESTERN SWIMMING INC.

and is hereinafter referred to in these Articles of Incorporation as "the Corporation."

ARTICLE II

The Corporation is organized under and pursuant to the provisions of SS 21-1901 to 21-1991 inclusive, Chapter 21, Nebraska Revised Statutes 1943, which statutes are also known as the Nebraska Nonprofit Corporation Act.

ARTICLE III

The Corporation shall have perpetual existence unless sooner dissolved as provided by law, and shall commence business on the day these Articles of Incorporation are filed and recorded.

ARTICLE IV

The purpose of this Corporation is to promote and develop swimming for the benefit of swimmers of all ages and abilities, in accordance with the standards and under the rules prescribed by the Federation International de Natation Amateur (FINA) (World Aquatics-2022), USA Swimming, Inc., and The Midwestern Swimming, Inc.

The Corporation is organized and operated exclusively for charitable and educational purposes, and exclusively in furtherance of such purposes shall carry out and promote such activities and projects as are consistent with these Articles.

The Corporation, except as otherwise provided by these Articles of Incorporation, shall have all of the powers given to and possessed by a Nebraska Corporation under the Nebraska Non-profit Corporation Act.

ARTICLE V

The affairs of the Corporation shall be conducted by a Board of Directors of not less than six members, the exact number of which shall, from time to time be fixed by the Bylaws. The Board of Directors shall consist of the officers, section vice-chairs, chairs of all standing committees, coach representative and athlete representative.

The Directors shall fill vacancies in the Board of Directors, including vacancies resulting from an increase in the number of directors, all pursuant to the provision of the Bylaws.

The initial Board of Directors shall consist of fifteen members. The names and street address of the persons who shall serve as the initial Board of Directors are:

Donn B. Jones	2419 South 102nd St.	Omaha, NE 68124
Richard W. Hammer	2221 South 17th St.	Lincoln, NE 68502
Cathern Ruth Jones	1232 St. Andrews Rd	Bellevue, NE 68005
William Warner	Box 154B, Route 1	Valparaiso, NE 68065
William Shaneyfelt	P. O. Box 1522	Grand Island, NE 68801
Alice Timm	2933 Jackson Drive	Lincoln, NE 68502
Peter Young	11522 Westwood Lane	Omaha, NE 68144
Dick Conradt	635 South 28th	Lincoln, NE 68501
Sandra Shaneyfelt	P. O. Box 1522	Grand Island, NE 68801
E. E. Kunkle	12125 Farnam St.	Omaha, NE 68154
Sam Morford	11311 Sunburst	Omaha, NE 68164
Judy McClure	9253 Pine Avenue	Omaha, NE 68124
Pat Mulligan	6100 Meadowbrook Ln.	Lincoln, NE 68510
Georgienne Warner	Box 154B, Route 1	Valparaiso, NE 68065
Jan Desmet	1630 South 109th St.	Omaha, NE 68144

ARTICLE VI

The authorized number and qualification of members of the Corporation, the different classes of membership, if any, the property voting, and other rights and privileges of members, and their liability to dues or assessments, and the method of collection thereof, shall be set forth in the By-Laws.

ARTICLE VII

No part of the net earnings of the Corporation shall inure to the benefit of, or be distributable to, its members, directors, officers, or other private persons, except that the Corporation shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in Article IV hereof. No substantial part of the activities of the Corporation shall be the carrying on of propaganda, or otherwise attempting, to influence legislation and the Corporation shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of any candidate for public office. Notwithstanding any other provision of these articles, the Corporation shall not carry on any other activities not permitted to be carried on (a) by a corporation exempt from Federal income tax under Section 501(c)(3) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue Law) or (b) by a corporation, contributions to which are deductible under section 1701(c)(2) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue Law).

Upon the dissolution of the Corporation the Board of Directors shall, after paying or making provision for the payment of all of the liabilities of the Corporation, dispose of all of the assets of the Corporation exclusively for the purposes of the Corporation in such manner, or to such organization or organizations organized and operated exclusively for charitable, educational, religious, or scientific purposes as shall qualify as an exempt organization or organizations under section 501(c)(3) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue Law), as the Board of Directors shall determine. Any of such assets not so disposed of shall be disposed of by the District

Court of the county in which the principal office of the Corporation is then located, exclusively for such purposes or to such organization or organizations, as said Court shall determine, which are organized and operated exclusively for such purposes.

ARTICLE VIII

The registered office of the Corporation shall be located at:

1429 Webster Ave
Hastings, NE 68901
Betty Kooy, Executive Secretary

ARTICLE IX

The names and addresses of the incorporators are:

Donn B. Jones	2419 South 102nd St.	Omaha, NE 68124
William Shaneyfelt	P. O. Box 1522	Grand Island, NE 68801

IN WITNESS WHEREOF, we, the undersigned incorporators, do make and file these Articles of Incorporation, hereby declaring and certifying that the facts herein stated are true and accordingly have here unto set our hands this 4th day of May, 1981.

*Current office is: Midwestern Swimming, Inc
 Betty Kooy, Executive Secretary
 1429 Webster Ave
 Hastings, NE 68901

BYLAWS OF MIDWESTERN SWIMMING, INC.

ARTICLE 1

NAME, OBJECTIVES, TERRITORY AND JURISDICTION

- 1.1 NAME - The name of the corporation shall be Midwestern Swimming, Inc. (MWS)
- 1.2 OBJECTIVES - The objectives and primary purpose of MWS shall be the education, instruction and training of individuals to develop and improve their capabilities in the sport of swimming. MWS shall promote swimming for the benefit of swimmers of all ages and abilities, in accordance with the standards, rules, regulations, policies and procedures of FINA, USA Swimming, and MWS and its Articles of Incorporation.
- 1.3 GEOGRAPHIC TERRITORY - The geographic territory of MWS is as set forth in Article 603 of the USA Swimming Rules and Regulations.
- 1.4 JURISDICTION - MWS shall have jurisdiction over the sport of swimming as delegated to it as a Local Swimming Committee by USA Swimming to conduct swimming programs consistent with MWS's objectives and those of USA Swimming and to sanction, approve, observe and oversee competitive swimming events within the Territory and to conduct competitive swimming events within the Territory, its Region and its Zone (as those terms are defined in Part Six of the USA Swimming Rules and Regulations). MWS shall discharge faithfully its duties and obligations as a Local Swimming Committee of USA Swimming in accordance with these Bylaws, the USA Swimming Rules and Regulations and all applicable policies and procedures.
- 1.5 COMPLIANCE WITH USA SWIMMING AGREEMENTS - MWS shall comply with all agreements between MWS and USA Swimming.

ARTICLE 2

MEMBERSHIP

- 2.1 MEMBERS - The membership of MWS shall consist of the clubs, organizations and individuals who have registered with MWS as set forth in the USA Swimming Corporate Bylaws, including the optional categories of seasonal athlete membership, seasonal club membership, and flex membership.
 - .1 MEMBERS - A Member's status is subject to the Member's continued satisfaction of the criteria for membership and compliance with the Member's responsibilities under these Bylaws, the USA Swimming Corporate Bylaws, the rules, regulations, policies, procedures and code of conduct of MWS and USA Swimming.
 - .2 MEMBERSHIP A PRIVILEGE NOT A RIGHT - Membership in MWS and USA Swimming is a privilege and shall not be interpreted as a right. Membership may be terminated by the National Board of Review, or the U.S. Center for SafeSport in accordance with Part Four of the USA Swimming Rules and Regulations.
- 2.2 MEMBERS' RESPONSIBILITIES
 - .1 COMPLIANCE - Each Group and Individual Member shall abide by the codes of conduct and ethics, policies, procedures, rules and regulations adopted by USA Swimming and MWS, including its obligations and responsibilities set forth in these Bylaws.
 - .2 RESPONSIBILITY FOR INFRACTIONS - A Group Member or Individual Member, as defined in USA Swimming Corporate Bylaws, may be held responsible for infractions of the policies, procedures, rules, regulations or codes of conduct or ethics adopted by USA Swimming or MWS, including its responsibilities as set forth in these Bylaws.

ARTICLE 3

DUES AND FEES

- 3.1 MEMBERSHIP FEES - Membership fees shall be as established in the USA Swimming Corporate Bylaws. Local fees, as permitted, shall be as established by the MWS House of Delegates.

3.2 SANCTION, APPROVAL AND OTHER FEES

- .1 SANCTION AND APPROVAL FEES - The MWS Board of Directors shall establish reasonable fees, procedures, and documentation required of an applicant for a sanction or approval for, or observation of, a swimming competition to be conducted within the Territory.
- .2 SERVICE CHARGES - In addition to, or in place of, a sanction or approval fee, the MWS Board of Directors may establish a reasonable service charge consistent with the nature of the event.
- .3 PAYMENT - Each applicant for a sanction, approval or observation shall submit with its application the fees and any service charges specified by MWS. If any of the sanction or approval fees or service charges are due at a time following the submission for sanction or approval, the applicant shall promptly pay those fees or service charges to MWS when due in accordance with MWS's fee schedule.
- .4 FINES - The MWS Board of Directors may establish fines for noncompliance with policies adopted by the MWS House of Delegates or the Board of Directors.

3.3 FAILURE TO PAY - Membership rights may be suspended in accordance with the USA Swimming Corporate Bylaws (Delinquent Dues and Fees).

ARTICLE 4 HOUSE OF DELEGATES

4.1 MEMBERS - The House of Delegates of MWS shall consist of the Group Member Representatives, the Board of Directors Members, certain committee chairs and coordinators, the Non-Athlete At-Large House Members, and the appointed Athlete At-Large House Members.

- .1 GROUP MEMBER REPRESENTATIVES - Each Group Member in good standing shall appoint from its membership a Group Member Representative and one alternate. The appointment shall be in writing established at the time of club membership application or renewal or addressed to the Secretary of MWS and duly certified by the chief executive officer or secretary of the appointing Group Member. The appointing Group Member may withdraw its Group Member Representative or alternate and substitute a new Group Member Representative or new alternate by written notice, addressed to the Secretary of MWS and signed by the chief executive officer or secretary of the appointing Group Member. The representatives of any Group Member are required to be Individual Members of USA Swimming.
- .2 BOARD OF DIRECTORS - Board of Director Members as designated in Section 5.
- .3 NON-ATHLETE AT-LARGE HOUSE MEMBERS - Up to five (5) non-athlete members of the House of Delegates may be appointed as At-Large House Members by the General Chair with the advice and consent of the Board of Directors. At-Large House Members shall hold office from September 1 through August 31 following such appointment or until their successors are appointed to the House of Delegates.
- .4 ATHLETE AT-LARGE HOUSE MEMBERS - A sufficient number of athletes to ensure that Athlete Members constitute at least 20% of the voting membership of the House of Delegates shall be appointed by the General Chair with advice and consent of the Board of Directors and shall hold office from September 1 following appointment through August 31 following such appointment or until their successors are appointed to the House of Delegates.
- .5 OTHER MEMBERS – The Operational Risk Chair, Officials Chair, Diversity, Equity, and Inclusion Chair, Technical Chair, Membership/Registration Chair, and Governance Chair shall serve as members of MWS House of Delegates.

- 4.2 ELIGIBILITY - Only Individual Members in good standing shall be eligible to be elected or appointed as at-large members of the House of Delegates.
- 4.3 DOUBLE VOTE PROHIBITED - An Individual Member entitled to vote in House of Delegates meetings may only have one vote regardless of the number of positions held by such member.
- 4.4 VOICE AND VOTING RIGHTS OF MEMBERS - The voice and voting rights of members of the House of Delegates and of individuals shall be as follows:
- .1 GROUP MEMBER REPRESENTATIVES, BOARD MEMBERS, AT-LARGE HOUSE MEMBERS AND OTHER MEMBERS - Each of the Group Member Representatives, the Board Members, the At-Large House Members and Other Members shall have both voice and vote in meetings of the House of Delegates.
 - .2 INDIVIDUALS - Individuals who are not members of the House of Delegates may attend open meetings of the House of Delegates and its committees and be heard at the discretion of the presiding officer.
- 4.5 DUTIES AND POWERS - The House of Delegates shall oversee the establishment of policies, procedures and programs. In addition to the duties and powers prescribed in the USA Swimming Rules and Regulations, USA Swimming Corporate Bylaws, or elsewhere in these Bylaws, the House of Delegates shall:
- .1 Elect the officers, At-Large Non-Athlete Board Members, members of the Administrative Review Board, and the committee chairs and coordinators listed in Articles 6 and 7;
 - .2 Review, modify and adopt the annual budget of MWS recommended by the Board of Directors;
 - .3 Call regular and special meetings of the House of Delegates;
 - .5 Ratify or prospectively modify or rescind policy and program established by the Board of Directors, except any action or authorization by the Board of Directors with respect to contracts or upon which any person may have relied shall not be modified or rescinded;
 - .5 Establish joint administrative committees, or undertake joint activities with other sports organizations where deemed helpful or necessary by MWS;
 - .6 Amend the Bylaws of MWS in accordance with Section 9.3; and
 - .7 Remove from office any persons elected by the House of Delegates (Board Members, members of the Administrative Review Board, or committee chairs or coordinators) who have failed to attend to their official duties or member responsibilities or have done so improperly, or who would be subject to penalty by the National Board of Review for any of the reasons set forth in Article 404 of USA Swimming Rules and Regulations. However, no such individual may be removed without receiving thirty (30) days' written notice by the Secretary or other officer designated by the House of Delegates specifying the alleged deficiency in the performance of the member's responsibilities or specific official duties or other reason and an opportunity to respond in writing within twenty (20) days to such allegations.
- 4.6 ANNUAL AND REGULAR MEETINGS - The annual meeting of the House of Delegates of MWS shall be held in the spring. A regular meeting of the House of Delegates will be held in the fall in accordance with a schedule adopted by the Board of Directors.
- 4.7 SPECIAL MEETINGS - Special meetings of the House of Delegates may be called by the Board of Directors or the General Chair. Should the Board of Directors or the General Chair fail to call the annual or scheduled regular meetings or should a special meeting be appropriate or helpful, a meeting of the House of Delegates may be called by a petition signed by

at least five (5) group members of the House of Delegates.

- 4.8 MEETING LOCATION AND TIME - All meetings of the House of Delegates shall take place at a site within the Territory. The House of Delegates or the Board of Directors shall determine the location and time of all meetings of the House of Delegates. If federal, state, or local law policy, or regulation prohibits physical gathering sufficient to conduct a House of Delegates meeting within the Territory, a House of Delegates meeting may be conducted through conference equipment by means of which all persons participating in the meeting can hear each other at the same time. In that circumstance, participation by such means shall constitute presence at that meeting.
- 4.9 OPEN MEETINGS/CLOSED SESSIONS - House of Delegates meetings shall be open to all members of MWS. Issues pertaining to personnel, disciplinary action, legal, tax or similar affairs of MWS shall be deliberated and decided in a closed session which only House of Delegates members may attend. By a majority vote, the House of Delegates may decide to go into closed session on any matter deserving of confidential treatment or of personal concern to any member of the House of Delegates.
- 4.10 QUORUM - A quorum of the House of Delegates shall consist of those members present and voting.
- 4.11 VOTING - Except as otherwise provided in these Bylaws or the Parliamentary Authority, all motions, orders and other propositions coming before the House of Delegates shall be determined by a majority vote.
- 4.12 PROXY VOTE - Voting by proxy in any meeting of the House of Delegates shall not be permitted.
- 4.13 NOTICES
 - .1 TIME - Not less than twenty (20) days' written notice shall be given to each member of the House of Delegates for any annual, regular or special meeting of the House of Delegates. See Section 14.1.3 for the various permitted means of notice.
 - .2 INFORMATION - The notice of a meeting shall contain the time, date and site. For special meetings of the House of Delegates, the expected purpose (which may be general) of the meeting shall be stated. If an expected purpose is the amendment of the Bylaws, a copy of the proposed amendment shall be included in the notice. Failure to have included in the notice any germane amendments subsequently adopted by the House of Delegates at the noticed meeting shall not be the basis for any claim that the amendments as so adopted are invalid.

ARTICLE 5 BOARD OF DIRECTORS

- 5.1 MEMBERS - The Board of Directors shall consist of the following officers, together with those additional members designated in Sections 5.2 and 5.3.
 - .1 General Chair
 - .2 Administrative Vice-Chair
 - .3 Finance Vice-Chair
 - .4 Coach Representative
 - .5 Athlete Representatives (2)
 - .6 Secretary (Staff)
 - .7 Treasurer
 - .8 Senior Vice-Chair
 - .9 Age Group Vice-Chair
 - .10 Safe Sport Chair
 - .11 Diversity, Equity, & Inclusion Chair

- 5.2 AT-LARGE BOARD MEMBERS - The House of Delegates may specify two (2) At-Large positions. Any reduction in the number of At-Large Board Members shall not take effect until the terms of office of the incumbents expire or become vacant. The At-Large members will be elected, one in odd numbered years, one in even numbered years. Additionally, a sufficient number of athlete members shall be appointed by the General Chair with advice and consent of the Board of Directors as At-Large Board Members such that athletes constitute at least twenty percent (20%) of the voting membership of the Board of Directors at any given time (taking into account the Athlete Representatives). The Athlete At-Large Board Member shall meet the same requirements as the Athlete Representatives set forth in Section 6.2.1. All At-Large Board Members shall hold office from September 1 through August 31 through the second year after election or appointment, or until their successors are elected or appointed.
- 5.3 EX-OFFICIO MEMBERS - The following persons shall be ex-officio members of the Board of Directors
- .1 Past General Chair
 - .2 Executive Secretary
- 5.4 LIMITATIONS -
- .1 No more than two (2) Members of any Group Member shall serve as voting members on the Board of Directors at any time. This limitation shall be applied separately as to Athlete Members and Non-Athlete Members.
 - .2 No employee of MWS may serve as a voting member of the Board of Directors.
- 5.5 VOICE AND VOTING RIGHTS OF BOARD MEMBERS - The voice and voting rights of Board Members and individuals shall be as follows:
- .1 BOARD MEMBERS - Each Board Member (other than the ex-officio members and staff) shall have both voice and vote in meetings of the Board of Directors and its committees.
 - .2 EX-OFFICIO BOARD MEMBERS - Unless entitled to vote under another provision of these Bylaws, the ex-officio members shall have voice but no vote in meetings of the Board of Directors and its committees.
 - .3 GENERAL - Anyone may attend open meetings of the Board of Directors and its committees and be heard at the discretion of the presiding officer.
- 5.6 DUTIES AND POWERS - The Board of Directors shall act for MWS and the House of Delegates during the intervals between meetings of the House of Delegates, except that it shall not remove a Board Member, an Administrative Review Board member, or other person not appointed by the Board of Directors or amend these Bylaws. Any actions taken are subject to the exercise by the House of Delegates of its powers of ratification or prospective modification or rescission. In addition to the powers and duties prescribed in the USA Swimming Rules and Regulations or elsewhere in these Bylaws, the Board of Directors shall have the power and it shall be its duty to:
- .1 Establish and direct policies, procedures and programs for MWS;
 - .2 Oversee the conduct by the officers and staff of MWS of the day-to-day management of the affairs of MWS;
 - .3 Provide advice and consent to appointments proposed by the General Chair as required under these Bylaws.
 - .5 Cause the preparation and presentation to the House of Delegates of the annual budget of MWS and make a recommendation to the House of Delegates concerning the approval or disapproval thereof;
 - .6 Approve the annual review/audit;
 - .7 Call regular or special meetings of the Board of Directors or the House of Delegates;

- .8 Retain such independent contractors and employ such persons as the Board shall determine are necessary or appropriate to conduct the affairs of MWS;
 - .9 Appoint other officers, agents, committees or coordinators, to hold office for the terms specified. These appointees shall have the authority and perform the duties as provided in these Bylaws, the MWS Policies and Procedures or as may be provided in the resolutions appointing them, including any powers of the Board of Directors as may be specified, except as may be inconsistent with any other provision of these Bylaws. To the extent not provided elsewhere in these Bylaws, the Board of Directors may delegate to any officer, agent, committee or coordinator the power to appoint any such subordinate officers, agents, committees or coordinators and to prescribe their respective terms of office, authorities and duties; and
 - .10 Remove from office any Board Members, committee chairs, or committee members or coordinators of MWS who were appointed/elected by the Board and who have failed to attend to their official duties or member responsibilities or have done so improperly, or who would be subject to penalty by the National Board of Review for any of the reasons set forth in Part Four of the USA Swimming Rules and Regulations. However, no At-Large Board Member, or committee chair or coordinator may be removed without receiving the thirty (30) days' written notice specifying the alleged deficiency in the performance of the member's responsibilities or specific official duties or other reasons and an opportunity to respond in writing within twenty (20) days to such allegations.
- 5.7 MEETINGS - Board of Directors meetings shall be open. Matters relating to personnel, disciplinary action, legal, taxation or similar affairs shall be deliberated and decided in a closed session which only Board Members are entitled to attend. By a majority vote on a motion of a question of privilege, the Board of Directors may decide to go into closed session on any matter deserving of confidential treatment or of personal concern to any member of the Board of Directors.
 - 5.8 PARTICIPATION THROUGH COMMUNICATIONS EQUIPMENT - Members of the Board of Directors may participate in meetings of the Board of Directors through conference equipment by means of which all persons participating in the meeting can hear each other at the same time. Participation by such means shall constitute presence at a meeting.
 - 5.9 REGULAR MEETINGS - Regular meetings of the Board of Directors shall be held in accordance with a schedule adopted by the Board of Directors.
 - 5.10 SPECIAL MEETINGS - Special meetings of the Board of Directors may be called by the General Chair. Should the Board of Directors or the General Chair fail to call regular meetings or should a special meeting be appropriate or helpful, a meeting of the Board of Directors shall be called at the written request of any three (3) Board Members.
 - 5.11 QUORUM - A quorum of the Board of Directors shall consist of a majority of the voting members.
 - 5.12 VOTING - Except as otherwise provided in these Bylaws or the Parliamentary Authority, all motions, orders and other propositions coming before the Board of Directors shall be determined by a majority vote. A motion, order or other proposal the effect of which is to override policy or program established by the House of Delegates shall be determined by a two-thirds vote after at least fourteen (14) days' written notice.
 - 5.13 PROXY VOTE - Voting by proxy in any meeting of the Board of Directors shall not be permitted.
 - 5.14 ACTION BY WRITTEN CONSENT - Any action required or permitted to be taken at any meeting of the Board of Directors may be taken without a meeting if all the Board Members entitled to vote consent to the action in writing and the written consents are filed with the records of the respective meetings. These consents shall be treated for all purposes as votes taken at a meeting.
 - 5.15 MAIL/EMAIL VOTE - Any action which may be taken at any regular or special meeting of the Board of Directors, except elections, or removals of appointed Board members, committee chairs and members, may be taken without a meeting. If an action is to be taken without a meeting, the Secretary, by first class mail, postage prepaid, or email, shall distribute

a ballot to every Board Member entitled to vote on the matter. The ballot shall set forth the proposed action, provide an opportunity to specify approval or disapproval, and provide a reasonable time (but in no event less than the period specified in Section 5.16) within which to return the ballot to the Secretary. Action by ballot shall be valid only when the number of votes cast in favor of the proposed action within the time period specified constitutes a majority of the votes entitled to be cast.

5.16 NOTICES -

- .1 TIME - Not less than six (6) days' written notice shall be given to each Board Member for any annual, regular or special meeting of the Board of Directors. (See Section 14.1.3 for the permitted means of notice.)
- .2 INFORMATION - The notice of a meeting shall contain the time, date and site and in the case of special meetings, the expected purpose.

ARTICLE 6 OFFICERS AND DIRECTORS

6.1 OFFICERS - The officers shall be as listed herein and shall be elected by the House of Delegates at its annual meeting.

- .1 General Chair
- .2 Administrative Vice-Chair
- .3 Finance Vice-Chair
- .4 Senior Vice-Chair
- .5 Age Group Vice-Chair
- .6 Secretary (Position filled by staff, not elected by HOD)
- .7 Treasurer

6.2 OTHER DIRECTORS

.1 ATHLETE REPRESENTATIVES -

Two (2) Athlete Representatives shall be elected, one each year for a two-year term, or until their respective successors are elected. One (1) At Large Athlete Representative shall be appointed by the General Chair with advice and consent of the Board of Directors. At the time of election/appointment, the Athlete Representative must (a) be an athlete member in good standing; (b) be at least a sophomore in high school or at least 16 years of age, (c) be currently competing, or have competed within the three (3) immediately preceding years, in the program of swimming conducted by MWS or another LSC; and (d) 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). The balloting for the elected positions shall take place via electronic vote in the spring to be completed by the date of the spring House of Delegates meeting, one vote per club. Each club will solicit votes from their athletes, age 13 and over. At least twenty (20) days' written notice of the election shall be given to all clubs. The Athlete Representatives elected shall be determined by a majority of the club votes submitted.

.2 COACH REPRESENTATIVE

One (1) Coach Representative shall be elected, in even years for a two-year term, or until a successor is elected. Nominations will be solicited. The election of the Coach Representative shall be conducted via electronic vote in the spring to be completed by the date of the spring House of Delegates meeting, and determined by a majority of the voting Coach Members in good standing. At least twenty (20) days' written notice of the election shall be given to all clubs.

.3 COMMITTEE CHAIRS/COORDINATORS/AT-LARGE BOARD MEMBERS

- A. The following committee chairs/coordinators/at-large Board members shall be elected by the House of Delegates: At Large Board members (2), one in even years, one in odd years.
 - B. The following committee chairs shall be appointed by the General Chair with advice and consent of the Board of Directors: Safe Sport Chair and Diversity, Equity, and Inclusion Chair.
- 6.3 ELIGIBILITY - Only Individual Members of USA Swimming in good standing with MWS and USA Swimming shall be eligible to hold office and must maintain their eligibility throughout their term of office.
- 6.4 DOUBLE VOTE PROHIBITED - An Individual Member entitled to vote in Board of Directors meetings may only have one vote, regardless of the number of positions held by such Member.
- 6.5 OFFICES SPLIT OR COMBINED -
- .1 OFFICE HELD BY TWO PERSONS - Any office other than General Chair, Finance Vice-Chair and Treasurer, may be held jointly by two Individual Members. Two individuals who are sharing an office shall share one vote.
 - .2 OFFICES COMBINED - Any office other than General Chair may be combined with any other office except that the offices of Finance Vice-Chair and Treasurer may not be combined.
- 6.6 TERMS OF OFFICE -
- .1 TERM OF OFFICE - The terms of office of all members of the Board of Directors shall be two (2) years.
 - .2 COMMENCEMENT OF TERM - Each person elected or appointed to a position shall assume office on September 1 in the year elected or appointed and shall serve until a successor is chosen.
 - .3 CONSECUTIVE TERMS LIMITATION - Except for the Treasurer, no Individual Member who has served two successive terms shall be eligible for re-election or appointment to the same position until a lapse of one term. A portion of any term served to fill a vacancy in the position shall not be considered in the computation of this successive terms limitation.
- 6.7 DUTIES - The duties 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 defined in these Bylaws, the MWS Policies and Procedures, and applicable state laws.
- 6.8 RESIGNATIONS - Any officer may resign by submitting a written resignation to the General Chair or the Board of Directors specifying an effective date of the resignation. In the absence of a specified effective date, any such resignation shall take effect upon the appointment or election of a successor.
- 6.9 VACANCIES AND INCAPACITIES -
- .1 OFFICE OF GENERAL CHAIR - In the event of a vacancy in the office of General Chair, or of the General Chair's temporary or permanent incapacity, the Administrative Vice-Chair shall become the acting General Chair until an election can be held at the next meeting of the House of Delegates to fill the remaining term, if any, of the former General Chair, or until the General Chair ceases to suffer from any temporary incapacity. While serving as acting General Chair, the Administrative Vice-Chair shall vacate the office of Administrative Vice-Chair, except in the case of the General Chair's temporary incapacity. If the General Chair is to be absent from the Territory, the General Chair may, but is not obligated to, designate the Administrative Vice-Chair as acting General Chair for the duration of the absence.
 - .2 OFFICES OF ATHLETE OR COACH REPRESENTATIVES OR ANY POSITION ELECTED - In the event of a vacancy or

of the permanent incapacity of a person holding the office of Athlete Representative or Coach Representative, or person who has been elected, the General Chair may appoint, with the advice and consent of the Board of Directors, an eligible member to serve the remainder of the term of office or until the respective body shall elect a successor.

- .3 DETERMINATION OF VACANCY OR INCAPACITY - The determination of when an office becomes vacant or an officer becomes incapacitated shall be within the discretion of the Board of Directors or the House of Delegates with the advice and consent of the electing body. The determination as to when the General Chair is temporarily incapacitated shall be made, where the circumstances permit, by the General Chair and otherwise shall be within the discretion of the Board of Directors, subject to any subsequent action by the House of Delegates.

6.10 REMOVAL OF DIRECTORS - Directors may be removed in accordance with 4.5.9 and 5.6.10 of these Bylaws.

6.11 OFFICERS' POWERS GENERALLY -

- .1 AUTHORITY TO EXECUTE CONTRACTS, ETC. - The General Chair, Administrative Vice-Chair, and Finance Vice-Chair each may sign and execute in the name of MWS deeds, mortgages, bonds, contracts, agreements or other instruments duly authorized by the MWS Policies and Procedures, 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. Additional signing authority may be provided by standing resolutions of the Board of Directors or the House of Delegates.
- .2 ADDITIONAL POWERS AND DUTIES - Each officer shall have other powers and perform other duties as prescribed in the MWS Policies and Procedures or by the House of Delegates, the Board of Directors, the General Chair, the respective division chair, the delegating officer, or these Bylaws.
- .3 DELEGATION - Officers of MWS may delegate any portion of their powers or duties to an individual or a committee, except that neither the Finance Vice-Chair nor the Treasurer may delegate duties to the other without the consent of the Board of Directors. In addition, the authority to sign checks, drafts, orders of withdrawal or wire transfers shall not be delegated other than by the Board of Directors. Except as otherwise provided in these Bylaws and with the consent of the Board of Directors any officer may delegate any portion of that officer's powers or duties to the paid staff of MWS. A delegation of powers or duties shall not relieve the delegating officer of the ultimate responsibility to see that these duties and obligations are properly executed or fulfilled.

6.12 DEPOSITORIES AND BANKING AUTHORITY -

- .1 DEPOSITORIES, ETC. - All receipts, income, charges and fees of MWS shall be deposited to its credit in the banks, trust companies, other depositories or custodians, investment companies or investment management companies as the Board of Directors determines.
- .2 SIGNATURE AUTHORITY - All checks, drafts or other orders for the payment or transfer of money, and all notes or other evidences of indebtedness issued in the name of MWS shall be signed by the General Chair, the Treasurer or other officer or officers or agent or agents of MWS, and in the manner, as shall be determined by the Board of Directors.

ARTICLE 7

DIVISIONS, COMMITTEES AND COORDINATORS

7.1 DIVISIONAL ORGANIZATION AND JURISDICTIONS, STANDING COMMITTEES AND COORDINATORS - The divisions of MWS shall each be chaired as indicated below with respective duties, jurisdiction and responsibilities described in the

MWS Policies and Procedures.

- .1 ADMINISTRATIVE DIVISION - Administrative Vice-Chair
- .2 AGE GROUP DIVISION - Age Group Vice-Chair
- .3 SENIOR DIVISION - Senior Vice-Chair
- .4 FINANCE DIVISION - Finance Vice-Chair
- .5 ATHLETES DIVISION - Senior Athlete Representative
- .6 COACHES DIVISION - Coach Representative

7.2 ELECTED, EX OFFICIO AND APPOINTED CHAIRS AND COORDINATORS

- .1 ELECTED CHAIRS AND COORDINATORS - Committee chairs and coordinators who are not Board members, but are elected by the House of Delegates are as follows: Officials Chair, Technical Chair, and Operational Risk Chair.
- .2 EX-OFFICIO CHAIR - Certain other committee chairs are designated ex-officio by virtue of an office currently held.
- .3 APPOINTED CHAIRS AND COORDINATORS - The chairs of all other committees and all other chairs and coordinators shall be appointed by the General Chair with the advice and consent of the Board of Directors and the respective division chair. The appointed committee chair or coordinator shall assume office upon appointment or the date designated by the General Chair and shall serve until a successor is appointed and assumes office.

7.3 COMMITTEES - In addition to the standing committees listed herein, the Board of Directors and the House of Delegates are each authorized to establish additional committees to meet programming needs. Except as otherwise provided in these Bylaws or the MWS Policies and Procedures, members of each committee shall be appointed by the General Chair with the advice and consent of the respective division chair and 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 shall constitute at least twenty percent (20%) of the voting membership of every committee. The division chair shall be an ex-officio member, with voice and vote, of each committee within the respective division.

7.4 STANDING COMMITTEES & COORDINATORS

- .1 ATHLETES COMMITTEE -
 - A. CHAIR - The Senior Athlete Representative or his/her designee shall be the chair of the committee.
 - B. MEMBERS - The Athletes Committee shall consist of the Athlete Representatives, the Athlete At-Large Board members, and Athlete At-Large House of Delegates members.
 - C. DUTIES - The Athletes' Committee shall have general charge of the business and affairs of the Athletes of MWS, and 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 Athlete Members, MWS, USA Swimming and the sport of swimming.
- .2 FINANCE COMMITTEE -
 - A. CHAIR - The chair shall be the Finance Vice-Chair.
 - B. MEMBERS - The members of the Finance Committee shall be the Finance Vice-Chair, the Treasurer, General Chair, Administrative Vice Chair, one HOD representative, and Senior Athlete Representative (and a sufficient number of athletes so as to constitute at least twenty percent (20%) of the voting membership of the Committee).

C. DUTIES -

- (1) To develop, establish where so authorized, or recommend to the Board of Directors, and supervise the execution of policy regarding the investment of MWS's 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 MWS's equipment needs (both operational and office) and the various methods available to finance the acquisition of any needed equipment and make a determination and recommendation of the best financing method.
- (2) To conduct a review or audit or recommend an independent auditor to conduct the required annual review or audit of the books of MWS. If conducted internally, a minimum of three (3) committee members with a sufficient number of athletes to constitute at least 20% of the voting membership, must conduct the review or audit. The Treasurer cannot be a member of the group performing the audit, but can be present to provide clarification, information and answer questions.
- (3) To submit the review or audit and other reports and make recommendations to the Board of Directors with regard thereto.
- (4) To consult with the officers, committee chairs and coordinators and prepare and present a proposed budget for consideration and approval by the Board of Directors and the House of Delegates. The officers, committee chairs and coordinators shall provide promptly such financial information (current and projected) and budget proposals as the Finance Committee may request. The proposed budget may contain alternatives.
- (5) To complete and submit any state and local reports and filings.

.3 GOVERNANCE COMMITTEE -

A. CHAIR - The chair shall be elected annually by the Governance Committee from among its own members.

B. MEMBERS -

The Governance Committee members shall be appointed by the General Chair with advice and consent of the Board of Directors. The Committee shall be comprised of three (3) non-athlete members and one athlete member. Each non-athlete member shall serve a three (3) year term, with one appointed each year. The athlete member shall serve a two (2)-year term. No more than one-half (1/2) of the Governance Committee members shall be members of the MWS Board of Directors at any given time. After completion of two consecutive terms, members are not eligible for re-appointment to the Governance Committee until after a lapse of two years. A portion of any term served to fill a vacancy in the position shall not be considered in the computation of the successive term limitation. In no case shall the General Chair serve on the Governance Committee.

C. QUORUM - When making nominations, a quorum for any meeting of the Governance Committee shall consist of a majority of its voting members. For all other meetings, a quorum shall consist of those members present and voting.

D. DUTIES

- (1) To assist in periodic evaluation of the mission and vision statements and the Bylaws of MWS;
- (2) To aid in the development of operating policies regarding conflict of interest (Board and staff), document retention, ethics, whistle-blower, procurement, contract review, grievance and other employment-related practices, etc.;
- (3) To aid in the development of personnel practices procedure including job descriptions and annual review of staff;
- (4) To ensure that the Board's focus remains on the strategic plan;
- (5) To aid in the development of expectations and processes for accountability of Board members;
- (6) To develop criteria for the qualities and required characteristics of Board officers;
- (7) To lead Board succession planning by assessing current and anticipated needs for Board composition and identifying and recruiting potential Board members;

- (8) To nominate Board members, Administrative Review Board members, and other coordinator or chair positions to be elected by the House of Delegates consistent with the matrix of skills, demographics, and talents needed;
- (9) To publish the slate of candidates to the MWS membership at least twenty (20) days prior to the election. Additional nominations may be made from the floor of the House of Delegates by voting members of the House of Delegates;
- (10) To design and implement Board orientation and an ongoing program of Board education and development; and
- (11) To lead periodic assessment of the Board's performance (as a whole and of individual members) and make recommendations to enhance Board effectiveness.

.4 OPERATIONAL RISK COMMITTEE

- A. CHAIR - The chair shall be the Operational Risk Committee Chair.
- B. MEMBERS - The Committee shall be comprised of the Operational Risk Committee Chair, at least four (4) members (one coach, one official, one other non-athlete) with a sufficient number of athletes so as to constitute at least twenty percent (20%) of the voting membership of the Committee.
- C. DUTIES - The duties shall be as outlined in the MWS Policies and Procedures.

.5 EXECUTIVE COMMITTEE

- A. AUTHORITY AND POWER - The Executive Committee shall have the authority and power to act for the Board of Directors and MWS between meetings of the Board and the House of Delegates. Limitations to the authority and power of the Executive Committee shall be determined by the Board of Directors and included in the MWS Policies and Procedures.
- B. MEMBERS - The members of the Executive Committee shall be the
 - (1) General Chair, who shall act as chair,
 - (2) Administrative Vice-Chair,
 - (3) Senior Vice-Chair
 - (4) Age Group Vice-Chair
 - (5) Secretary (Staff, ex-officio),
 - (6) Finance Vice-Chair,
 - (7) Coach Representative,
 - (8) Senior Athlete Representative, and
 - (9) Junior Athlete Representative.
- C. MEETINGS AND NOTICE - Meetings of the Executive Committee shall be held at any time or place within the Territory when called by the General Chair or any three (3) members of the Committee with a minimum of five (5) days' notice required.
- D. QUORUM - A quorum of the Executive Committee shall consist of a majority of the members of the Committee.
- E. REPORT OF ACTION TO BOARD OF DIRECTORS - At the next regular or special meeting of the Board of Directors, the Executive Committee shall make a report of its activities since the last Board of Director's meeting for ratification or prospective modification or rescission, provided, however, that any action of the Executive Committee upon which a third party may have relied (*e.g.*, by signing, or authorizing the signing of a contract) may not be modified or rescinded by the Board of Directors or the House of Delegates.

- 7.5 DUTIES OF CHAIRS AND COORDINATORS GENERALLY - The duties of the General Chair, the division chairs, committee chairs, and coordinators (in addition to those provided elsewhere in these Bylaws) shall be as follows:
- .1 Preside at all meetings of the respective division, committee or subcommittee;
 - .2 See that all duties and responsibilities of the coordinator or the respective division, committee or sub-committee in his or her charge are properly and promptly carried out;
 - .3 Appoint such committees or sub-committees as may be necessary to fulfill the duties and responsibilities of the coordinator or division or committee, respectively;
 - .4 Communicate with the General Chair, respective division, coordinator, committee or subcommittee members and the staff to keep them fully informed;
 - .5 Appoint a member as secretary of the committee or subcommittee charged with taking minutes of each meeting and forward reports or minutes of all meetings to the staff; and
 - .6 Perform the other specific duties listed in MWS's Policies and Procedures or as may be delegated by the General Chair, the respective division chair or committee chair, the Board of Directors or the House of Delegates.
- 7.6 DUTIES OF COMMITTEES GENERALLY - Except as otherwise provided in these Bylaws, the duties of the committees shall be prescribed by the MWS Policies and Procedures.
- 7.7 REGULAR AND SPECIAL MEETINGS - Regular and special meetings of committees or sub-committees of MWS shall be held as determined by the respective Vice-chairs or committee or sub-committee chair.
- 7.8 OPEN MEETING/CLOSED SESSIONS - Meetings of committees and sub-committees, other than a Personnel Committee meeting, shall be open to all members of MWS. Matters relating to personnel, disciplinary action, legal, taxation and similar affairs shall be deliberated and decided in a closed session which only the respective members are entitled to attend. By a majority vote, a committee or sub-committee may decide to go into closed session on any matter deserving of confidential treatment or of personal concern to any member of the committee or sub-committee.
- 7.9 VOICE AND VOTING RIGHTS OF COMMITTEE MEMBERS - Each Committee member shall have both voice and vote in their respective meetings.
- 7.10 ACTION BY WRITTEN CONSENT - Any action required or permitted to be taken at any meeting of a committee may be taken without a meeting if all the committee members entitled to vote consent to the action in writing and the written consents are filed with the records of the meetings. These consents shall be treated for all purposes as a vote taken at a meeting.
- 7.11 PARTICIPATION THROUGH COMMUNICATIONS EQUIPMENT - Members of any committee may participate in a meeting of the committee or through conference equipment by means of which all persons participating in the meeting can hear each other at the same time. Participation by such means shall constitute presence at a meeting.
- 7.12 QUORUM - Except as otherwise provided in these Bylaws or in the resolution or other action establishing a committee, a quorum of any committee shall consist of those members present.
- 7.13 VOTING - Except as otherwise provided in these Bylaws or the Parliamentary Authority, all motions, orders and other propositions coming before a committee shall be determined by a majority vote.
- 7.14 PROXY VOTE - Voting by proxy in any meeting of a committee shall not be permitted.

7.15 NOTICES

- .1 TIME - Except as otherwise provided in these Bylaws or the resolution or other action establishing a committee, not less than five (5) days' written notice shall be given for any meeting of a committee.
- .2 INFORMATION - The notice of a meeting shall contain the time, date, and site.

7.16 RESIGNATIONS - Any committee chair or member or coordinator may resign by submitting a written resignation to the General Chair or the Board of Directors specifying an effective date of the resignation. If such date is not specified, the resignation shall take effect upon the appointment of a successor.

7.17 VACANCIES - The determination of when the position of an appointed committee chair, committee member or a coordinator becomes vacant or the person becomes incapacitated, if not made by the person, shall be within the discretion of the Board of Directors. In the event of a vacancy or permanent incapacity, the General Chair, with the advice and consent of the Board of Directors and the respective division chair, shall appoint a successor to serve until the conclusion of the incumbent's term. A temporary incapacity may be left unfilled at the discretion of the General Chair or an appointment may be made for the duration of the temporary incapacity.

7.18 DELEGATION - With the consent of the Board of Directors or the respective division chair, a committee chair or a coordinator may delegate a portion of their powers or duties to another officer of MWS, or to another committee, subcommittee, or coordinator, or with the consent of the Board of Directors, to the paid staff of MWS. Notwithstanding any delegation, the ultimate responsibility for the delegated duties and obligations shall remain with the delegator.

7.19 APPLICATION TO COMMITTEES AND ADMINISTRATIVE REVIEW BOARD - Sections 7.5 through 7.18 shall apply to all committees, unless otherwise provided in these Bylaws, in the resolution creating the committee or in the MWS Policies and Procedures. These provisions shall also apply to Administrative Review Board meetings but shall not apply to its hearings or deliberations.

ARTICLE 8

ANNUAL AUDIT, REPORTS AND REMITTANCES

MWS shall submit any reports and remittances required by the USA Swimming Corporate Bylaws, by the USA Swimming Board of Directors, the President/CEO of USA Swimming or by any agreement between MWS and USA Swimming. Reports required to be submitted to USA Swimming by MWS include annual financial and federal tax reports and the annual audit or review.

ARTICLE 9

ORGANIZATION, AMENDMENT OF BYLAWS AND DISSOLUTION

9.1 NON-PROFIT AND CHARITABLE PURPOSES - MWS is organized exclusively for charitable and educational purposes and for the purpose of fostering national or international amateur sports competition within the meaning of section 501(c)(3) of the IRS Code. Notwithstanding any other provision of these Bylaws, MWS shall not, except to an insubstantial degree, (1) engage in any activities or exercise any powers that are not in furtherance of the purposes and objectives of MWS or (2) engage in any activities not permitted to be carried on by: (A) a corporation exempt from federal income tax under such section 501(c)(3) of the IRS Code or (B) a corporation to which contributions, gifts and bequests are deductible under sections 170(c)(2), 2055(a)(2) and 2522(a)(2) of the IRS Code.

9.2 DEDICATION OF ASSETS, ETC. - The revenues, properties and assets of MWS are irrevocably dedicated to the purposes set forth in Sections 1.2 and 9.1 of these Bylaws. No part of the net earnings, properties or assets of MWS shall inure to the benefit of any private person or any member, officer or director of MWS.

9.3 AMENDMENTS - Any provision of these Bylaws not mandated by USA Swimming may be amended at any meeting of the MWS House of Delegates by a two-thirds (2/3) vote of the members present and voting. Amendments so approved

shall not take effect until reviewed and approved by the USA Swimming Rules and Regulations Committee. Changes to Required LSC Bylaws shall be effective on the date established in the amending USA Swimming legislation.

- 9.4 DISSOLUTION - MWS may be dissolved only upon a two-thirds (2/3) vote of all the voting members of the House of Delegates. Upon dissolution, the net assets of MWS shall not inure to the benefit of any private individual, unincorporated organization or corporation, including any member, officer or director of MWS, but shall be distributed to USA Swimming, to be used exclusively for educational or charitable purposes. If USA Swimming, is not then in existence, or is not then a corporation which is exempt under section 501(c)(3) of the IRS Code and to which contributions, bequests and gifts are deductible under sections 170(c)(2), 2055(a)(2) and 2522(a)(2) of the IRS Code, the net assets of MWS shall be distributed to a corporation or other organization meeting those criteria and designated by the House of Delegates at the time of dissolution, to be used exclusively for educational or charitable purposes.

ARTICLE 10 INDEMNIFICATION

- 10.1 INDEMNITY - MWS shall indemnify, protect and defend, in the manner and to the full extent permitted by law, any Indemnified Person in respect of any threatened, pending or completed action, suit or proceeding, whether or not by or in the right of MWS, and whether civil, criminal, administrative, investigative or otherwise, by reason of the fact that the Indemnified Person bears or bore one or more of the relationships to MWS specified in Section 10.3 and was acting or failing to act in one or more of those capacities or reasonably believed that to be the case. Where specifically required by law, this indemnification shall be made only as authorized in the specific case upon a determination, in the manner provided by law, that indemnification of the Indemnified Person is proper in the circumstances. MWS may, to the full extent permitted by law, purchase additional insurance to that provided by USA Swimming, and maintain insurance on behalf of any Indemnified Person against any liability that could be asserted against the Indemnified Person.
- 10.2 EXCLUSION - The indemnification provided by this Article 10, shall not apply to any Indemnified Party whose otherwise indemnified conduct is finally determined to have been in bad faith, self-dealing, gross negligence, wanton and willful disregard of applicable laws, rules and regulations, of the USA Swimming Rules and Regulations, of the USA Swimming Code of Conduct or these Bylaws or who is convicted of a crime (including felony, misdemeanor and lesser crimes) involving sexual misconduct, child abuse, violation of a law specifically designed to protect minors or similar offenses, or who is found by the National Board of Review, or the U.S. Center for SafeSport to have committed actions which would be the basis for such a conviction and, in each case, the otherwise indemnifiable conduct (or failure to act) was, or was directly related to, the predicate acts of the conviction or finding.
- 10.3 INDEMNIFIED PERSONS - As used in this Article 10, "Indemnified Person" shall mean any person who is or was a Board Member, Administrative Review Board member, Group Member Representative, officer, official, coach, committee chair or member, coordinator, volunteer, employee or agent of MWS, or is or was serving at the direct request of MWS as a director, officer, Group Member Representative, meet director, official, coach, committee chair or member, coordinator, volunteer, employee or agent of another person or entity involved with the sport of swimming.
- 10.4 EXTENT OF INDEMNITY - To the full extent permitted by law, the indemnification provided in this Article shall include expenses (including attorneys' fees, disbursements and expenses), judgments, fines, penalties and amounts paid in settlement, and, except as limited by applicable laws, these expenses shall be paid by MWS in advance of the final disposition of such action, suit or proceeding. If doubt exists as to the applicability of an exclusion to MWS's obligation to indemnify, MWS may require an undertaking from the Indemnified Person obliging him to repay such sums if it is subsequently determined that an exclusion is applicable. In the case of any person engaged in the sport of swimming for compensation or other gain, if MWS determines that there is reasonable doubt as to such person's ability to make any repayment, MWS shall not be obligated to make any payments in advance of the final determination. This indemnification shall not be deemed to limit the right of MWS to indemnify any other person for any such expenses to the full extent permitted by law, nor shall it be deemed exclusive of any other rights to which any Indemnified Person may be entitled under any agreement, vote of members or disinterested directors or otherwise, both as to action in an official capacity and as to action in another capacity while holding such office.

- 10.5 SUCCESSORS, ETC. - The indemnification provided by this Article shall continue as to an Indemnified Person who has died or been determined to be legally incompetent and shall apply for the benefit of the successors, guardians, conservators, heirs, executors, administrators and trustees of the Indemnified Person.

ARTICLE 11
PARLIAMENTARY AUTHORITY

ROBERT'S RULES - Robert's Rules of Order Newly Revised shall govern MWS and any of its constituent or component parts, committees, etc., in the conduct of meetings in all cases to which they apply and in which they are not inconsistent with these Bylaws and any special rules of order MWS, the House of Delegates, the Board of Directors or its divisions, committees, etc., may adopt.

ARTICLE 12
MISCELLANEOUS

- 12.1 EFFECT OF STATE LAW CHANGES (SEVERABILITY) - If any portion of these Bylaws shall be determined by a final judicial decision to be, or as a result of a change in the law of the State of Nebraska become, illegal, invalid or unenforceable, the remainder of these Bylaws shall continue in full force and effect.
- 12.2 FISCAL YEAR - The fiscal year of MWS shall end on the last day of August.
- 12.3 TAX STATUS; INTERPRETATION OF BYLAWS - It is intended that MWS shall have and continue to have the status of an organization which is exempt from federal income taxation under section 501(c)(3) of the IRS Code and to which contributions, bequests and gifts are deductible for federal income, estate and gift tax purposes under sections 170(c)(2), 2055(a)(2) and 2522(a)(2) of the IRS Code, respectively. Similarly, it is intended that MWS shall have that or similar status under the applicable state and local laws as will exempt it from taxation to the maximum extent possible to the extent not contrary to applicable federal requirements. These Bylaws shall be interpreted accordingly.

ARTICLE 13
ADMINISTRATIVE REVIEW BOARD

- 13.1 INTRODUCTION - USA Swimming was organized as the National Governing Body for the sport of swimming under the Amateur Sports Act of 1978, as amended by the Ted Stevens Olympic and Amateur Sports Act of 1998, both federal laws. These laws require USA Swimming to establish and maintain provisions for the swift and equitable resolution of all disputes involving any of its members. This Article, together with Section 2.2 and Part Four of the USA Swimming Rules and Regulations, are intended to provide a mechanism for resolving in an orderly and fair way all manner and kinds of disputes that may arise among its members in connection with the sport of swimming. Accordingly, MWS has established the Administrative Review Board to hear complaints and appeals regarding administrative matters within MWS which do not rise to the level of Code of Conduct violations and are not appeals of sanction decisions. The Administrative Review Board shall have no jurisdiction to hear complaints regarding conduct that may violate the USA Swimming Code of Conduct or otherwise violate the policies, procedures, rules and regulations adopted by USA Swimming, or conduct that may bring USA Swimming, MWS or the sport of swimming into disrepute. This Article, together with Part Four of the USA Swimming Rules and Regulations, is intended to provide a fair hearing before a group of independent and impartial people. This Article and Part Four of the Rules shall be construed accordingly.
- 13.2 ADMINISTRATIVE REVIEW BOARD ORGANIZATION -
- .1 Establishment - The Administrative Review Board of MWS shall be independent and impartial.
 - .2 Members - The Administrative Review Board shall have at least five (5) regular members, with a sufficient

number of athlete members to constitute at least 20% of the voting membership. At least three members of the Administrative Review Board shall hear each case, with a sufficient number of athlete members to constitute at least twenty percent (20%) of its membership. No hearing shall proceed without the required athlete representation. The House of Delegates may increase the number of regular or alternate members by resolution but subsequent to the adoption of these Bylaws may only decrease the number of regular or alternate members upon the expiration of the term of office of any incumbent members.

- .3 Election; Term of Office; Eligibility -
 - A. Election - The House of Delegates shall biennially elect regular and alternate members of the Administrative Review Board:
 - B. Term of Office - The term of office shall be two (2) years. Each member and alternate member shall assume office upon election and shall serve until a successor takes office.
 - C. Eligibility - Each regular and alternate member of the Administrative Review Board shall be an Individual Member of MWS and USA Swimming. In no case shall members of the Board of Directors serve on the Administrative Review Board.
- .4 Chair Elected by Board; Other Officers - The Chair of the Administrative Review Board (the "Chair") who must be a regular member, shall be elected biennially by a majority vote of the regular members of the Administrative Review Board. The Chair shall biennially appoint a Vice-Chair and a Secretary of the Administrative Review Board, each of whom must be regular members.
- .5 Meetings - The Administrative Review Board shall meet for administrative purposes as necessary, to elect the Chair, to adopt rules and procedures and to conduct other business as may be helpful or necessary to achieve the purposes of the Administrative Review Board and efficiently exercise its duties and powers. Other meetings may be called by the Chair or any two regular members. When meeting for administrative purposes, Section 7.19 shall apply to the Administrative Review Board.
- .6 Participation Through Communications Equipment - Members of the Administrative Review Board may participate in a meeting or hearing of the Administrative Review Board, and any hearing may be conducted, in whole or in part, through conference telephone or similar equipment by means of which all persons participating in the meeting can hear each other at the same time. Participation by these means shall constitute presence in person at such a meeting or hearing.
- .7 Quorum - A quorum for any administrative meeting of the Administrative Review Board shall be fifty percent (50%) of its regular members.
- .8 Resignations - Any regular or alternate member of the Administrative Review Board may resign by submitting a written resignation to the Chair, the General Chair or the Board of Directors specifying an effective date of the resignation. In the absence of a specified effective date, any such resignation shall take effect upon the appointment or election of a successor.
- .9 Determination of Vacancy or Incapacity - The determination of when an office becomes vacant or an officer becomes incapacitated shall be in accordance with 6.9.
- .10 Substitutions for Member - In the event that a regular member of the Administrative Review Board is unable or unwilling to promptly act for any reason, recuses herself or himself or is disqualified in any particular circumstance, the Chair (or, if the person so unable or unwilling to act or recused or disqualified is the Chair, the Vice-Chair; or failing that, the General Chair) shall appoint an alternate member to act in the regular member's place in respect of that circumstance.

13.3 GENERAL -

- .1 Administrative Powers - The Administrative Review Board shall have the powers and the duty to:
 - A. administer and conduct the affairs and achieve the purposes of the Administrative Review Board,
 - B. establish policies, procedures and guidelines,
 - C. elect the Chair,
 - D. call regular or special meetings of the Administrative Review Board,
 - E. retain attorneys, agents and independent contractors and employ those persons which the Administrative Review Board may determine are appropriate, necessary or helpful in the administration and conduct of its affairs, and
 - F. take such action as may otherwise be appropriate, necessary or helpful in the administration and conduct of its affairs, the achievement of its purposes and the efficient exercise of its duties and powers.
- .2 Rule Making Powers - The Administrative Review Board shall have the power and the duty to promulgate reasonable rules and procedures consistent with the corporation laws of MWS with respect to any matter within its jurisdiction or appropriate, necessary or helpful in the administration and conduct of its affairs. Such rules and procedures shall have the same force and effect as if they had been adopted as part of these Bylaws.
- .3 Exercise of Powers and Decisions - Except for authority and power granted to the Chair, the exercise of the authority and powers of the Administrative Review Board and the decision of matters which are the subject of a hearing shall be decided by a majority vote of the Administrative Review Board. The views of any dissenters shall be included in the record of the proceeding if requested by the dissenters. The exercise of the Administrative Review Board's authority and power shall be solely in its discretion and the interests of justice and the sport of swimming.
- .4 Timeliness of Petition - The Administrative Review Board need not exercise its jurisdiction with respect to a complaint the subject matter of which occurred, or concerns or is founded on events which occurred, more than ninety (90) days prior to the date the complaint is received. A determination not to exercise its jurisdiction as a result of the untimeliness of a complaint may be made by the Chair alone and may be the subject of a request for rehearing and, thereafter, appeal to the National Board of Review pursuant to Part Four of the USA Swimming Rules and Regulations.

ARTICLE 14
CONVENTIONS AND DEFINITIONS

14.1 CONVENTIONS -

- .1 TERMS GENERALLY - Whenever the context may require, any pronoun or official title shall include the corresponding masculine, feminine and neuter forms. The words "include", "includes" and "including" shall be deemed to be followed by the phrase "without limitation". The singular shall include the plural and the plural shall include the singular as the context may require. Where the context permits, the term "or" shall be interpreted as though it were "and/or". Captions have been used for convenience only and shall not be used in interpreting the Bylaws.
- .2 CAPITALIZED TITLES - Capitalized titles, such as Secretary or Treasurer, when appearing alone shall refer to MWS positions and not to USA Swimming or another organization.
- .3 NOTICE DEEMED GIVEN; LAST KNOWN ADDRESS -
 - A. Notice by Mail - Notice given and other writings delivered by first class mail, postage prepaid, and addressed to the last known address shall be deemed given or delivered upon the postmark date for all purposes under these Bylaws.

- B. Notice by Email - Notice given and writings delivered by electronic mail to the last known email address shall be deemed given or delivered for all purposes under these Bylaws.
 - C. Last Known Mail or Email Address - For all purposes under these Bylaws, the last known mail or email address of a member of MWS shall be the mail or email address on file with MWS or in SWIMS.
- .4 TIME PERIOD CONVENTION - In computing time periods established by these Bylaws, the initial time period (days or hours) shall not be included but the last period shall be included.
 - .5 WAIVER OF NOTICE CONVENTION - Untimely or insufficient notice for any meeting held under the authority of these Bylaws shall be considered to have been waived if a member attends or participates in the meeting to which such notice referred or to which notice was lacking without, at the earliest opportunity, raising an objection of untimely or insufficient notice having been given for such meeting. If the member is a Group Member Representative, then the relevant Group Member shall be treated as having waived the untimely or insufficient notice to the same extent.
- 14.2 DEFINITIONS - When used in these Bylaws, the following terms shall have the meanings indicated in this Section, and the definitions of such terms are equally applicable both to the singular and plural forms.
- .1 ARTICLE - a principal subdivision of these Bylaws.
 - .2 ARTICLES OF INCORPORATION - the document filed with the Secretary of State of Nebraska pursuant to which MWS was formed.
 - .3 ATHLETE REPRESENTATIVE - an Athlete Member elected to represent athletes in the House of Delegates and on the Board of Directors.
 - .4 BOARD MEMBER - a member of the Board of Directors, including the At-Large Board Members.
 - .5 BOARD OF DIRECTORS - the Board of Directors of MWS.
 - .6 BYLAWS - these bylaws as adopted and amended from time to time by, and in effect for, MWS.
 - .7 COACH REPRESENTATIVE - a Coach Member elected to represent the coaches in the House of Delegates and on the Board of Directors.
 - .8 FINA - the Federation Internationale de Natation, the international governing body for the sport of swimming.
 - .9 GROUP MEMBER REPRESENTATIVE - an individual appointed to represent a Group Member in the House of Delegates.
 - .10 HOUSE OF DELEGATES - the House of Delegates of MWS as established by Article 4 of these Bylaws.
 - .11 IMMEDIATE PAST GENERAL CHAIR - the individual who is the immediate past General Chair of MWS.
 - .12 IRS CODE - the current United States Internal Revenue Code.
 - .13 LOCAL SWIMMING COMMITTEE / LSC - MWS as defined by the USA Swimming Corporate Bylaws.
 - .14 MEMBER - a Group Member or an Individual Member.
 - .15 NATIONAL BOARD OF REVIEW - the National Board of Review of USA Swimming established pursuant to Part Four of the USA Swimming Rules and Regulations. Where the context requires, a reference to the National Board of Review shall include a reference to the USA Swimming Board of Directors when that body is acting upon an appeal from the National Board of Review.
 - .16 POLICIES AND PROCEDURES - the principles, rules, and guidelines of MWS, as amended and adopted by the Board of Directors or the House of Delegates.
 - .17 SECTION - a subdivision of the Articles of these Bylaws.

- .18 TERRITORY - the geographic territory over which MWS has jurisdiction as a Local Swimming Committee.
- .19 USA SWIMMING - USA Swimming, Inc., a Colorado nonprofit corporation which is the national governing body for the United States for the sport of swimming.
- .20 MWS - the Nebraska not-for-profit corporation to which these Bylaws pertain.



SECTION II

POLICIES AND PROCEDURES MANUAL

RULES AND REGULATIONS

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MIDWESTERN SWIMMING INC

POLICIES AND PROCEDURES

1.0 **Midwestern Swimming**

1.1. Organization

Midwestern Swimming, Inc. (MWS) is one of the 59 Local Swimming Committees (LSC) with responsibility under USA Swimming to govern the sport of swimming in the Midwestern LSC. Midwestern Swimming, as delegated to it in the USA Swimming Rules and Regulations, has jurisdiction to conduct swimming programs consistent with the policies and procedures of USA Swimming and to sanction, approve, observe, and conduct, on behalf of USA Swimming, competitive swimming events with the LSC boundaries.

Midwestern Swimming is a tax-exempt organization as described in Section 501(c)(3) of the U.S. Internal Revenue Code and may accept contributions, bequests, and gifts deductible for federal income and estate and gift tax purposes respectively.

Midwestern Swimming operates under by-laws adopted in 12/1996 and amended thereafter. MWS is governed by its House of Delegates (Article 4), a Board of Directors (Article 5), elected and appointed Officers (Article 6), and various Divisions, Committees, and Coordinators (Article 7) as described in its By-laws.

The House of Delegates governs Midwestern Swimming. The Board of Directors has the authority to act for the Corporation between meetings of the House of Delegates. The officers of the Corporation comprise the Executive Committee and shall have the authority to act for the corporation between meetings of the Board of Directors.

1.1.1. Geographic Territory

The Geographic Territory of MWS is the State of Nebraska with the exception of the Counties of Scottsbluff, Sioux, Dawes, Sheridan, Box Butte, Banner, Kimball, Cheyenne, Morrill, Garden, and Deuel, and including the counties of Lyon, Osceola, Sioux, O'Brien, Plymouth, Cherokee, Woodbury, Ida, Monona, Crawford, Harrison, Shelby, Pottawattamie, Mills, Montgomery, Fremont, and Page in Iowa.

1.2. Objectives

The objectives and primary purpose of MWS shall be the education, instruction, and training of individuals to develop and improve their capabilities in the sport of swimming. MWS shall promote swimming for the benefit of swimmers of all ages and abilities, in accordance with the standards, rules, regulations, policies, and procedures of FINA, USA Swimming, MWS and its Articles of Incorporation.

1.3. Mission

Midwestern Swimming strives to maximize opportunities for the growth and success of all current and future swimmers through competitive swimming.

1.4. Values

Integrity, Leadership, Excellence, Passion, and mutual respect for others will serve as our guide to creating excellence in our programs and the continuous improvement of Midwestern Swimming.

1.5. Vision – Inspired by passion to achieve excellence.

- * Have athletes participate in national level meets up to and including Olympic Trials
- * Recruit and retain athletes
- * Provide training and financial support for athlete progression

- * Provide training and financial support for coaches, parents, and volunteer progression
- * Promote facility enhancement
- * Promote swimming through enhanced publicity
- * Retain and recruit volunteers
- * Have fiscal responsibility and strategy
- * Assist athletes in achieving their goals while developing life-long skills such as mutual respect, leadership, responsibility, integrity, loyalty, self-confidence, and a strong work ethic

1.6. Statements of Principles, Accountability, and Conflict of Interest

Those who choose to serve Midwestern Swimming and its members, whether as volunteers or as paid professionals, are held to a high standard of conduct. As guardians of Olympic ideals, they assume an obligation to subordinate individual interests to the interests of the Olympic Movement. Those who serve MWS must do so without personal gain in order to avoid any institutional loss or embarrassment and to behave in such a way that the organization's trust and public confidence is enhanced. It is important to avoid any real conflict of interest as well as to avoid the appearance of a conflict of interest.

1.6.1. Midwestern Swimming Board of Directors Statement of Accountability

The Board governs with an emphasis on outward vision, encouragement of diversity in viewpoints, strategic leadership, clear distinction of Board roles, collective decision, and proactively. The Board shall:

- 1.6.1.1. Be accountable to the Midwestern Swimming community for competent, conscientious, and effective accomplishment of its obligation.
- 1.6.1.2. Enforce on itself whatever discipline is needed to govern with excellence. Discipline will apply to matters such as attendance, preparation for meetings, policy-making principles, respect, speaking with one voice, and ensuring the continuity of governance capability. Board development will include orientation of new members in the Board's adopted governance process and strategic planning and monitoring.
- 1.6.1.3. Direct, control, and inspire the organization through the careful establishment of broad written policies reflecting the Board's values and perspectives. The Board's major policy focus is on the intended long-term impacts.
- 1.6.1.4. Accept responsibility for Board performance. The Board will be an initiator of policy, not merely a reactor to other initiatives. The Board will use the expertise of individual Board members to enhance the ability of the Board as a team and operate in partnership with the professional staff. The Board will monitor and regularly discuss its own processes and performance.

1.6.2. Conflict of interest Statement

The Board of Directors affirms that the directors, officers, administrators, employees, and other volunteers of Midwestern Swimming (referred to as the Corporation) have an obligation to exercise their authority and to carry out the duties of their respective positions for the sole benefit of the Corporation. They should avoid placing themselves in positions in which their personal interests are, or may be, in conflict with the interests of the Corporation. Where a potential conflict of interest exists, it shall be the responsibility of the person involved or any other person with knowledge to notify the Board of Directors of the circumstances resulting in the potential conflict so that the Board of Directors can provide such guidance and take such action as it shall deem appropriate. Areas of potential conflict of interest are:

- 1.6.2.1. Financial Interests

- (a) Ownership by the individual directly or indirectly of a material financial interest in any business or firm (i) from which the Corporation obtains goods and services, or (ii) which is a competitor of the corporation.
- (b) Competition by the Individual, directly or indirectly, with the Corporation in the purchase or sale of property or any property right or interest.
- (c) Representation of the Corporation by the individual in any transaction or activity in which the individual, directly or indirectly, has a material financial interest.
- (d) Any other circumstance in which the individual may profit, directly or indirectly from any action or decision by the Corporation in which he or she participates, or of which he or she has knowledge.

1.6.2.2. Inside Information

Disclosure or use by the individual of confidential information about the Corporation, its activities or intentions, for the personal profit or advantage of the individual or any person.

1.6.2.3. Conflicting Interests other than Financial

Representation as director, officer, agent, or fiduciary of another company, institution, agency, or person in any transaction or activity, which involves this Corporation as an adverse party or with adverse interests.

1.6.2.4. Gifts and Favors

Acceptance of gifts or favors from any firm or individual which does or seeks to do business with, or is a competitor of, the Corporation under circumstances which imply reasonably that such action is intended to influence the individual in the performance of his or her duties. No director who directly or indirectly is involved in a potential conflict of interest shall be counted in determining the existence of a quorum at any meeting of the Board where the potential conflict is considered, nor shall the director vote on any action of the Board regarding that potential conflict.

1.7. Organizational Structure

Midwestern Swimming is governed by a House of Delegates. The Board of Directors, as outlined in Sections 5 and 6 of its by-laws, has the authority to act for the Corporation between meetings of the House of Delegates. The officers of the Corporation comprise the Executive Committee and have the authority to act for the Corporation between meetings of the Board of Directors. The organizational structure includes divisions, committees, and coordinators as detailed in Section 7 of the by-laws. Twenty percent (20%) of the voting membership of each committee shall be athletes, each of whom must at the time of appointment be engaged in amateur swimming within either (8) years preceding the appointment.

Midwestern Swimming maintains a permanent office at 1429 N Webster Ave, Hastings, NE 68901, and currently employs one part-time staff members (Executive Secretary).

1.8. Midwestern Swimming Modified Logo/Policy and Midwestern Logo



**MIDWESTERN
SWIMMING**



1.8.1. Policies have been adopted by USA Swimming to regulate use of the USA Swimming Trademark and the USA Swimming-LSC Modified Mark.

1.8.2. Use and exploitation of the USA Swimming Mark itself remains the sole prerogative of United States Swimming. Designs must be submitted to USA Swimming for approval.

1.8.3. Use and exploitation of an approved LSC Modified Mark remains the sole prerogative of the LSC. Designs must be submitted to Midwestern Swimming and USA Swimming for approval.

1.9. Code of Conduct

1.9.1. Athlete Code of Conduct

Midwestern Swimming athletes recognize and agree to conform to the following principles at all times while representing MWS and will sign the Code of Conduct prior to team travel or participation.

1.9.1.1. * To conduct myself so as to be a worthy team athlete and/or staff member.

* To follow the Midwestern Swimming and USA Swimming Rules.

* To conduct myself in a manner so as to earn the respect and confidence of others.

* To act/conduct myself with dignity and with respect for others and the property of others.

* To dress in a manner suitable to my position as a representative of MWS.

* To be a responsible goodwill ambassador between the sport of swimming and the public.

* To promote positive high team spirit and morale.

* To strive to do my best and encourage all team members to do the same.

* To deal justly, kindly, impartially, and intelligently with all my fellow team members.

* To do my very best to bring the highest possible credit and regard to myself, my team, MWS, and to the sport of swimming.

1.9.1.2. The use of any of the below is strictly forbidden while representing MWS as an athlete:

* Alcoholic beverages and tobacco products.

* Drugs (other than those prescribed by the athlete's physician).

* Fireworks.

1.9.1.3. Indiscreet or destructive behavior will not be tolerated. Consequences for failure to follow Code guidelines may include any or all of the following:

* Athlete may be suspended from practices, meets, camp/team activities, and meetings.

* Athlete may be sent home at his/her/family's expense from the meet or camp.

* Athlete and his/her family will be responsible for any damage caused by athlete.

* Athlete may be suspended from membership in MWS and USA Swimming.

1.9.2. Member Code of Conduct

1.9.2.1. Members of Midwestern Swimming are bound to the USA Swimming Code of Conduct as outlined in Article 304 of its Policies and Procedures and will sign the appropriate Code of Conduct prior to participating in Midwestern sponsored activities or travel.

1.9.2.2. Any member or prospective member of USA Swimming may be denied membership, censured, placed on probation, suspended for a definite or indefinite period of time with or without terms of probation, fined or expelled from USA Swimming if such member violates the provisions of the USA Swimming Code of Conduct, set forth in 304.3 or aid, abets, or encourages another person to violate any of the provisions of the USA Swimming Code of Conduct.

2.0 Membership

Midwestern Swimming (MWS) is comprised of clubs, athletes, and non-athletes as defined in Article 2 of the Midwestern Swimming By-laws. Any of the above may become members of Midwestern Swimming by completing the requirements set forth in the Registration Section 2.1 of this Policy & Procedures Manual. All memberships in Midwestern Swimming include membership in USA Swimming. Splash Magazine, the USA Swimming bi-monthly publication is sent to full athlete members and non-athlete members (one copy per household).

2.1. Registration

2.1.1. Group Membership

2.1.1.1. Club Membership

- (a) Application links for Club membership may be obtained from the Midwestern Registration Chair. Membership is for a calendar year, although registrations received after September 1 will be valid until December 31 of the following year (up to 16 months). The affiliations of at least one Athlete member and one properly credentialed Coach member are required for Club membership. A club is entitled to compete in its own name and to field relays at sanctioned meets.
- (b) Annual fee for Club membership is \$250.00 - \$70.00 to USA Swimming and \$180.00 to Midwestern Swimming (\$300.00 if submitted after January 1). Annual fee for Club membership for a club hosting a January meet in the following year will be \$250.00 if registered by December 1 of the year prior to the January meet. Fee will be \$300.00 if club, meet director, meet referee, and meet admin official are registered after December 1 of the year prior to the January meet. A \$75.00 rebate will be sent to all clubs, which have a least one representative at both the Spring and Fall meetings of the MWS House of Delegates. (01/16/18) An additional \$75.00 rebate will be sent to all clubs which, in addition to the representative, have at least one athlete in attendance at both Spring and Fall HOD meetings. (10/31/21 – effective 01/01/22)
- (c) Midwestern will grant a \$200.00 honorarium to MW clubs upon achievement of initial Safe Sport certification.
- (d) Club President will be required to sign the Midwestern Swimming Safe Sport Guideline Policy when requesting either new or renewal club membership with MWS.
- (e) When the designated head coach in SWIMS becomes a non-coach, non-athlete member of USA Swimming for any reason (e.g. an expired safety requirement), the following procedures will occur:
 - (1) Notification of lapsing head coach membership will be made electronically to the individual in violation, the club registrar, MWS General Chair, MWS Administrative Vice-Chair, and MWS Executive Secretary.
 - (2) A valid designated head coach must be submitted in writing to the MWS Registration/Membership Coordinator within 48 hours of a club's initial notification.
 - (3) If a response is not received by the MWS Registration/Membership Coordinator within 48 hours, all attached athletes to the club in violation will then be unattached.
 - (4) Once all athletes have been unattached, a Transfer Request Form and fee will be required for any athlete who wishes to reattach to the club in violation after a designated head coach is submitted and received.

(5) Periodically, the MWS Registration/Membership Coordinator will audit club head coach membership status.

(6) Clubs will note that Meet Manager Reconciliation will identify an entering club whose designated head coach is not a coach member of USA Swimming. If meet reconciliation does in fact identify a violation, notice will be sent to the offending club as outlined above.

(7) Any deviation from this policy will be authorized by the MWS Board of Directors.

2.1.1.2. Seasonal Club Membership

(a) Application link for Seasonal Clubs membership may be obtained from the Midwestern Registration Chair. Membership is for a 'season' of 120 days – April 15 – August 31. Athlete and Coach membership requirements apply.

(b) Annual fee for a Seasonal Club membership is \$100.00.

2.1.1.3. Satellite Club

(a) A 'satellite' club wishing to have its information separately in SWIMS will pay a \$50.00 fee and must supply all of the club information for that satellite on the club registration form.

2.1.2. Individual Membership

2.1.2.1. Full Athlete

(a) A swimmer must be a current member of USA Swimming in order to participate in any sanctioned USA Swimming meet, including Midwestern meets. Swimmers may compete representing their Club or as an Unattached swimmer.

(b) Athlete memberships are valid January 1 through December 31. Registrations received after September 1 are valid through December 31 of the following year (up to 16 months). Current annual dues are shown when registering online with USA Swimming.

(c) Membership links are available from the athlete's club or from the Midwestern Registration Chair for unattached athletes.

(d) Swimmer registrations must be submitted online to USA Swimming through link given by either the athlete's club or the Midwestern Registration Chair.

2.1.2.2. Outreach Athlete Membership

Outreach Athlete membership is available to qualified athletes in accordance with USA Swimming guidelines. The purpose is to make year-round membership available to athletes who might otherwise not be able to afford the standard athlete membership fee. If the athlete participates in a reduced or free school lunch program or receives Medicaid benefits, and can provide documentation to their club registrar, the USA Swimming athlete membership becomes \$5.00. Documentation is as simple as a one-page form on the school's letterhead indicating that the athlete member is on a free or reduced lunch program. A separate link is available for Outreach athletes from their club registrar.

2.1.2.3. Seasonal Athlete

Midwestern Swimming offers a seasonal (summer only) membership. Membership link will be available from athlete's club registrar. This membership is good from April 15 thru August 31 of the current year. Seasonal athletes are afforded the same insurance coverage as Full Athletes. There are three limitations:

(a) Seasonal athletes will not receive Splash Magazine from USA Swimming.

- (b) Seasonal athletes cannot compete “above” the MWS Championship level. Meets not open to seasonal athletes include Central Zones, Sectionals, Junior Championships, US Open, Nationals and Olympic Trials.
- (c) Seasonal athletes cannot transfer their membership to another club or to another LSC.

2.1.2.4. Flex Membership Athlete (effective September 1, 2018)

Midwestern Swimming offers a Flex membership for the same period of time as the year round athlete. The Flex membership is optional for each club and the option may be available from the club registration link. There are several limitations and stipulations:

- (a) Flex membership is available only to 12 and Under athletes.
- (b) Athletes may compete in only two sanctioned competitions per registration year.
- (c) Athletes may transition to Annual membership within the same membership year, paying the difference between the cost of the Flex membership and the Annual membership.
- (d) Flex membership is not valid for competition at or above the LSC championship level.

2.1.2.5. Non-Athlete

(a) Coach Members

To be a Coach member of USA Swimming, an individual must be a Non-Athlete member and must:

- (1) Submit online registration to USA Swimming
- (2) Pay membership fees online to USA Swimming
- (3) Submit copies of all three safety certification cards as on the USA Swimming approved list (can be found on the USA Swimming web site) to the MW Registration Chair
- (4) Complete or have a current USA Swimming mandated Background Screen. Access to the screening process must be from the USA Swimming web site. No other background screens are acceptable. The USA Swimming background screen is good for two (2) years and has a separate fee.
- (5) Complete the current Athlete Protection Training course online on the USA Swimming website.
- (6) First year coaches in USA Swimming must complete education requirements. Detailed information can be found on the USA Swimming web site.

VALID TO: Coach membership will be valid until December 31 of the current year or until the first expiration date of a Coach BGS, Safety credential or APT, whichever occurs first. All expiration dates are on the membership card available on USA Swimming website to print and electronically through the USA Swimming App.

EXPIRED VALID TO: If the required safety credentials are not provided before the credential expiry date, the coach will lose all coach privileges and authorities. The individual will not be permitted on deck at practices or meets, and risks lapsed insurance coverage for the club.

(b) Non-Athlete, Non-Coach Members

- (1) Any person interested in the purposes and programs of Midwestern Swimming is eligible to be a Non-Athlete member.
- (2) Must complete or have a current USA Swimming mandated Background Screen. Access to the screening process must be from the USA Swimming web site. No

other background screens are acceptable. The USA Swimming background screen is good for two (2) years and has a separate fee.

- (3) Must complete current Athlete Protection Training course online on the USA Swimming website.
 - (4) Deck Officials (Starter, Referee, Stroke & Turn Judge, Admin Official) must be Non-Athlete members of USA Swimming with current Background Screen and APT.
 - (5) Members of the Board of Directors and Club Representatives to the House of Delegates must be members of USA Swimming and Midwestern Swimming with current Background screen and APT.
- (c) Non-athlete registrations are valid January 1 through December 31. Registrations received after September 1 are valid through December 31 of the following year (up to 16 months).
 - (d) Links to Non-athlete registration may be obtained from the non-athlete's club or the Midwestern Registration Chair for unattached non-athletes. The current annual membership fees for an individual are shown in the online registration form.

2.1.2.6. Transfers

An athlete transferring from one Club to another, from representing a specific Club to Unattached status, or from one LSC to another, must apply online through USA Swimming for a transfer. MW cost for the transfer will be billed to the athlete's club.

- (a) Last date of competition with previous club must be listed.
- (b) USA Swimming Rule 203.3 requires that 60 days must pass from the date of last competition representing the prior Club before a swimmer may represent a new Club in competition.
- (c) Applications without last day of competition are being processed with the date that the transfer is filed as the last date of competition.
- (d) Previous club of swimmer may be notified of the transfer request.

2.1.3. Membership Payments

Payments for all memberships will be made online through USA Swimming. The Midwestern portion of a Club registration will be billed to each club. Transfer fees will be billed.

2.1.3.1. Memberships are not processed until payment is received by USA Swimming.

2.1.3.2. All Athletes should be registered members when they are in the water with your club (even at practices).

2.1.3.3. Current athlete membership will be checked prior to all MWS meets (swim meet recon). Communication regarding unregistered swimmer(s) entered in a meet necessitates the immediate registration of the swimmer(s).

2.1.3.4. Failure for a swimmer to register with USA Swimming prior to meet competition will result in the swimmer's club being assessed a fine of \$200.00 per swimmer per meet.

2.1.3.5. Unpaid fines at the time of club renewal will result in club renewal prohibition.

2.1.3.6. Payments made with insufficient funds will incur a fee of \$25.00 to the submitting club. Payment in the form of a cashier's check for the amount due plus the \$25.00 charge will be required.

2.1.4. Membership Meetings

2.1.4.1. Board of Directors

- (a) The members of the Midwestern Board of Directors shall be provided in the MWS By-laws and are generally elected by the MWS House of Delegates.

- (b) The current schedule of Board of Directors meetings (which are open to any and all members of MWS) is posted on the MWS web site. These meetings are generally held in the evening and via conference call.

2.1.4.2. House of Delegates

Midwestern Swimming will hold two House of Delegates meetings annually – one in the spring and one in the fall. Meeting site, time and location will be posted on the MWS web site.

- (a) In order for the House of Delegates representative to be eligible to vote at a House of Delegates meeting, the representative must be the named HOD delegate. If a club has a temporary representative change for a meeting and not a permanent change to the club registration, the club president can name a temporary representative. The request for a change may be sent to the MWS Executive Secretary via email prior to the day of the meeting or the temporary representative may bring the signed request to the HOD meeting. The club representative must be a member of USA Swimming and MWS.

2.1.4.3. Athlete Representation

All representative bodies will have a minimum of 20% athlete representation.

- (a) Selection process for Athlete Representative to the MWS House of Delegates and Board of Directors is as follows:
 - (1) Initial recommendations will be made by the athlete's coach based on leadership, maturity, interest in being more involved in the sport, and the ability to interact with peers
 - (2) Interested athletes will be provided a handout that explains what is required of athlete representatives emphasizing that this is their sport and athlete participation and input are of vital importance and will include the following: participation at MWS board meetings, communication with athletes, and attending National Convention
 - (3) Interested athletes who wish to stand for election as Athlete Representative will submit a one-page essay by February 1 to the MWS BOD on why they would be interested in serving as an Athlete Representative, submit a digital photo, and a brief resume of their swimming career
 - (4) The Selection Committee (two athletes, requiring one of whom is the Senior athlete representative and the other a 2nd year athlete BOD representative, Coach Representative, Age Group Chair, Senior Vice-Chair) will make recommendations for a slate of which will consist of at least two, but no more than three candidates for each open position. Once the candidate selections are made, the athlete essay, photo, and resume will be sent to all clubs. Clubs are expected to use the information to inform their voting athletes of the slate of candidates.
 - (5) At the time of the election, a candidate must be an annual athlete member in good standing, at least 16 years of age or at least a sophomore in high school, currently competing or have competed during the three immediately preceding years in the program of swimming conducted by MWS of another LSC and have his or her place of residence in the LSC and expected to reside therein throughout at least the first half of the term (other than periods of enrollment in an institution of higher education).

- (6) Athlete Representatives will be elected by their registered MWS athlete peers who are at least 13 years old by electronic ballot prior to the spring House of Delegates meeting.
- (b) Appointment process for Athlete At-Large members to the MWS House of Delegates is as follows:
 - (1) Information regarding appointment process will be provided annually at the fall House of Delegates meeting, emailed to club head coaches and club contacts and posted on the MWS website.
 - (2) Athletes interested in an appointment for the Athlete At-Large House member must be a year-round athlete in good standing, at least 16 years of age or at least a sophomore in high school, currently competing or have competed during the three immediately preceding years in the program of swimming conducted by MWS or another LSC and have his or her place of residence in the LSC and expected to reside therein throughout at least the first half of the term (other than periods of enrollment in an institution of higher education).
 - (3) Interested athletes will be provided information that explains what is required of athlete representatives emphasizing that this is their sport and athlete participation and input are of vital importance and will include the following: participation at MWS House of Delegates Meetings, communication with athletes, and participation on committees as needed.
 - (4) Interested athletes who wish to be appointed as an Athlete At-Large member will submit a letter of interest to the General Chair by February 1 on why they would be interested in serving as an Athlete At-Large House of Delegates member.
 - (5) The General Chair, with the advice and consent of elected Athlete Representatives, will appoint the Athlete At-Large House Members by the MW Short Course Championship Meet, for a one year term to the House of Delegates.

3.0 General Policies for Committee Administration

3.1. Divisions of the Corporation

The House of Delegates of Midwestern Swimming shall consist of the following divisions. Each division shall be chaired by a Vice Chair or the appropriate representative:

Administrative

Senior Swimming

Age Group Swimming

Finance

Officials

Coaches

Athletes

3.2. Committees and Coordinators

Each Division may be further divided into standing committees. Unless otherwise specified in the Midwestern Swimming by-laws, the General Chair shall appoint the members of all committees including the chair of the committee. A committee may consist of only one member who is known as the coordinator. Each committee is directly responsible to a Vice-Chair.

3.3. Ad-Hoc Committees

The General Chair of the Board of Directors may appoint an ad-hoc committee (task force) to complete a specific objective where an existing standing committee would not otherwise be appropriate. In each instance where an ad-hoc committee is established, the Board of Directors must also approve a budget for activities and the administration of the committee. The term of service for any ad-hoc committee shall not exceed one year.

3.4. Mission Statement of the Committee

Each committee chair shall establish a mission statement and shall annually review the mission statement of the committee. The mission statement of the committee shall be forwarded to the Board of Directors for their approval.

3.5. Annual Goals of the Committee

Each Committee shall establish goals for the committee and a timetable or action plan for achieving these goals. The goals, timetable and action plan shall be distributed to the respective Vice-Chair to whom the committee is directly responsible.

3.6. Functions of the Committee

The functions of the committee may include but are not limited to the following:

3.6.1. To study and evaluate existing programs of the Corporation.

3.6.2. To create and develop new programs for recommendation to other committees or the BOD.

3.6.3. To advise the Board of Directors through the Vice-Chair to whom the committee is responsible.

3.6.4. To consider items referred to the committee from MWS membership, another committee, or the BOD.

3.6.5. To present resolutions for action items that should be referred to the Vice-Chair for BOD consideration.

3.6.6. To implement the policies of the BOD and the Corporation.

3.6.7. To prepare a budget for the committee projects and administration for the next fiscal year.

3.6.8. To conduct projects and activities within the approved budget for the current fiscal year.

3.7. Responsibilities of Committee Chair or Coordinators

The responsibilities of the committee Chair and/or Coordinators include:

3.7.1. Schedules all meetings of the committee.

- 3.7.2. Proposes an agenda for all meetings.
 - 3.7.3. Presides at all meetings of the committee and guides the business of the committee.
 - 3.7.4. Gives a report to members of the committee of the activities of the committee.
 - 3.7.5. Serves as spokesperson for the committee.
 - 3.7.6. Appoints a secretary to take minutes of all meetings.
 - 3.7.7. Reviews the draft of minutes and makes corrections as necessary.
 - 3.7.8. Assumes responsibility for committee's compliance with the policies of the Corporation.
 - 3.7.9. Directs the committee's activities towards the completion of its goals.
 - 3.7.10. Maintains regular contact with the MWS Office and the division Vice-Chair.
- 3.8. Implementation of Action Items by Committees
- 3.8.1. All Action Items should be submitted in writing and shall include estimated cost of implementation.
 - 3.8.2. Action Item is referred to the Vice-Chair assigned to the committee who shall discuss the matter with the committee chair or coordinator.
 - 3.8.3. Vice-Chair shall either refer the matter back to committee, refer to another committee where appropriate, or shall place the Action Item on the agenda of the next BOD meeting.
 - 3.8.4. Vice-Chair shall present the Action Item to the BOD for their consideration.
 - 3.8.5. Vice Chair shall report the disposition of the Action Item to the committee within 10 days of the BOD meeting.
 - 3.8.6. If approved by the BOD, the Vice-Chair shall discuss with the committee chair or coordinator the plan for implementation of the Action Item.
- 3.9. Equal Opportunity to Participate
- It is the intent and purpose of the Corporation to provide an equal opportunity to athletes, coaches, trainers, managers, administrators, and officials to participate in the governance of the Corporation without discrimination on the basis of race, color, religion, age, gender, disability, or national origin. No conditions or restrictions for participation in the governance of the Corporation may be imposed unless otherwise set forth in the Midwestern Swimming by-laws.
- 3.10. Open Meetings Policy
- All meetings of the Corporation, divisions and committees shall be open to all members of the Corporation except in those situations where by majority vote of the body it would be in the interests of the Corporation to hold closed sessions (e.g., those relating to corporate or committee personnel or legal matters).
- 3.11. Roberts Rules of Order
- At all meetings of the Corporation, divisions and committees, Roberts Rules of Order shall be the governing procedural rules, unless otherwise modified in the Midwestern Swimming by-laws or Policies and Procedures Manual. A consent agenda may be used by both the BOD and HOD when appropriate.
- 3.12. Misconduct by Committee Members
- The General Chair and/or Corporation Counsel may in response to written allegations of misconduct by a Midwestern Swimming member, authorize a confidential inquiry to determine whether a further investigation or a LSC Board of Review is appropriate.
- 3.13. Confidentiality
- Items which are of a confidential or sensitive nature should not be disclosed outside the setting of the committee. Members who knowingly divulge this information shall be subject to the procedures of misconduct.
- 3.14. Authorization of Expenses

Only the Finance Vice-Chair shall authorize expenditures against the approved budget of the committee. There shall be no separate checking accounts for projects carried out under the direction of any committee without express authorization of the Board of Directors. All Midwestern Swimming funds must be received and disbursed by the Corporation.

4.0 Financial Policies

Midwestern Swimming is dedicated to ensuring that all financial operations are conducted under the highest standards of integrity and ethics and in compliance with strict internal controls to safeguard the organization's assets and provide a strong financial foundation. Midwestern Swimming operates on a calendar year, and all financial records are maintained on a cash or modified cash basis. Midwestern Swimming will strive to reach a goal of maintaining operating reserves of a minimum of 75% and a maximum of 125% of its annual operating expenditures budget.

4.1. Financial Reports

4.1.1. The Finance Vice-Chair shall prepare unaudited financial statement, quarterly and annually, for the Board of Directors. The Finance Vice-Chair will engage an independent CPA annually to conduct an audit, and audited financial statements will be presented to the Board of Directors and the House of Delegates.

4.1.2. Financial statements are to be prepared in compliance with generally accepted accounting principles and will be published according to the following schedule:

4.1.2.1. Quarterly statements: 45 days after the end of the quarter

4.1.2.2. Annual unaudited statements: 60 days after the end of the year

4.1.2.3. Annual audited statements: 120 days after the end of the year

4.1.3. Financial statements are prepared using the cash and modified cash method and will contain budget and actual information.

4.2. Committee Accounting Procedures

4.2.1. There shall be no separate checking accounts for projects carried out under the direction of any committee without the express authorization of the Board of Directors.

4.2.2. All Midwestern Swimming funds must be received and disbursed by the Corporation.

4.3. Late Payments

4.3.1. Any members that are late in paying obligations will be billed with invoices on a thirty-day basis.

4.3.2. If amounts due are not paid within the next thirty days, the Finance Vice-Chair may refer the matter to an Administrative Board of Review for appropriate action.

4.3.3. If monies owed Midwestern Swimming remain outstanding at the time of club renewal, the club will be prohibited from renewal.

4.4. Grants

4.4.1. All money grants or in-kind contributions shall be recorded as general revenues of the Corporation.

4.4.2. Obligations contained in the grant or gift shall be included in the budgeted expenses of the Corporation.

4.4.3. The Finance Vice-Chair, in consultation with the General Chair and staff, will approve all grants requests.

4.5. Expense Reimbursement

4.5.1. Individual Reimbursement

4.5.1.1. Each individual is responsible for filing his or her own reimbursement request form with the Midwestern Office. A separate reimbursement form with receipts must be filed for expenses on the Midwestern credit card.

4.5.1.2. Forms must be submitted in a timely manner, preferably within 15 days of occurrence.

4.5.1.3. Adequate documentation must accompany each request, including itemized hotel receipts, transportation tickets, meal receipts, and receipts for all expenses.

4.5.1.4. Reimbursement for mileage will be given only to Midwestern staff traveling for Midwestern business at the standard IRS rate. Any other mileage reimbursement must be approved by the Finance Committee.

4.5.2. Athlete Travel Reimbursement

The policy of MWS is to budget annually for the partial reimbursement of travel expenses incurred by eligible swimmers who participate in the Speedo Sectional Meets, Central Zone Open Water Championships, TYR Pro Meets, USA Swimming Futures Meet, USA Swimming Junior Championships, USA Swimming National Championships (pool and open water), the U.S. Open, and International and/or Olympic Trials

4.5.2.1. General Procedures

- (a) For a swimmer to be eligible for reimbursement a swimmer must:
 - (1) be registered with MWS at the time of the swim and at the time of fund distribution.
 - (2) be an active member of a MWS club or a collegiate team swimmer who is an active member of a MWS club and either a former age group member of MWS or in the second long course season as a MWS member.
 - (3) be entered in, swim in, and meet all financial obligations for at least three (3) MIDWESTERN (MWS) sanctioned meets within the territory of MWS during the immediately preceding 12 months, either two (2) short course yards meets and one (1) long course meters meet OR one (1) short course yards meet and two (2) long course meters meets. Collegiate swimmers must be entered in, swim in, and meet all financial obligations for at least one Midwestern (MWS) sanctioned/sponsored meet during the current or previous Long Course season within the territory of MWS. Maximum reimbursement for any athlete between September 1 and August 31 will be \$1200.00, with the exception of an Olympic year when an additional \$1000.00 will be available to Trials swimmers.
 - (4) be a resident of MWS area for 12 months or moved into the area with the intent of establishing permanent residence. (Aid is not available during the 120 day unattached period, nor is aid available during the first season (SC or LC) of MWS participation.
- (b) Travel reimbursement is provided for swimmers participating in individual events. Travel reimbursement of one-fourth (1/4) individual reimbursement will be provided for swimmers who qualified for the national meet as part of a relay team and swam as part of that relay team at the national meet.
- (c) The amount of compensation received from all sources shall not exceed the swimmer's actual expenses as allowed by the USA Swimming Code. Sources include national swim committee, USA Swimming sponsors, member clubs, and business/civic organizations. These sources do not include family contributions. All compensation received or anticipated must be designated on the Midwestern financial aid application form. Failure to so designate will render the swimmer ineligible for current or future aid from MWS.
- (d) A link to the current approved MWS Athlete Travel Reimbursement will be posted on the MWS web site, and will be forwarded to each eligible athlete or athlete's coach upon request made to the Executive Secretary.

- (e) Applications must be submitted through the current approved online MWS Athlete Travel Reimbursement Application and receipts attached to the application on or before **May 31** for the short course season and **September 30** for the long course season to be considered for reimbursement. Applications submitted after the deadline dates will **NOT** be considered for reimbursement.
- (f) Calculation Procedures
 - (1) The athlete and coach listed on the application for athlete reimbursement will certify the athlete total expense.
 - (2) Athlete reimbursement may never exceed actual expenses proved by receipts.
 - (3) Athlete travel reimbursement amounts

USA Swimming Olympic Trials	\$1000.00
USA Swimming National Championships	\$ 500.00
USA Swimming Junior Championships	\$ 500.00
U.S. Open	\$ 500.00
TYR Pro Meets (reviewed annually 09/13/15)	\$ 200.00 (3 meets per year)
USA Swimming Futures Meet (09/13/15)	\$ 200.00 (reviewed annually)
Speedo Sectional Meets	\$ 100.00 (1 meet per season)
Central Zone Open Water Championships	\$ 100.00
Maximum annual reimbursement per athlete	\$1200.00 (Trials excepted)
- (g) Reimbursement for Athlete with Dual Citizenship

Athletes with Dual Citizenship may be reimbursed for participation in a Trials Class competition in their home country using the following guidelines:

 - (1) All criteria for regular athlete reimbursement must be met.
 - (2) Application must be submitted.
 - (3) Supporting documentation must be submitted including proof of dual citizenship.
 - (4) Reimbursement will be at the current National Championship rate.

4.5.3. Official Reimbursement (03/28/17)

Officials working national caliber meets (sectional level or higher) may be reimbursed as follows:

- 4.5.3.1. Official must have worked a minimum of two (2) of the last four MWS championship meets and at least four (4) sessions at each of those meets.
- 4.5.3.2. Official must work all sessions of the national level meet.
- 4.5.3.3. Official must be registered with MWS at the time of the request and reimbursement.
- 4.5.3.4. Official must submit a Travel Reimbursement Request prior to the meet and an MWS Expense Reimbursement Form and receipts for proven travel and lodging expenses to the MWS Officials Chair within 60 days after the meet.

4.5.3.5. Maximum financial reimbursement will be as follows (03/28/2017):

Sectional level or higher	\$200.00
Zones	\$200.00
Futures	\$200.00
TYR Pro Series	\$400.00
Junior, Senior Nationals, US Open	\$500.00
Olympic Trials	\$1000.00

Maximum two meets per year per official with a maximum of \$500.00 per year

Cap of \$3000 total Midwestern funds (reviewed annually in the budget process) for all official reimbursement (12/19/12); additional \$1000 per person will be available for Trials.

Officials Chair will review each request and recommend approval to the Officials' committee

Reimbursement payments will be issued by MWS as follows: (03/28/17)

—MWS will pay within 30 days of approval of request by the officials' chair

4.5.3.6. Officials receiving reimbursement will be expected to serve as mentors for LSC officials' development and may be asked to speak about their experiences.

4.5.3.7. Midwestern Championship Referee and Admin Referee may be reimbursed for lodging if traveling more than 45 miles. (03/28/17)

4.6. Coach Honoraria

(12/05/11)

Coaches who are accepted for and participate as part of the coaching staff for a Midwestern Zone Team or Midwestern All Star team will be eligible for the following honorariums:

4.6.1. All Star Meet Head Coach - \$300.00 Assistant Coaches - \$150.00 (09/13/15)

4.6.2. Zone Meet Head Coach - \$500.00 Assistant Coaches - \$400.00 (09/13/15)

4.7. Authorizations

4.7.1. Signature authorization is granted by the Board of Directors to the General Chair, Finance Vice-Chair, and Treasurer.

4.7.2. Petty cash account authorization is granted by the Board of Directors to the Executive Secretary.

4.8. MWS Office and Employees

4.8.1. Credit Card

4.8.1.1. Midwestern Board of Directors has authorized the use of a credit card for business purposes.

4.8.1.2. The following will have credit card access:

Executive Secretary

General Chair

Age Group Vice Chair

4.8.1.3. Card is to be used for authorized expenses.

4.8.1.4. Documentation for all expenses must be submitted to the MWS Office on the appropriate form.

4.8.2. Insurance

4.8.2.1. Midwestern will carry Workman's Comp for paid employees.

4.8.2.2. Midwestern will carry Board of Directors insurance. (11/13/05)

4.8.3. Annual Performance Review

4.8.3.1. The Personnel Committee shall establish performance instruments to be used to conduct annual performance reviews of all paid MWS staff.

4.8.3.2. The General Chair or Administrative Vice-Chair shall have the responsibility to conduct the annual performance review.

4.9. USA Swimming Annual Business Meeting and Workshop Funding

The following BOD positions may be funded to attend the national business meeting or workshop:

4.9.1. General Chair (Annual Business Meeting)

Administrative Vice Chair

Senior Chair

Age Group Chair

Coach Representative

Senior Athlete Representative

Executive Secretary

Members serving on national standing committees

4.10. Summary of Fees and Fines

4.10.1. Membership Fees (01/16/18)

4.10.1.1. Club Membership Fee

USA Swimming National Club Fee	\$ 70.00
MWS Local Club Fee (\$75 refundable/HOD attendance)	\$180.00
(Additional \$75.00 if athlete in attendance)	
Total	\$250.00
After January 1	\$300.00
After December 1 for January meet hosts	\$300.00

USA Swimming National Seasonal Club Fee	\$ 40.00
MWS Local Seasonal Club Fee	\$ 60.00
Total	\$100.00

4.10.1.2. Individual Non-Athlete Membership Fee (2023)

USA Swimming National Fee	\$ 68.00
MWS Fee	\$ 8.00
Total	\$ 76.00

4.10.1.3. Life Non-Athlete Membership Fee

USA Swimming National Fee	\$1000.00
MWS Fee	\$ 5.00
Total	\$1005.00

4.10.1.4. Annual Athlete Membership Fee (2023)

USA Swimming National Fee	\$ 68.00
MWS Fee	\$ 8.00
Total	\$ 76.00

Outreach Membership	\$ 5.00
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4.10.1.5. Seasonal Athlete Membership Fee (2023)

USA Swimming National Fee	\$ 30.00
MWS Fee	\$ 7.00
Total	\$ 37.00

4.10.1.6. Annual Flex Membership Fee (2023)

USA Swimming National Fee	\$ 20.00
MWS Fee	\$ 10.00
Total	\$ 30.00

4.10.1.7. General Athlete Fees

Transfer Fee	\$ 10.00
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4.10.2. Administrative Review Board Hearing

4.10.2.1. Filing Fee	\$ 50.00
4.10.3. Fines and Penalties for Improperly Registered Members:	
All fines are due within 30 days of notification unless proof of non-violation is proved to the Membership/Registration Chair or an appeal has been filed with the MWS Board of Review. Failure to pay will jeopardize membership status with USA Swimming and MWS	
4.10.3.1. Unregistered swimmer	\$ 250.00
4.10.3.2. Coach with expired certifications	
First Offense	\$ 100.00
Second Offense (recurrence within three-year period)	\$ 250.00
Third Offense (recurrence within three year period)	\$ 500.00
4.10.3.3. Unregistered coach	
First Offense	\$ 250.00
Second Offense (recurrence within a three-year period)	\$ 500.00
Third Offense (recurrence within a three-year period)	\$ 1000.00
4.10.4. Sanction Fee (04/21/18; beginning September 1, 2018)	
Sanction Fee – invitationals and championship meets	\$ 50.00
Sanction Fee with Time Trials (03/16/21)	\$ 75.00
Sanction Fee – Time Trials only (03/16/21)	\$ 50.00
Sanction Fee – squad, duals	\$ 25.00
Approved Meet Fee – Y meets/ other non-sanctioned meets	\$ 25.00
Late Fee (after submission due date) Invitational/Championship	\$ 100.00 (effective 01/01/16)
Late Fee (after submission due date) squad/duals/non-champ league	\$ 50.00 (effective 01/01/16)
4.10.5. Swimmer Surcharge/Fees	
(04/21/18 – beginning September 1, 2018)	
Midwestern Splash Fee per swimmer per sanctioned meet	\$ 6.50 (effective 09/01/18)
Midwestern Championship Meet Splash Fee per swimmer	\$ 6.50 (effective 09/01/18)
Midwestern Splash Fee per swimmer per inter-squad and dual single session meet	\$ 4.00 (effective 01/01/23)
Approved and observed meet use of times (04/23/12)	no charge

5.0 Budget Policies

5.1. Budget Preparation

5.1.1. All expenditures made in the name of the Corporation are subject to and governed by the annual operating budget approved by the Board of Directors and House of Delegates.

5.1.1.1. An annual budget for capital expenditure is also approved at the same time.

5.1.2. Initial budgeting process will begin with the Treasurer, Finance Chair and BOD. The Treasurer and Finance Chair will prepare revenue projections for the coming year. Working with staff and committee chairs, the Treasurer and Finance Chair will determine needs for existing and on-going programs. Proposals for new programs may also be initiated.

5.1.3. The Budget Committee will prepare a preliminary budget (with sufficient detail to be able to determine appropriateness of cost/benefit) which will be presented to the Board of Directors for review.

5.2. Role of the Committees

5.2.1. Committees will be provided with budget parameters by the Finance Committee. Committees will develop appropriate budgets to ensure ongoing viability of programs.

5.3. Role of the Vice-Chairs

5.3.1. The Vice-Chairs will review the budget with respect to the committees under their jurisdiction and make recommendations regarding the areas under their jurisdiction.

5.4. Role of the Board of Directors and House of Delegates

5.4.1. Regarding amending, adding, or deleting a budget item, the primary place for such changes should be the Board of Directors.

5.4.2. The role of the House of Delegates is to adopt the budget brought forward by the Board of Directors.

5.4.3. Once adopted, it is the role of the Finance Vice-Chair and Treasurer to implement and enforce the budget.

5.5. Budget Amendment and Performance Review

5.5.1. The budget should be approved as a living document, one with built-in flexibility. The Board and staff should be charged to live within the budget.

5.5.2. The Finance Vice-Chair will oversee expenditures and determine that the intent of the House of Delegates is being carried out.

5.5.3. The Finance Vice-Chair will review and approve all changes regarding the manner in which budgeted funds are expended.

5.5.4. Minor changes to the budget programs already approved will be handled administratively by the Finance Vice-Chair and the Treasurer.

5.5.5. New programs adopted during the year with budgetary impact will necessitate Board-considered budget amendments to adequately fund the programs.

5.5.6. A budget to actual expenditure report will be provided to the BOD members at each meeting of the BOD.

5.6. Budget Timetable

5.6.1. January 1 – March 1 – Requests for program budgets and expenditures given to Finance Vice-Chair and Treasurer.

5.6.2. March 15 – Budget Committee produces a first draft of the proposed budget

5.6.3. March or April BOD meeting – Proposed Budget distributed to the BOD. BOD will meet to review, amend, and approve the Proposed Budget

5.6.4. Spring HOD meeting – Midwestern Swimming House of Delegates meets to review, amend, and approve the Budget.

6.0 Investment Policies

- 6.1. Purpose
- 6.2. Guidelines
- 6.3. Objectives
- 6.4. Account Specific Information

7.0 Website Policies and Guidelines

7.1. Primary Mission

The primary mission of the Midwestern Swimming web site is to provide Midwestern Swimming's members and clubs with useful information that is not as readily or more readily available elsewhere about:

- Midwestern Swimming and its activities.
- Midwestern Swimming's members and clubs and their activities.
- Other competitive swimming entities and organizations and their activities.

7.2. Secondary Mission

The secondary missions of the Midwestern Swimming web site are:

- To provide information about Midwestern Swimming and its activities to the public.
- To promote and publicize Midwestern Swimming and its members and clubs to the public.
- To promote and publicize the sport of competitive swimming to the public.

7.3. Design Philosophy

To achieve present and future missions, the design of the Midwestern Swimming web site will be governed by the following:

- Use of technology and programming that works with all of the most commonly used programs and operating systems.
- Logical organization of information.
- Ease and simplicity of use.
- Consistency of appearance and organization.
- Timeliness and currency of information.
- Archival access to useful historical information.
- Use of reasonable security mechanisms and precautions.

7.4. Content Philosophy

To achieve present and future missions, the content of the Midwestern Swimming web site will be governed by the following:

- The information available should: comply with all applicable legal requirements, comply with all applicable mandates of USA Swimming, comply with MW COPPA policies (11/11/12), and be appropriate for dissemination to persons of any age.
- The information available should NOT: result in any person or entity becoming subject to criminal sanction or civil liability, be likely to result in physical or mental harm to any person, bring the sport of swimming or Midwestern Swimming or any other person or organization into disrepute, or be reasonably expected to be considered private, secret or confidential by any affected person or entity.
- The content philosophies should not limit dissemination of newsworthy information that is reasonably believed to be accurate and is otherwise publicly available.
- Content that is readily available on the Midwestern web site (meet schedules, Board of Directors, MWS records, etc.) will not be duplicated in the print/hard copy of the Midwestern Redbook..
- Midwestern Swimming's efforts to comply with these content philosophies should be responsibly limited so as not to overburden its volunteers, employees, or its financial resources.

7.5. Posting/Link Requests

If an entity/organization/club requests a link or posting to be made, the following conditions are taken into consideration:

- The entity/organization must be Midwestern-based (located within the boundaries of the Midwestern LSC) or a USA Swimming entity
- There is no fee for informational links or requests seeking employees/coaches for a Midwestern organization.

7.6. Administration

- Access and privileges to web site content will be handled by the Midwestern Office
- Requests for postings must be submitted to the Midwestern Office.

7.7. COPPA Policy

(11/11/12) The Children’s Online Privacy Protection Act (COPPA), effective April 21, 2000, applies to the online collection of personal information from children under 13. The new rules spell out what a Web site operator must include in a privacy policy, when and how to seek verifiable consent from a parent and what responsibilities an operator has to protect children’s privacy and safety online.

The Children’s Online Privacy Protection Act and Rule apply to individually identifiable information about a child that is collected online, such as full name, home address, email address, telephone number or any other information that would allow someone to identify or contact the child. The Act and Rule also cover other types of information – for example, hobbies, interests and information collected through cookies or other types of tracking mechanisms – when they are tied to individually identifiable information.

Midwestern Swimming, Inc (MWS) adheres to the Children’s Online Privacy Protection Act (COPPA) through the following web site policy:

- Limited advertising is permitted on the MWS web site, subject to General Chair and Board approval
- There is no collection of personal information on the MWS web site (other than links to registration forms for All Star and Zone teams through a secure online registration form) which includes full name, home address, email address, telephone number or any other information that would allow someone to identify or contact the child.
- There is no tracking information associated with the MWS web site.
- Limited pictures of children on the MWS website will be allowed with a signed release from the parent/guardian.

8.0 Swim Meet Policies

8.1. Meet Schedule/Sanction Committee

- 8.1.1. To assure that all MWS sanctioned swim meets, individually and collectively, provide for the needs of the swimmer, a Meet Scheduling/Sanction Committee is charged with the responsibility for reviewing the proposed meet information and schedule of events prior to the formal request for sanction.
- 8.1.2. The Meet Scheduling/Sanction Committee is composed of the General Chair, Age Group Vice-Chair, Senior Vice-Chair, technical advisors who are appointed biannually by the General Chair, and the MWS Executive Secretary (ex officio).
- 8.1.3. The areas of concern are technical and administrative content; compliance with USA Swimming and MWS Rules and codes; meet length; proper event scheduling and consistence with the original intent of the meet. The review may result in no action or may require modification, revisions, corrections or adjustments to the proposed meet information and schedule of events as submitted to the Meet Scheduling/Sanction Committee.
- 8.1.4. The Meet Scheduling/Sanction Committee will have the sole responsibility for meet scheduling, types of meets, and conduct of the championship meets. (05/07/05)
 - 8.1.4.1. Requests for changes to either the meet schedule or the championship meet format must be submitted in writing to both the Senior Chair and the Age Group Chair. (05/07/05)
- 8.1.5. Subsequent to the Meet Scheduling/Sanction Committee approval of either the Short Course or Long Course Swim Meet Schedule, the following procedures are to be observed by each club hosting a MWS meet.
 - 8.1.5.1. By May 15, the following information will be submitted to the MWS Executive Secretary:
 - (a) SHORT COURSE (for the next Short Course Season)
 - (1) Complete Meet Information (electronic copy)
 - (2) MWS Application for Sanction (hard copy or electronic copy)
 - (3) Check or money order to MWS in the amount of the current sanction fee
 - (b) LONG COURSE (for the Long Course season of the next year)
 - (a) MWS Swim Meet Request Form, one copy for each meet the club intends to host (hard copy or electronic)
 - (c) SHORT COURSE (for the Short Course season of the following year)
 - (a) MWS Swim Meet Request Form, one copy for each meet the club intends to host (hard copy or electronic)
 - (d) A late fee of \$100.00 will be assessed any club hosting an invitational or championship scheduled meet which fails to submit necessary documents by the established deadline date. (effective 01/01/16)
 - (e) A late fee of \$50.00 will be assessed any club hosting an inter-squad, dual or non-championship league scheduled meet which fails to submit necessary documents by the established deadline date. (effective 01/01/16)
 - 8.1.5.2. By January 15, the following information, for the upcoming LONG COURSE season will be submitted to the MWS Executive Secretary
 - (a) Complete Meet Information (electronic)
 - (b) MWS Application for Sanction (hard copy or electronic)
 - (c) Check or money order to MWS in the amount of the current sanction fee

- (d) A late fee of \$100.00 will be assessed any club hosting an invitational or championship scheduled meet which fails to submit necessary documents by the established deadline date. (effective 01/01/16)
- (e) A late fee of \$50.00 will be assessed any club hosting an inter-squad, dual or non-championship league scheduled meet which fails to submit necessary documents by the established deadline date. (effective 01/01/16)

8.1.6. All information will be sent to the Executive Secretary (who acts as the coordinator for the Meet Scheduling/Sanction Committee). The Executive Secretary will then provide the committee members with the information for review. Each member of the Meet Scheduling/Sanction Committee shall independently review the proposed documents for:

8.1.6.1. - Technical Content

- Administrative Content
- Compliance with the MWS approved Meet Schedule
- Format compliance with USA Swimming Rules and Regulations and MWS Rules
- Appropriate Meet Format
- Awards
- General Composition
- Safety
- Fines

8.1.6.2. Status of meet management: The host club must be registered prior to sanctioning and posting. The following MUST be non-athlete members of USA Swimming through the end date of the meet: Meet Director, designated Referee, and designated Admin Official. All certifications for Referee and Admin Official must be current through the end date of the meet. Sanction will not be issued and meet will not be posted if all registration and certification requirements are not met. (01/16/18)

8.1.7. A meeting of the entire Meet Scheduling/Sanction Committee will be scheduled to discuss findings and recommended changes and revisions.

8.1.8. Recommended changes and revisions will be sent to the host club. Meet information will be revised in compliance with recommendations of the Meet Scheduling/Sanction Committee. The granting of a Sanction is at the discretion of the General Chair based upon the materials furnished and agreed to revisions.

8.1.9. Final copy of meet flyer will be reviewed by one or more members of the Sanctioning Committee to insure that corrections have been made and adhere to all MWS and USA Swimming policies.

8.1.10. Final copy of meet flyer will be posted on the MWS web site and will include schedule of events.

8.1.11. All documents regarding sanctioning will be retained by the MWS Office for two years.

8.1.12. No conditional sanctions will be issued with rare emergency exception.

8.1.13. Host clubs desiring to distribute information prior to the granting of sanction will use a standard message: "The _____ (club) will host the _____ (meet) on _____ (date) at _____ (location). Specific details will be available when an official sanction is issue."

8.1.14. Meet information distributed without a sanction number will subject club to \$100.00 fine.

8.2. Meet Types

8.2.1. Duals/League/Intrasquad

8.2.1.1. Do NOT have to be on the published schedule to receive a sanction number.

8.2.1.2. Requests/meet information for these meets need to be submitted at the same time as other requests are due (January 15 and May 15).

- 8.2.1.3. Sanction Fee - \$25.00.
- 8.2.1.4. Requests not received within six (6) weeks prior to the meet may not receive a sanction.
- 8.2.1.5. May not be published, posted, or distributed without Midwestern Sanction number.
Violation will incur a \$50.00 late fee.

8.2.2. Invitationals

- 8.2.2.1. Must be requested using appropriate Meet Request form by the appropriate deadline.
- 8.2.2.2. Must be scheduled by the Meet Schedule/Sanctioning committee.
- 8.2.2.3. Sanction Fee - \$50.00, \$75.00 if requesting Time Trial Sanction.
- 8.2.2.4. Must submit appropriate documents by the appropriate deadlines to the MWS Office.
- 8.2.2.5. May not be published, posted, or distributed without Midwestern Sanction number.
Violation will incur a \$100.00 fine.

8.2.3. Conference/League Championships

- 8.2.3.1. Do NOT have to be on the published schedule to receive a sanction number.
- 8.2.3.2. Requests/meet information for these meets need to be submitted at the same time as other requests are due (January 15 and May 15).
- 8.2.3.3. Sanction Fee - \$50.00.
- 8.2.3.4. Requests not received within six (6) weeks prior to the meet may not receive a sanction.
- 8.2.3.5. May not be published, posted, or distributed without Midwestern Sanction number.
Violation will incur a \$100.00 fine.

8.2.4. Midwestern Area Championship Challenge (Qualifying) Meets (01/10)

- 8.2.4.1. The 'qualifying' meet will include events which are to be swum at the championship meets and will have entry time standards which are slower than the MWS Qualifying Times.
- 8.2.4.2. **Age Up Exception:** All swimmers who "age up" on or after the first day of the Qualifier Meet and before the first day of the Championship meet and who do not have a MW qualifying time in their age group as of the first day of the Championship meet, may enter a particular event in their current age group at the Qualifier Meet at a seed time at or faster than their current age group's qualifying standard. All such entries must be entered as **Exhibition** swims. This additional entry option is intended to allow all swimmers an opportunity to qualify for the Championship Meet in their actual Championship age group. Swimmers who enter an event at the Qualifier meet under this section are **NOT** eligible for awards at this meet and will be eligible for **PRELIMS ONLY** of a Prelim/Final Event. Entry chair must be alerted to all entered "Age-Up" swimmers in the entry email naming swimmer and event. For 10 & Under swimmers aging up to the 11-12 age group who wish to swim an event not offered for 10 & Under, Time Trials will be an option (time permitting).(01/14).

8.2.5. Midwestern Championships

- 8.2.5.1. Championship Meets will be open for bid to any club within the Midwestern LSC
- 8.2.5.2. Bids must be made/requested at the same time all other meets are requested (May 15 prior to the year for which the request is being made)
- 8.2.5.3. Meets available for bidding:
 - (a) SC Championships
 - (b) LC Championships
- 8.2.5.4. Meet entry/scoring responsibility:

- (a) MWS will be responsible for meet information, Meet Manager set-up, and Meet Manager entries
 - (b) Host will be responsible for Meet Manager scoring at the meet
- 8.2.5.5. Financial responsibility: (09/09/14)
- (a) MWS will collect all entry fees for the meet.
 - (b) MWS will be responsible to approve and purchase the awards for the meet.
 - (c) MWS will retain the MW surcharge and fines.
 - (d) MWS will remit to the host the event entry fee income less the cost of the awards.
 - (e) Host will retain all program sales, concession and commission income. Host may choose vendors and meet apparel designs.

8.2.5.6. Qualifying times for the MWS Championship meets will be calculated as follows:
The average of the 35th fastest time (stroke/distance/age) for the last six years; minimum qualifying time will be the NAG BB. (Covid exception to calculations has occurred.)

8.2.5.7. Championship Awards

- (a) Individual Awards
 - Medals 1-6 (1-8) all ages
 - Ribbons 7-12 (7-16) 12 & U
 - Trophies – High point, 1st runner-up, 2nd runner-up (sanction committee – 12/14) by age group
- (b) Relay Awards all ages
 - Medal 1-3
- (c) Sanction Committee may make other recommendations.

8.2.6. MWS Team Meets

All swimmers and coaches will conform to the procedures outlined by the MWS Team coaching staff unless specifically excused by the MWS Age Group Chair

8.2.6.1. All Star Meet

- (a) All Star Coach Policies (04/23/12)
 - (1) Head All Star Coach applications will be accepted through the MWS voting process.
 - (2) Applicant must be a current coach member of MWS
 - (3) Application will be open September 1 – September 30.
 - (4) Criteria for Head Coach – one of the following must be met:
 - * must have served as a head or assistant coach at either and All Star or Zone meet and/or
 - * must have a minimum of three years documented coaching experience
 - (5) Voting will take place through the MWS voting process.
 - (6) Only currently registered coaches will be allowed to vote.
 - (7) Head coach will be announced by November 2
 - (8) Head coach will select Assistant All Star Coaches by December 1
 - (9) There will be no more than two coaches from any registered MWS Club
 - (10) Coaches will be considered to be the coaches of all swimmers from MWS who compete in the All Star Meet
 - (11) Coaching staff will sign the MWS Coach Code of Conduct
 - (12) Coaching staff will be responsible for final swimmer event entry decisions
 - (13) Honorarium - \$300 for Head Coach; \$150 each All Star Coach. (09/13/15)
- (b) All Star Athlete Policies

- (1) Applications for the MWS All Star team will be accepted through online application form.
- (2) Applications must be received by requested date for consideration; times may be made after that date. Last qualifying date will be last date of last MW December meet (unless determined differently by the Age Group/All Star Committee).
- (3) Swimmer requirements
 - Ages 10 & U, 11-12, 13-14
 - Number of entrants per event/age determined by host team
 - Time achieved after September 1 of current season
 - Be registered for the year in which the meet is to be held
 - Swimmer must sign the MWS Code of Conduct form
 - Parent or Guardian must complete and sign MWS Permission and Release form.
 - Swimmer must pay fee as determined annually by the MWS Board of Directors
- (4) All Star Coaches will select the team and determine swimmer events and relays.
- (5) Swimmer must sign the MWS Code of Conduct form.
- (6) Parent or Guardian must complete and sign MWS Permission and Release form.

(c) Travel Policies

BOD determined All Star meet may be a team travel meet. (11/15/09)

- (1) If a travel meet, swimmers and coaches will travel as a team and stay as a team.
- (2) Cost to swimmer to be determined by cost to MWS based on expenses.
- (3) Team managers and chaperones must be members of USA Swimming, successfully pass a USA Swimming required criminal background check, complete the Athlete Protection Training course, and sign the MWS Code of Conduct.

8.2.6.2. Central Zone 14 & U Meet

MWS will determine annually whether meet will be individual travel or team travel.

(a) Zone Coach Policies (04/23/12)

- (1) Applications for the Head Zone Coach will be accepted through the MWS voting process.
- (2) Applicant must be a current coach member of MWS.
- (3) Application will be open April 1 – April 30
- (4) Criteria for Head Coach – one of the following must be met:
 - * must have served as a head or assistant coach at either and All Star or Zone meet and/or
 - * must have a minimum of three years documented coaching experience
- (5) Voting will take place through the MWS website
- (6) Only currently registered coaches will be allowed to vote.
- (7) Voting will be open May 1-May 21.
- (8) Head Coach will be announced June 1
- (9) Head coach will select Assistant Zone Coaches by July 1.
- (10) There will be no more than two coaches from any registered MWS Club.
- (11) Coaches will be considered to be the coaches of all swimmers from MWS who compete in the Zone meet.
- (12) Coaching staff will sign the MWS Coach Code of Conduct.
- (13) Coaching staff will be responsible for final swimmer event entry decisions.
- (14) Honorarium - \$500 for Head Coach; \$400 for each Zone coach (09/13/15)

(b) Zone Athlete Policies

- (1) Applications are due by the end of the MWS Long Course Championship meet, but requested by July 1 if swimmer has the qualifying times. Application will be available through the MWS website.
- (2) Swimmer Requirements
 - Conform to current Zone requirements
 - AAA time – automatic qualifying time
 - Two swimmers per stroke/distance if no AAA qualifier (as per current zone information)
 - Swimmer must sign the MWS Code of Conduct form.
 - Parent or guardian must complete and sign MWS Permission and Release form.
 - Swimmer must pay fee as determined annually by the MWS Board of Directors
- (3) Zone coaches will select the team and determine swimmer events and relays.
- (4) Travel Policies

May be a team trip or may not be a team trip as determined by the Midwestern Board of Directors, based on location of meet and MWS budget implications.

Team managers and chaperones must be members of USA Swimming, successfully pass a USA Swimming required criminal background check, complete the Athlete Protection Training course, and sign the MWS Code of Conduct..
- (c) Apparel policies

Midwestern Board of Directors in conjunction with recommendations will annually determine the apparel policies for the current year's meet.

8.2.6.3. Central Zone Open Water Championship

Open Water Meet will be an individual travel meet.

- (a) Applications will be submitted through the Midwestern Website
 - (1) Applicants will have requisite qualifying times as prescribed by the Central Zone Open Water Meet or proven open water swims
 - (b) Applicants will travel with family/other at own expense.
 - (c) Midwestern will provide
 - (1) Meet Entry Fee
 - (2) Cap for athletes
 - (3) Coaching staff – minimum number of athletes for coach – six (6)
 - (4) Reimbursement for proven expenses at current Sectional rate
 - (d) Coaching staff
 - (1) Will be chosen by MW from coaches volunteering for position
 - (2) MW will pay travel expenses (food, gas, hotel)
 - (3) MW will pay stipend of \$150.00 per coach

8.2.6.4. Central Zone Multicultural Meet

Multicultural Meet will be a team travel meet – meet held in odd years

- (a) Applications will be submitted through the Midwestern Website
 - (1) Applicants should represent an ethnically under-represented population that is less than 20% of the current USA Swimming membership OR be a current Outreach Athlete
 - (2) Applicants must be 13 & over in order to participate in this opportunity
 - (3) Meet does not have qualifying times
 - (4) Applicants will need money for some meals and incidentals

- (b) Midwestern will provide
 - (1) Meet Entry Fee
 - (2) Shirts for athletes
 - (3) Transportation, hotel
 - (4) Coaching staff – minimum number of athletes for trip to be funded is eight (8)
- (c) Coaching staff
 - (1) Will be chosen by MW from coaches volunteering for position
 - (2) MW will pay travel expenses (food, gas, hotel)
 - (3) MW will pay maximum stipend of \$300.00 per coach

8.2.7. Approved Meets

- 8.2.7.1. Form for Request for Approval status should be submitted when meet sanction information is due (January 15 and May 15).
- 8.2.7.2. Form needs to be completed with the appropriate information and forwarded to the Midwestern Office along with the \$25.00 fee.
- 8.2.7.3. Meets such as Y League meets (those hosted by USA Swimming/Y Clubs) and State Games may be approved provided all approval guidelines are met.
- 8.2.7.4. A backup of the meet must be sent to the MWS Times chair.
- 8.2.7.5. Times for swimmers whose USA ID number is in the meet data will be uploaded without fee to SWIMS and to the MWS Times database. (4/23/12)

8.2.8. Observed Meets

- 8.2.8.1. Blanket Observations – In accordance with Times Committee recommendation, MWS will observe all swims at HS Conference and Championship meets.
- 8.2.8.2. The MWS Officials Chair and the Times Chair will work together to see that all meets are observed when possible.
- 8.2.8.3. A minimum of two USA observers must observe the meet and will note USA disqualifications.
- 8.2.8.4. USA Swimming disqualifications will be forwarded to the MWS Times chair.
- 8.2.8.5. A backup of the meet must be sent to the MWS Times chair.
- 8.2.8.6. USA ID numbers will be put in the data for those swimmers who were USA registered at the time of the swim.
- 8.2.8.7. Times which were swum in accordance with USA Swimming Rules for all MWS swimmers who were USA Swimming registered at the time of the swim will be uploaded without fee to SWIMS and to the MWS Times database. (4/23/12)

8.2.9. National Level Meets

Midwestern swimmers will be encouraged to attend National Level meets at the Sectional level and higher by MWS by partially reimbursing swimmers for proven expenses.

- 8.2.9.1. Reimbursement Policies (See 4.5.2)

8.3. Meet Levels

- 8.3.1. MW will use the NAG standards to determine level of swimmer participation.
- 8.3.2. The MW Sanction Committee will conscientiously develop a meet schedule to facilitate participation of all level of swimmers in at least one meet per month.

8.4. Meet Fees

- 8.4.1. Request for Meet – free
- 8.4.2. Meet Sanction Application
 - Invitationals and Championships (including League/Conference) - \$50.00, \$75.00 with Time Trials;

Late - \$100.00

Closed League and Dual Meets - \$25.00; Late - \$50.00

8.4.3. Meet Approval Application (USA Rules, non-USA members participating) - \$25.00

8.4.4. Meet Observation (non-USA Swimming Rules) – free

8.4.5. Surcharges - \$6.50/\$4.00 per swimmer per meet depending on type of meet;

Entry Fees – varied in accordance with approved fees (see entry fees under types of meets)

8.5. Meet Information/Entry Letter Requirements

8.5.1. Sanction

MWS will adhere to all current rules of USA Swimming regarding sanctions. Sanction number MUST appear on all meet documents including the Meet Flyer. Meet information distributed without sanction number will subject club to \$100 fine.

8.5.2. Meet Information

Meet information/flyer must follow the MWS meet template (Appendix of Redbook) and will be posted on the MWS web site at least one month prior to the entry deadline.

8.5.2.1. Meet information must name and give contact information for the referee, the meet director, the administrative official, and designate the safety marshal.

8.5.2.2. Meet information will include a statement regarding inclusion of disability swimmers.

8.5.2.3. Meet information will include a statement regarding deck changing and drone policy.

8.5.2.4. Meet information will include a statement regarding emergency support availability.

8.5.2.5. Meet information will include all elements required by USA Swimming.

8.5.2.6. Meet information will include a statement regarding MW's photography on deck policy.

8.5.3. Entry deadline

Meet information must clearly state entry deadline, not less than 10 days prior to the 1st day of the meet and must include information regarding late entries.

8.5.4. Awards

8.5.4.1. Awards are governed by the current rules of USA Swimming.

8.5.4.2. Awards must be identified on the Meet Information.

8.5.4.3. Scoring of points shall be outlined if meet is scored.

8.5.5. Entries

8.5.5.1. Registration number of each swimmer must be included with every entry.

(a) Registration of swimmer must be established before any swimmer is permitted to participate in any meet.

(b) Recon policy: MWS athletes who appear as unregistered on the first pre-meet recon must register with USA Swimming immediately. A second pre-meet recon will be run 4 days prior to the start of the meet. Any unregistered athlete who appears on that list must register with USA Swimming and will be charged an additional \$30.00 above the current MWS registration fee (entering club will be billed) and must provide proof of registration before being allowed to swim in the meet. Meet management must delete unregistered athletes from the meet file prior to commencement of the meet.

(c) Meet host may choose to allow NO deck entries unless the swimmer is already in the meet and has passed the recon process.

(d) Those not passing the recon process must present proof of current USA Swimming registration or registration status must be confirmed with the LSC registrar.

8.5.5.2. Entry Fees – Maximum permitted entry fees

(policy established 07/23/19– in effect 01/01/20):

- (a) Timed Final Meet -
 - \$4.00/maximum individual event
 - \$8.00/maximum relay event
 - \$6.50/MW surcharge (04/21/18 – in effect 09/01/18)
 - \$8.00/maximum program charge
- (b) Inter-squad/Dual/Single Session Meets
 - \$3.00/maximum individual event inter-squad and dual meets
 - \$4.00/MW surcharge Inter-squad/dual/single session (09/11/22 – in effect 01/01/23)
- (c) Prelim/Final meet –If separate timed finals events for age group(s), those events will follow timed final entry fee schedule.
 - \$6.00/maximum individual event
 - \$12.00/maximum relay event
 - \$6.50/MW surcharge (04/21/18 – in effect 09/01/18)
 - \$12.00/maximum program charge
- (d) Prelim/Final Championship format, minimum NAG BB; medals (for minimum of top 6 places), ribbons for at least 7-12; trophies for individual high points and optional team trophies; at least 2 ½ day long; type meet expected to be run on a championship format and rules with minimum qualifying times of at least BB for prelim/final events. If separate timed finals events for age group(s) those events will follow timed final entry fee schedule.
 - \$6.50/maximum individual event
 - \$15.00/relay event
 - \$6.50/MW surcharge (04/21/18 – in effect 09/01/18)
 - \$3.00/per session or \$12.00/maximum program charge*

An exception to the maximum program charge may be allowed for meets longer than three (3) days upon review of the host club’s request to the Sanction Committee Chair.
- (e) Midwestern LSC Championship Challenge (Qualifier) meet –
 - \$5.25/maximum individual event (whether P/F or TF)
 - \$12.00/maximum relay event (if held)
 - \$6.50/MW surcharge (04/21/18 – in effect 09/01/18)
 - \$3.00/per session or \$12.00/maximum program charge
- (f) Midwestern Championship meet – Midwestern will approve and purchase awards and will receipt all entry fees for the meet. MW will retain the MW surcharge, any fines, and cost of awards. MW will forward remaining funds to host. Host club may choose vendors and meet apparel designs for merchandise, Host will pay all other associated expenses and will retain program revenues, concessions revenues, advertising revenues and commissions from sale of meet apparel. (09/09/14)
 - \$6.50/maximum individual event
 - \$18.00/maximum charge per relay event
 - \$6.50/MW surcharge (04/21/18 – in effect 09/01/18)
 - \$3.00/per session or \$16.00 complete weekend maximum program charge
- (g) Midwestern Senior Championship meet – Midwestern will approve and purchase awards and will receipt all entry fees for the meet. MW will retain the MW surcharge, any fines, and cost of awards. MW will forward remaining funds to host. Host club may choose vendors and meet apparel designs for merchandise. Host will pay all other

associated expenses and will retain program revenues, concessions revenues, advertising revenues and commissions from sale of meet apparel.

\$7.50/maximum individual events

\$20.00/maximum charge per relay event

\$6.50/MW surcharge (04/21/18-in effect 09/01/18)

\$3.00/per session or \$20.00 complete weekend maximum program charge`

(h) Other Meet Formats – Event fees, MWS surcharge and program charge for the All Star Meet will follow the MWS Championship Meet fee schedule. Meet fees may vary from MWS established meet fee policies for meets held within MWS where fees may be determined by another entity over-seeing the meet, such as a Central Zone or USA Swimming sponsored meet. (11/11/14)

(i) Facility Fees – Requests for facility fees (based on facility costs) must be submitted to the MW Office using the Facility Fee Request Form. The request must be submitted with the meet flyer, sanction application and sanction fees.
Facility surcharge - \$0.00 - \$8.00/swimmer for non-championship/timed final meets;
Facility surcharge - \$10.00 - \$15.00/swimmer for prelim/final, area championship, championship meets, with approval of the Sanction Committee. Requests for fees outside these parameters will be taken into consideration by the Sanction Committee.

(j) Meet information will state refund policy.
Refund of entry fees normally will not be made after the entry deadline is reached. There may be extenuating circumstance.

(k) Meet information will state admission policy.
Meet hosts choosing to charge an Admission Fee for spectators must include the information in the meet announcement. Recommended wording: *NO admission fee; _____ per session; _____ for the entire meet. Children _____ and Under _____ Free or No Cost.*

(l) Reduced meet fee guidelines for Outreach Athletes (established 10-10/12; in effect 11/01/12; revised 04/29/14; revised 03/12/19)
Meet event entry fees, LSC Splash Fees, and Facility Fees (effective 09/01/19) for Outreach athletes will be reimbursed for swim events at the seventy five percent (75%) rate of the published fee for all sanctioned competition entered by Midwestern swimmers. Only year-round USA Swimming Outreach athletes will be eligible for reduced swim meet fees.
Entering club will file within 21 days of meet conclusion the Outreach Reimbursement form with the Midwestern Office which will validate the athlete status, swim events, and fees. Request will be forwarded to MW Treasurer (Accounting Firm) for reimbursement to entering club.

8.5.5.3. Host club must notify entering clubs that entries have been received and either accepted or rejected as appropriate.

8.5.5.4. Host club must send psych sheet to all entering clubs within 24 hours after the entry deadline.

8.5.6. Age Groups

8.5.6.1. USA Swimming recognizes the Classes of Competition as listed in Article 201.1 of the USA Swimming Rules and Regulations and Age Groups listed in Article 205 for Age Group

Swimming. In addition, MWS recognizes competition for 8 & Under. (MWS 8 & Under motivational time standards are posted on the MW website.)

- 8.5.6.2. Swimmers must participate in their age group (unless exceptions are made in extenuating circumstances). 8 and Under swimmers may participate in 8 & U and/or 10 & U competition in the same meet unless otherwise specified.
- 8.5.6.3. Events at a particular meet may be offered for 8 & U and 10 & U. Specifying 10 & U for certain events will provide greater flexibility for the qualified 8 & U swimmer.
- 8.5.6.4. No 8 & Under swimmer will be eliminated from any meet other than the Midwestern Short and Long Course Championships by the use of the MW 8 & U or 10 & U motivational times standards.

8.5.7. Final Results

- 8.5.7.1. Electronic backup of the meet shall be sent to the MWS Office within 24 hours of completion of the meet.
- 8.5.7.2. Complete meet results in PDF format along with files for Team Manager integration will be posted on the MWS web site.
- 8.5.7.3. Host club may send hard copies of results if requested.
- 8.5.7.4. All printed results must conform to USA Swimming results guidelines.
- 8.5.7.5. Results will include lead-off splits, time trials, swim-offs etc if necessary.

8.5.8. A-B-C Swimming Rules

- 8.5.8.1. Once a swimmer achieves a time in a stroke and distance and that time is a BB time (or A time, etc), that is his time regardless of length of pool or season in that stroke and distance. When a swimmer changes age group, the time carries over for the stroke and distance but there is a new determination as to level.
- 8.5.8.2. Swimmers entering an A/B/C meet must enter with their fastest achieved time and swim at the level where that time falls. If an error has been made in the entry time, meet management should be notified and the swimmer should be scored with the correct level.
- 8.5.8.3. If a swimmer enters a meet and achieves a time at a higher level after the entry deadline, the swimmer will be allowed to compete as originally entered.
- 8.5.8.4. If a swimmer has achieved a time at a higher level but enters an event at a lower level time, that swimmer is subject to disqualification from the event. False entries may be subject to discipline of the swimmer and/or coach.
- 8.5.8.5. Host teams, if hosting an A level meet or a BB level meet, may enter their swimmers in a home meet regardless of entry time.

8.5.9. Exhibition Swimming

Information shall include a statement regarding exhibition swimming.

Exhibition swimming is the swimming of an event for the purpose of obtaining a time only. No awards, team points, or individual points may be given. The time achieved will be recorded in final results as an official time. Swimmer cannot go over events limits for that day.

8.5.10. Records/Times

- 8.5.10.1. The MWS Records Chair will keep records for all MWS Swimmers. The MWS Times Chair will submit all times for all swims to the national database.
- 8.5.10.2. It is the responsibility of each swimmer to furnish the MWS Records Chair with final results of meets outside the MWS LSC.

8.5.10.3. For LSC records only for the purposes of recording attempts at an initial distance for an individual event, or for the lead-off leg of a relay, the coach must be prepared to furnish three additional timers with watches and have the consent of the referee.

8.5.11. Timing

8.5.11.1. As a backup for automatic timing equipment there must be a minimum of one timer per lane operating a stopwatch. That timer may also simultaneously operate a backup button.

8.5.11.2. Two backup watches per lane are required in a championship meet using automatic timing equipment.

8.5.11.3. Three watches are required per lane when no automatic timing equipment is used.

8.5.12. MWS Scratch Rules

8.5.12.1. Individual Scratch Rule

(a) Pre-seeded Meets

(1) Any swimmer not reporting for or competing in an individual timed final event shall not be penalized.

(2) Any swimmer not reporting for or competing in a preliminary heat when finals are scheduled shall not be penalized.

(b) Events seeded on the deck

(1) Any swimmer entered in an individual event that is seeded on the deck, in whole or in part, who has checked in for that event, must swim in the event unless he/she notifies the clerk of course before the seeding for that event has begun that he wishes to scratch.

(2) Failure to scratch prior to seeding and not swimming the event will result in his/her being barred from the next individual event in which he/she is entered on that day or the next meet day, whichever is first.

(3) Events seeded on the deck shall be closed for seeding no earlier than thirty (30) minutes prior to the start of the session.

8.5.12.2. Scratching from Consolation Finals and Finals

(a) Any swimmer qualifying for a consolation final or final race in an individual event who fails to compete in said consolation final or final race shall be barred from further competition for the remainder of the meet, except as noted below.

(b) In the event of withdrawal or barring of a swimmer from competition, the Referee shall fill the consolation final or final when possible with the next qualified swimmer(s). First and second alternates shall be announced along with the final qualifiers. These alternates shall not be penalized if unavailable to compete in the finals.

(c) Where consolation finals have not yet been swum and barring or withdrawal is known to the Referee, the Referee shall reseed the consolation final and the final, if necessary, to insert the alternate(s) in the appropriate lane(s), filling all lanes in the final.

(d) If a consolation final has already been contested, the companion final shall be swum without reseeding for the empty lane(s).

(e) Failure to compete in the Finals or Consolations of the last Final session of a Midwestern Championship meet shall result in a \$50 fine payable by the offending swimmer to MWS. Failure to pay such fine will result in suspension from further competition in MWS until the situation has been resolved.

- (f) Exceptions for Failure to Compete – No penalty shall apply for failure to withdraw or compete in an individual event if:
 - (1) The Referee is notified in the event of illness or injury and accepts the proof thereof.
 - (2) The swimmer qualifying for a consolation final or final race following preliminaries notifies the Referee within thirty (30) minutes after announcement of the qualifiers for that final race that he/she may not intend to compete and further declares his/her final intentions within 30 minutes following his/her last individual preliminary event.
 - (3) It is determined by the Referee that failure to compete is caused by circumstances beyond the control of the swimmer.

8.5.12.3. Relay Scratch Rule

- (a) Pre-seeded Meets – Any relay team entered in a pre-seeded relay event that fails to compete in or report for that event shall not be penalized.
- (b) Relays Seeded at the Meet
 - (1) Any relay team entered in a relay event that is seeded at the meet in whole or in part, that has been checked in and the swimmers' names declared for that event, must swim the event unless the clerk of course is notified before the seeding for that event is begun that the relay team wishes to scratch.
 - (2) A relay team member failing to appear, ready to swim, for the relay event shall be barred from the next individual event in which he/she is entered, either that day or the next meet day. The relay team members who do appear ready to swim shall not be penalized for failure of other relay team members to appear.
 - (3) Exceptions – Relay teams or team members who give acceptable notification to the Referee of illness, injury, or that failure to compete is caused by circumstances beyond the control of the swimmer(s) shall not be penalized.

8.5.13. Policy for Closing a Meet

Sanctions may be granted with a maximum number of swimmers allowed for the meet. Maximum number must be stated in the Meet Information and entries must be closed when that maximum number is reached.

8.5.14. Deck Changing Policy

8.5.14.1. Deck changing will not be allowed at any Midwestern Swimming sanctioned/approved competition.

8.5.14.2. The Meet Information will include statement that deck changing will not be allowed.

8.5.14.3. Penalties are as follows:

- (a) 1st Offense: Athlete will be scratched from the remainder of the day's events (prelims and finals)
- (b) 2nd Offense: Athlete will be scratched from the remainder of the competition
- (c) 3rd Offense: Athlete will be suspended from the competition for the remainder of the season
- (d) Penalties are cumulative during a season. Referees/officials will track deck changing penalties.

8.5.15. Photography on Deck Policy

(adopted 12/19/12 to be implemented 04/15/13)

8.5.15.1. Any person on deck at a Midwestern Swimming sanctioned/approved competition taking photos (including still and video photography) must be a registered USA Swimming non-athlete member with a completed Level I Background Check and must have passed the Athlete Protection Training (APT) through USA Swimming.

- (a) The individual photographer must have permission of the Meet Director to be on deck.
- (b) The Meet Director and/or Meet Referee may limit the number of photographers on deck during a swim meet so as not to interfere with meet operations.
- (c) Photography will not be allowed behind the blocks while swimmers ready for the start of a race.
- (d) Photographers will check in with the Meet Referee prior to the start of the meet.
- (e) Photographers will take pictures only of those swimmers from whom permission has been granted by swimmer/parent.

8.5.15.2. The MW policy for photography on deck will apply to professional and/or photographers representing a swim club or LSC.

8.6. Meet Safety Guidelines/Warm-up Procedures

8.6.1. Specific Guidelines/Recommendations

8.6.1.1. General Warm-up (30-45 minutes)

- (a) No racing starts allowed from blocks or edge of pool; sit and slide or one-hand-on-wall recommended
- (b) No sprinting or pace work during general warm-up sessions

8.6.1.2. Specific warm-up recommendations (30-45 minutes)

- (a) Allow specific lanes for racing starts
- (b) Allow lanes for push-pace work
- (c) Allow lanes for continued general warm-up

8.6.1.3. Referee/meet management may assign team lanes and teams may organize their own warm-ups using guidelines above

8.6.2. Host Team Responsibilities

8.6.2.1. Meet Marshal

- (a) The Marshal (preferably at least one male and one female) will serve under the direction of the Meet Referee.
- (b) The Marshall will report to and receive instructions from the Meet Referee.
- (c) The Head Marshal has the responsibility of instructing other Marshals in their responsibilities.

8.6.2.2. Marshal responsibilities

- (a) There will be a minimum of one Marshall for every two lanes used in warm-ups, located between the lanes of their responsibility at the starting end of the pool.
- (b) Coaches should not be used in lieu of Marshals.
- (c) Marshals are to be on deck for the entire warm-up session and during the meet for the purpose of enforcing warm-up procedures and safety procedures.
- (d) Marshals shall have the authority to remove from the deck any swimmer and/or coach in violation of safety guidelines and warm-up procedures.

8.6.2.3. Warm-up pool – Lifeguards from the host facility may serve as Marshals if:

- (a) They have passed Red Cross Lifeguard Training
- (b) They agree to enforce the warm-up rules as instructed by the Head Marshal and/or Meet Referee.

8.6.2.4. Other safety guidelines

- (a) Host may use a sign for each lane indicating designated use during warm-up.
- (b) Warm-up announcements should be made prior to each session defining procedures.
- (c) Warm-up information should be posted at the facility and published in the meet information.
- (d) Meet information will state "MWS Safety Guidelines and Warm-up procedures will be in effect at this meet."
- (e) Hazards in locker room, on the deck area, or in areas used by swimmers, coaches, spectators or officials shall be removed or clearly marked.
- (f) Facility approved lifeguards must be provided at all times that swimmers are in the water.

8.6.2.5. Host clubs may, with the consent of the Meet Director or the Meet Referee, modify the time schedule or recommended lane assignments depending on pool configuration, number of swimmers, or other factors as long as safety is not compromised. MWS recognizes that the type of meet, physical facility and circumstances may make some of the guidelines and procedures difficult to implement. Alterations must be made with discretion and common sense. Safety must be the PRIMARY consideration.

8.6.3. Coach Responsibilities

8.6.3.1. Coaches shall inform and instruct their swimmers about the warm-up procedures and safety guidelines.

8.6.3.2. Coaches shall actively supervise their swimmers throughout the warm-up session at meets and practices. Visual and verbal contact with the swimmers should be maintained.

8.6.4. Miscellaneous

8.6.4.1. Any changes in lane assignments or warm-up procedures must be clearly announced.

8.6.4.2. When the number of participants cannot be safely accommodated during a warm-up session, the session should be split to allow a safe and adequate warm-up for all swimmers.

8.6.4.3. Swimmers shall not jump or dive into the pool to stop another swimmer for any reason.

8.6.5. Safety Responsibilities

8.6.5.1. The Meet Referee shall have the responsibility to establish and enforce rules for safe conduct within the competition pool area.

8.6.5.2. The Head Marshal shall have responsibilities for safety rules in all other areas during competition and shall assist the Meet Referee as necessary.

8.6.5.3. A Meet Safety Committee consisting of the Meet Referee, Meet Director, and Head Marshal shall be established. This committee will have final authority in questions of safety rules and in penalties for violations.

8.6.6. Head Safety Marshal

8.6.6.1. Head Safety Marshal must be appointed for each MWS sanctioned meet. The Head Marshal will report to and work with the Meet Referee. The Marshal will have authority over the entire meet area.

(a) Qualifications

(1) Head Marshal will serve under the direction of the Meet Referee.

(2) Head Marshal cannot hold any other official capacity at the meet, including that of participating coach.

(3) A first aid and/or lifesaving background would be helpful but is not required

(b) Responsibilities:

(1) Pre-Meet

- The Head Marshal shall be responsible for identifying potential hazardous areas and removing the problem or making sure it is clearly marked. This should be done prior to the meet in conjunction with the Safety Chair of the host club.
- Work with the Meet Director to insure the presence of qualified Marshals.
- Conduct a pre-meet inspection to insure that all pool safety equipment is present and in working order. Facility management should assist in this inspection.
- Insure that any other equipment such as lane ropes, lane warm-up signs and other necessary safety aides are prepared and in working condition.
- Review the Emergency Action Plan (EAP) with the host club and/or facility personnel. The Head marshal should be familiar with the EAP and its implementation.

(2) Meet Responsibilities

- To coordinate with the Meet Referee in the execution of safety regulations and warm-up procedures.
- To instruct lane Marshals of the warm-up procedures and of their responsibilities.
- To periodically check meet area such as locker rooms, concessions, deck area and spectator areas to insure continued safe use.
- To report safety related problems or discipline situations of concern to the Meet Referee
- To serve with the Meet Director and Meet Referee to compose the Meet Safety Committee (MSC). This committee will handle safety and/or discipline problems that require disciplinary action beyond that of the lane marshals' authority or situations of safety not easily remedied.

(3) Post Meet Responsibilities:

- Insure that the meet area is properly cleared and secured.
- Meet with the MSC for a post meet evaluation of meet safety effectiveness and any safety problems.
- Submit Reports of Occurrence to the Meet Director of any accidents which may have occurred during the meet. It is the responsibility of the Meet Director to submit the reports to the proper agencies.

8.7. Post Meet report requirements for MWS Office

8.7.1. Electronic meet files – backup of MM files – within 24 hours of the conclusion of the meet.

8.7.2. Coach Sign-in sheet – within 48 hours of the conclusion of the meet.

8.7.3. Officials Sign-in sheet – within 48 hours of the conclusion of the meet.

8.7.4. Current splash fee per swimmer – within 15 days after the meet.

8.7.5. Financial recap of the meet – within 15 days after the meet.

8.7.6. Meet Director's Report – within 15 days after the meet.

8.8. SWIMS Times

8.8.1. Times to be uploaded to SWIMS

will be handled in the following manner:

- 8.8.1.1. Times for individual swims from all MWS sanctioned meets will be uploaded to SWIMS
 - 8.8.1.2. Relays may or may not be loaded, at the discretion of the Times Chair
 - 8.8.1.3. Initial splits for relays may or may not be loaded, at the discretion of the Times Chair
 - 8.8.1.4. Relays for MWS Championship meets and requested splits will be loaded.
- 8.8.2. Times for 'Approved' meets
will be uploaded to SWIMS
- 8.8.2.1. Only those swimmers with accurate USA Swimming ID numbers in the Meet Management data will be uploaded.
 - 8.8.2.2. Initial splits may or may not be loaded, at the discretion of the Times Chair.
- 8.8.3. Times from 'Observed' meets
will be uploaded to SWIMS.
- 8.8.3.1. All swims at an 'observed' meet will be observed.
 - 8.8.3.2. Only those swimmers with accurate USA Swimming ID numbers in the Meet Management data will be uploaded.
 - 8.8.3.3. Initial splits may or may not be loaded, at the discretion of the Times Chair.

9.0 Officials' Policies

9.1. Certified Swimming Officials

9.1.1. Objectives

- 9.1.1.1. The certification program is designed to develop and maintain qualified officials to serve at swimming meets sanction by MWS. The purpose is to provide fair and equitable conditions of competition. It is hoped that these officials will also serve at NCAA, YMCA, and NSAA meets as well as recreational and country club leagues.

9.1.2. Definitions

- 9.1.2.1. A certified official is one who actually participates in the capacity for which certification has been granted.
- 9.1.2.2. Certification is granted for the positions of Referee, Starter, and Stroke and Turn Judges.

9.1.3. All MWS Certified Officials

- 9.1.3.1. Shall serve in the capacity for which they are certified according to guidelines outlined in the MWS Minimum Officials Standards.
- 9.1.3.2. Shall remain certified for a period of two years with certification running from January 1 to December 31. The expiration date for courses completed January through August is the year of the second December 31 following the course completion date. For courses completed September through December, the term ends the year of the third December 31 following the course completion date.
- 9.1.3.3. Shall display MWS official's credentials while officiating and shall wear white (collared and sleeved) tops and black bottoms unless requested differently.
- 9.1.3.4. Shall review the pertinent sections of the USA Swimming Rules and Regulations prior to each service.
- 9.1.3.5. Shall not serve as both an official and a coach during the same meet session.
- 9.1.3.6. Shall be a member of MWS (or other LSC) and USA Swimming when serving in an official capacity as a referee, starter, or stroke and turn judge.
- 9.1.3.7. Shall act only in positions for which he/she has met the initial or recurring currency requirements as outlined in the MWS Minimum Officials Standards. Should anyone violate this requirement, he/she must perform all initial certification prerequisites for all positions previously held prior to acting in any Officials' capacity. (A 90-day extension may be granted by the Officials' Chair for extenuating circumstances.)

9.2. Initial Certification

9.2.1. All new applicants for certification and applicants for new levels of officiating shall:

- 9.2.1.1. Read the pertinent areas of the USA Swimming Rules and Regulations.
- 9.2.1.2. Be a current member of MWS and USA Swimming.
- 9.2.1.3. Complete requirements as established in the MWS Minimum Officials Standards.
- 9.2.1.4. Pay requisite established fees for certification (may be set by MWS)

9.2.2. Upon completion of the above, MWS will issue the appropriate credentials.

9.3. Recertification

9.3.1. All applicants for recertification

shall:

- 9.3.1.1. Be a current member of MWS and USA Swimming.
- 9.3.1.2. Complete requirements as established in MWS Minimum Officials Standards.
- 9.3.1.3. Pay requisite established fees for recertification (may be set by MWS).

9.3.2. Upon completion of the above, the MWS will issue the appropriate credentials.

9.4. YMCA Reciprocity Policy (03/28/17)

9.4.1. All applicants for YMCA certified Officials to become USA/MWS certified officials shall:

- 9.4.1.1. Be a current member of MWS and USA Swimming.
- 9.4.1.2. Complete requirements as established in MWS Minimum Officials Standards.
- 9.4.1.3. Pay requisite established fees for certification (may be set by MWS).
- 9.4.1.4. Stroke and Turn YMCA Level I – 2 apprentice mentored sessions (by USA Swimming certified official)
- 9.4.1.5. Starter and Referee YMCA Level II – 2 starter and 3 referee apprentice mentored sessions (by USA Swimming certified official)

9.4.2. Upon completion of the above, the MWS will issue the appropriate credentials.

9.5. Administration

9.5.1. MWS Officials Chair

The MWS Officials Chair is assisted by committee members who in turn work with a contact person from each member club regarding certification of officials and officials training clinics.

9.5.1.1. Officials' Committee members will be elected by current officials.

- (a) Committee will consist of six members.
- (b) Term will be for two year.

9.5.1.2. The committee member will be an official within MWS.

9.5.1.3. The Club Officials contact person should be from the club and, if possible, be an official.

9.5.2. Duties of the MWS Officials Chair

9.5.2.1. Maintain a current roster of MWS certified officials to be available for distribution to meet referees

9.5.2.2. Distribute presentation materials and certification applications for use at officials training clinics. Update these materials as needed so that they conform to USA Swimming and MWS Rules.

9.5.2.3. Aid in the presentation of training clinics as needed.

9.5.2.4. Coordinate the issuance of official's certification credentials with the MWS Registration Chair.

9.5.2.5. Arrange for National certification (OQM) at appropriate swim meets.

9.5.2.6. Comply with the provisions of paragraph 6.7.11 of the MWS by-laws.

9.5.3. Duties of Officials Committee Members

9.5.3.1. Maintain a list of all certified officials from clubs.

9.5.3.2. Coordinate and/or present officials training clinics as needed.

- (a) Clinics should be presented by a MWS certified official with a minimum of two years experience in the position being presented.
- (b) Notify officials Chair of upcoming clinics.

9.5.3.3. Follow Officials Committee roles and responsibilities

9.5.4. Duties of Officials Contact Persons

9.5.4.1. Maintain a list of certified officials in the club.

9.5.4.2. Confirm that officials from the club are recertified as necessary.

9.5.4.3. Promote recruitment and retention of certified officials from within the club.

9.5.4.4. See that the current officials list is available to meet directors and others as needed in the club. A memo, noting the availability of this list kept with the club's meet director materials is strongly recommended.

9.6. First-Time Officials gifts

9.6.1. Shirt (additional shirt may be purchased).

9.6.2. Name tag.

10.0 Awards Policies

10.1. Times in the MWS Team Manager Database

10.1.1. Will be used for calculating MWS Swimmer Awards

10.1.2. Times will be incorporated

as follows:

10.1.2.1. All individual times for all MWS sanctioned meets will be incorporated.

10.1.2.2. All out-of-LSC individual times from sanctioned meets will be incorporated.

- Results for out-of-LSC meets must be sent to the Times Chair in electronic format.

10.1.2.3. All individual times from approved meets will be incorporated if USA ID# is in data and swimmer is registered at the time of the swim.

- Times Chair must have electronic backup of the approved meet.

10.1.2.4. All individual times from observed meets will be incorporated if swimmer is registered at the time of the swim (MWS staff will put in the USA ID#s)

- Times chair must have electronic backup of the observed meet.

10.1.2.5. Relay lead-off splits for the above meets will be incorporated if requested and provable with legitimate results.

10.1.2.6. Season times for Top 8 purposes will be finalized as follows:

- Short Course – April 15 (later if SCY meets run during the Long Course season)

- Long Course – August 20

- No times received after those dates will be used for Top 8 award purposes for the current season.

10.2. Awards Banquet

An Awards Banquet will be held annually to honor outstanding achievement.

10.3. Swimmer Awards

(policy revision 11/15/09)

10.3.1. Midwestern Outstanding Swimmer

10.3.1.1. Male and Female swimmer in Age Groups 10 & U, 11-12, 13-14, 15-16, 17-18 (11/15/09)

(a) Plaque

(b) Recognition for both Short Course and Long Course separately

(c) Based on points for:

- Top 8 Finishes (9, 7, 6, 5, 4, 3, 2, 1)

- Midwestern Record (5 points per individual record)

- All Star Meet (3 points max for participation; 5 points max for scoring)

- Zone Meet (5 points max for participation; 10 points max for scoring)

- Sectional OR Grand Prix Meet (1 meet per season; 5 points max for participation; 10 points max for scoring)

- Junior Championships (10 points max for participation; 20 points max for scoring)

- US Open Meet (15 points max for participation; 30 points max for scoring)

- National Championships (20 points max for participation; 40 points max for scoring)

(higher level meets – one meet per season, additional points based on achievement at the highest level meet)

(d) Exemplary conduct presenting a role model to other swimmers

10.3.1.2. Final awards to be determined by the Awards Committee based on information in the MWS Team Manager database

- (a) Awards will be computed by the MWS Times Chair with the assistance of the MWS Senior Chair and Age Group Chair.
 - (b) Award recommendations will be reviewed by the General Chair, Senior Chair, Age Group Chair, and Coach Representative
- 10.3.2. Midwestern Record Breaker
 - Gift – one per swimmer
- 10.3.3. USA Swimming Top Times
 - National Certificates from USA Swimming
- 10.3.4. Midwestern Top Eight
 - 10.3.4.1. Certificates for Top 8 finishes in age group/stroke/distance/course (8 & U, 9-10, 11-12, 13-14, 15-16, 17-18) (11/15/09)
 - Gift – one per swimmer per year
 - 10.3.4.2. Registration Requirements for Consideration (registered at the time of the swim)
- 10.3.5. IMX Awards
 - 10.3.5.1. Top 3 by age and gender – based on USA Swimming Power Points (minimum 1000 points) – both long and short course
 - 10.3.5.2. Swimmers eligible across division if age up during season
 - 10.3.5.3. Color certificate and gift – presented at annual Awards Celebration
- 10.3.6. Student Athlete Awards (Academic)
 - 10.3.6.1. Students in grades 9-12
 - 10.3.6.2. Based on unweighted GPA for a single academic year
 - 10.3.6.3. 2nd Team – GPA 3.50, no grade lower than B (no pluses or minuses considered)
 - One AAA time (yards or meters) met during current academic year
 - 10.3.6.4. 1st Team – GPA 3.75, no grade lower than B (no pluses or minuses considered)
 - One Winter Junior time (yards or meters) met during current academic year
 - 10.3.6.5. Awards – color certificate – presented at annual Awards Celebration
- 10.3.7. Student Athlete of the Year
 - 10.3.7.1. Must apply for the Student Athlete award
 - 10.3.7.2. Based on highest single power point total for any long course event and GPA
 - 10.3.7.3. Highest rank – certificate and plaque
- 10.4. Hall of Fame (11/13/05)
 - 10.4.1. Midwestern swimming will honor former swimmers, coaches, and volunteers
 - 10.4.1.1. Nominations must be received by July 1 of the current year by the MWS General Chair
 - 10.4.1.2. Swimmers must have been retired from active age group competition for at least five years
 - 10.4.1.3. Recipients will be chosen by committee
 - 10.4.1.4. The Hall of Fame committee will be selected by the General Chair
- 10.5. Coach Awards (04/23/12)
 - 10.5.1. Two awards – Senior and Age Group
 - 10.5.1.1. To be selected by MWS registered coaches
 - 10.5.1.2. Criteria to be based on previous year's performance (September 1 through August 31)

- 10.5.1.3. Nominations will be accepted by the MWS office via the current MWS nomination process at the conclusion of the Long Course season. Nominations will be open for two weeks after the conclusion of the Junior National Championships.
- 10.5.1.4. Each MWS club is responsible for nominating a Senior Coach and an Age Group Coach. In order to be placed on the ballot, nominations must include a description of the coach's accomplishments from the previous year.
- 10.5.1.5. Ballots will be distributed via the Midwestern Office and voting will take place through the MWS website, with voting to close two weeks prior to annual awards ceremony.
- 10.5.1.6. Only currently registered MWS coaches will be allowed to vote.
- 10.5.1.7. The award winners will be announced at the MWS Annual Awards Ceremony.
- 10.5.2. Senior Coach of the Year
 - 10.5.2.1. Shall be based on the performance of coach's senior level swimmers at any USA Swimming sanctioned meet (i.e. any seasonal age group/senior meet, MWS championship, sectional or national level meet)
 - (a) Award - \$350 or a watch of equal value
- 10.5.3. Age Group Coach of the Year
 - 10.5.3.1. Shall be based on the performance of coach's 14 and Under swimmers at all levels of USA Swimming sanctioned meets
 - (a) Award - \$300 and ASCA award nomination
- 10.6. Phillips 66 Outstanding Service Award
 - 10.6.1. Phillips 66 Outstanding Service Award is presented annually to a volunteer in Midwestern swimming in recognition of service to the great sport of swimming
 - 10.6.1.1. The award recipient shall be selected by the MW Outstanding Service Award Committee.
 - (a) Committee shall be the General Chair; (1) Board Member; (1) House of Delegates Representative; (1) Official; (1) Parent Volunteer who is not an Official or member of the Board/HOD; and (2) Athletes.
 - (b) The committee shall be appointed by the General Chair with advice and consent of the Board of Directors by July 1 of the current award year.
 - 10.6.1.2. Nominations can be submitted annually from July 1 through September 1 to the General Chair.
 - (a) Selection criteria shall consider quality, level, and years of volunteer service in elected or appointed positions in nominee's club or LSC, from among the categories of administrator, official, and coach.
 - 10.6.1.3. The award winner will be announced at the MWS Fall House of Delegates Meeting and Annual Awards in the Fall.

11.0 Safe Sport Guideline Policies

The following guidelines will be followed by all clubs requesting new or renewal registration with Midwestern Swimming and USA Swimming. These guidelines closely mirror Articles 304 and 305 in USA Swimming Rules and Regulations. (05/15/12)

- 11.1. Parents will be encouraged to appropriately support their children's swimming experience.
- 11.2. All swimming practices will be open to observation by parents.
- 11.3. Two-deep Leadership: Every attempt will be made to have one coach member and at least one other adult who is not in the water present at all practices and other sanctioned club activities whenever at least one athlete is present. Clubs and coaches should evaluate their seasonal plans and map out how to best accomplish this extremely important guideline.
- 11.4. Open and Observable Environment: An open and observable environment will be maintained for all interactions between adults and athletes. Private, or one-on-one situations, will be avoided unless they are open and observable. Common sense should be used to move a meeting to an open and observable location if the meeting inadvertently begins in private.
- 11.5. Coaches will not invite or have an athlete(s) to their home without the permission of the athlete's parents (or legal guardian).
- 11.6. During team travel, when doing room checks, attending team meetings and/or other activities, two-deep leadership and open and observable environments will be maintained.
- 11.7. Athletes will 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.
- 11.8. During overnight team travel, if athletes are paired with other athletes they shall be of the same gender and should be a similar age. Where athletes are age 13 & Over, chaperones and/or team managers would ideally stay in nearby rooms. When athletes are age 12 & Under, chaperones and/or team managers may stay with athletes. Where chaperones/team managers are staying in a room with athletes, they will be the same gender as the athlete and written consent should be given by athlete's parents (or legal guardian).
- 11.9. When only one athlete and one coach travel to a competition, at the competition the coach and athlete will attempt to establish a "buddy" club to associate with during the competition and when away from the venue.
- 11.10. Communications between non-athlete adult members and athletes will not include any topic or language that is sexual or inappropriate in nature.
- 11.11. Non-athlete adult members shall respect the privacy of athletes in situations such as changing of clothes, showering, etc. Non-athlete adult members will protect their own privacy in similar situations.
- 11.12. Relationships of a peer-to-peer nature with any athletes will be avoided. For example, coaches will avoid sharing their own personal problems with athletes.
- 11.13. Coaches and other non-athlete adult members will avoid horseplay and roughhousing with athletes.
- 11.14. When a coach touches an athlete as part of instruction, the coach should do so in direct view of others and inform the athlete of what he/she is doing prior to the initial contact. Touching athletes should be minimized outside the boundaries of what is considered normal instruction. Appropriate interaction would include high fives, fist bumps, side-to-side hugs and handshakes.
- 11.15. Coaches will not initiate contact with or accept supervisory responsibility for athletes outside club programs and activities without the permission of the athlete's parents (or legal guardian).
- 11.16. Coaches will not engage in sexual intimacies with a former athlete for at least two years after the cessation or termination of professional services.

12.0 Crisis Management Plan

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

12.1 Crisis Communication Team:

- 1st Team
 - General Chair
 - USA Swimming Legal Counsel
 - USA Swimming (Club Development Representative and if needed Director of Communications & PR)
- Back Ups:
 - Administrative Vice Chair
 - USA Swimming Back-up Legal Counsel
- Situational-General Chair may include other individuals/specialists as appropriate for given situation

12.2 Stakeholders to be notified:

Board of Directors – contact emails and phone numbers through MWS website

Clubs – contact emails and phone numbers through MWS website

Coaches –contact emails through MWS website

MWS Membership – use MWS website

Media/Public – contact local newspaper and television networks as appropriate

12.3 Process:

- General Chair gathers and confirms all the information from relevant sources
 - a. Determine what happened, when and where
 - b. Determine who is affected
 - c. Identify cause
 - d. Determine reaction to incident and possible repercussions
 - e. Determine when there will be more information/update
 - f. General Chair convenes Crisis Communication Team via conference call.
 - Team will be alerted by phone call to home number and cell number.
- Team determines appropriate response to crisis and develops plan and timetable
 - a. Determine what needs to be done and when it needs to be done
 - b. 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 take a proactive or reactive approach
 - c. Spokesperson makes any necessary statements to news media, membership or others as appropriate.
 - d. Team monitors situation and reacts accordingly.
- Spokespersons informs appropriate stakeholders of situation and response
 - a. Description/background of situation and the response are communicated to stakeholders by established timetable
 - b. Stakeholders are given contact information for Spokesperson as well as other contact information that may apply in the situation
 - c. Spokesperson makes any necessary public statements to news media, direct meetings of membership, or others as appropriate.

13.0 Document Retention Policy

13.1. Purpose

13.1.1. The purposes of this document retention policy are for Midwestern Swimming, Inc, to enhance compliance with the Sarbanes-Oxley Act and to promote the proper treatment of corporate records of Midwestern Swimming, Inc.

13.2. Policy

13.2.1. General Guidelines

Records will not be kept if they are no longer needed for the operation of MWS or required by law. Unnecessary records will be eliminated from the files. Records will be destroyed in a manner deemed appropriate for compliance with privacy laws.

13.2.2. Exception for Litigation Relevant Documents

MWS expects all officers, directors, and employees to comply fully with any published records retention or destruction policies schedules, provided that the following general exception to any stated destruction schedule is noted: If you believe, or MWS informs you, that MWS records are relevant to litigation, or potential litigation (i.e., a dispute that could result in litigation), then you must preserve those records until it is determined that the records are no longer needed. That exception supersedes any previously or subsequently established destruction schedule for those records.

13.2.3. Minimum Retention Periods for Specific Categories

13.2.3.1. Organizational Documents – permanently

- Articles of Incorporation
- By-Laws
- IRS Form 1023 – available for public inspection upon request
- Application for Exemption
- Trademark registrations and copyrights

13.2.3.2. Tax Records – 7 years with exceptions

- Payroll
- Expenses
- Proof of donor contributions
- Accounting procedures
- Documents concerning MWS's revenues
- Tax returns and worksheets – permanently

13.2.3.3. Banking Records

- Audit reports – permanently
 - Internal audit reports – 3 years
- Bank reconciliations – 2 years
- Bank statements – 3 years
- Checks (for important payments and purchases) – permanently
- Duplicate deposit slips – 2 years
- End of Year Financial Statement – permanently
- Invoices – 7 years

13.2.3.4. Employment Records/Personnel Records

- Employment applications – 3 years
- Retirement and pension records – permanently
- Current employees -
 - Timesheets – 7 years
 - Withholding tax statements – 7 years
 - Performance Reviews – 7 years beyond termination
- Terminated employees – 7 years

- 13.2.3.5. Board and Board Committee Materials
 - BOD meeting minutes – permanently
 - HOD meeting minutes – permanently
 - Other BOD and BOD Committee reports – 3 years minimum
- 13.2.3.6. Legal Files – 10 years minimum
- 13.2.3.7. Contracts
 - Expired – 7 years
 - Current – permanently
 - Deeds, mortgages, bills of sale – permanently
- 13.2.3.8. Insurance Policies
 - Expired – 3 years
 - Current (including accident reports, claims, etc) – permanently
- 13.2.3.9. Inventories – 7 years
- 13.2.3.10. Correspondence
 - General – 2 years
 - Legal – permanently
- 13.2.3.11. Electronic Mail
 - Email that needs to be saved
 - Printed to hard copy and filed appropriately OR
 - Downloaded to computer file and kept electronically

13.3. Meet reports

- Meet Financial Reports – 3 years
- Meet Directors' Reports – 3 years
- Meet Results
 - Hard copy online permanently (as storage available)
 - Backups – stored electronically as long as viable

14.0 ADDENDUM

PLAN TO PHASE IN THE OFFICERS OF THE NEW BOARD STRUCTURE

In moving from a 23-member Board to a 13-member Board, a phase-in of the new Board structure will be necessary. The plan presented below is designated to continue the current Board structure, with the election of appropriate officers for 2019. Those officers will serve a 2-year term. (As of date of election, the new Bylaws will not have approval.) No officer elected by the House of Delegates will be disenfranchised during the process. The new Board make-up will begin with the elimination of one At-Large position in 2019 and other Board positions in the 2020 election; the process will be completed with the 2021 elections.

ELECTIONS: The House of Delegates, at its annual meeting, shall elect the General Chair, the Administrative Vice Chair, the Finance Vice Chair, the Senior Chair, the Officials Chair and one At-Large Non-Athlete Representative in even-numbered years; and the Age Group Chair, Treasurer, Technical Planning Chair, Operational Risk Chair, and one At-Large Non-Athlete Representative in odd-numbered years. The Coach Representative will be elected by electronic ballot by the coaches prior to the annual meeting in even-numbered years; the Athlete Representatives will be elected by electronic ballot prior to the annual meeting by the athletes, one in even numbered years; one in odd-numbered years. At-large athletes to the Board will be appointed by the General Chair with the consent of the Board as needed to ensure 20% athlete representation on the Board.

In **2019**, the following officers were elected to the Board of Directors for a 2-year term (term begins Sept 1, 2019):

- Age Group Vice Chair
- Treasurer
- Membership/Registration Chair
- Technical Chair
- Officials Chair
- Operational Risk Chair
- At-Large Non-Athlete Representatives (2)
- Junior Athlete Representatives (2)

The **2019 Board of Directors** will contain the officers listed below:

- General Chair
- Administrative Vice Chair
- Senior Chair
- Age Group Chair
- Secretary
- Treasurer
- Registration Chair
- Finance Chair
- Technical Chair
- Officials Chair
- Operational Risk Chair
- Safe Sport Chair
- Coach Representative
- Athlete Representatives (2 elected in 2018)
- Athlete Representatives (2 elected in 2019)
- At-large Representatives (2 elected in 2018)
- At-large Representatives (2 elected in 2019)

In **2020**, the following officers were elected for a 2-year term (Term begins Sept 1, 2020):

Board of Directors

- General Chair
- Administrative Vice Chair
- Finance Vice Chair
- Senior Chair
- Secretary (staff)
- Safe Sport Chair (appointed)
- Athlete Representative (1)
- Coach Representative (1)
- At-large Representative (1)

Non-Board positions: (HOD voting members)

- Diversity Chair (Appointed)
- Governance Chair (Elected by Committee – committee appointed)

In **2020** the **Board of Directors** will contain the officers listed below:

- General Chair
- Administrative Vice Chair
- Senior Chair
- Age Group Chair
- Finance Vice Chair
- Treasurer
- Secretary (staff)
- Technical Chair
- Registration Chair
- Officials Chair
- Safe Sport Chair
- Operational Risk Chair
- Coach Representative
- At-large Representatives (3)
- Athlete Representatives (3)

In **2021**, the following officers will be elected for a 2-year term:

Board of Directors

- Treasurer
- Age Group Vice Chair
- At-large Representative (1)
- Athlete Representative (1)

Non-board positions: (HOD voting members)

- Technical Planning Chair (elected)
- Registration (appointed)
- Officials Chair (elected)
- Operational Risk Chair (elected)

At the conclusion of the **2021** elections, the Board structure will match the structure denoted in the Bylaws with the following officers:

Board of Directors

- General Chair (even)
- Admin Vice Chair (even)
- Senior Chair (even)
- Age Group Chair (odd)
- Secretary (staff)
- Treasurer (odd)
- Finance Vice Chair (even)
- Safe Sport Chair (appointed-even)
- Diversity, Equity, Inclusion Chair (appt even)
- Coach Representative (even)
- Senior /Junior/1 At-large Athlete Representatives (one even/one odd)
- At large delegates (2) (one even/one odd)

Non-board positions (non voting)

- Technical Chair (odd)
- Officials Chair (odd)
- Registration Chair (appointed odd)
- Operational Risk Chair (odd)
- Governance Chair (elected by committee)



SECTION III

MIDWESTERN FORMS



Code of Conduct for Athletes

Each athlete must sign and date a copy of this code of conduct before participating in events where he or she represents Midwestern Swimming (e.g. Central Zone Championship or All Star Meet). If the athlete is under 18 years of age, the athlete's parent or guardian must also sign and date this code of conduct. The MWS Board of Directors recommends that clubs adopt a similar code of conduct as a condition of athlete membership on the club.

- I. The following provisions pertain to practices, meets, camps, meetings, and clinics where athletes represent MWS, in or outside the territory of Midwestern Swimming, Inc.
 - A. Athletes shall exhibit good sportsmanship, in and out of the pool.
 - B. Athletes shall follow rules; attend practices, competitions, and team events; and abide by the curfews and instructions as deemed appropriate by coaches, officials, and administrators.
 - C. Athletes shall show respect for all property.
 - D. Athletes shall behave in a responsible manner, and are prohibited from possessing or using alcohol, tobacco, illegal drugs, or banned substances. Fireworks are also forbidden.

- II. Failure to comply with this Code will result in any or all of these disciplinary actions.
 - A. An athlete may not be allowed to participate in any or all practices, meets, camp activities, team events, or meetings.
 - B. An athlete may be sent home at his or her own expense from the meet or camp.
 - C. An athlete and/or his or her family will be responsible for any damage cause by the athlete.
 - D. An athlete may be suspended from membership in MWS and USA Swimming.

- III. The MWS Board of Review is responsible for reviewing a written summary of alleged violations of this Code of Conduct, as well as any disciplinary actions that have been and/or may be take. Refer to the MWS Bylaws for proper procedures.

I agree to obey the Code of Conduct for Athletes. I understand that if I violate any provision of Part I, I will be subject to the disciplinary actions in Part II.

Signature of Athlete

Signature of Parent/Guardian (if 18 or younger)

Name of Athlete (please print)

Name of Parent/Guardian (please print)

Date

Date



Code of Conduct for Coaches

Each coach must sign and date a copy of this code of conduct before participating in events where he or she represents Midwestern Swimming, Inc (e.g. Central Zone Championship or the All Star Meet). The MWS Board of Directors recommends that clubs adopt a similar code of conduct as a condition of employment with the club.

- I. The following Code pertains to practices, meets, camps, meetings, and clinics where coaches represent MWS in or outside the territory of Midwestern Swimming, Inc.
 - A. Coaches shall follow sound principles of teaching, coaching, training, nutrition, rest, and prevention of injuries when planning practices, camps, and while coaching at meets.
 - B. Coaches shall provide and exhibit appropriate communication and motivation to encourage optimal performances and participation by the athletes.
 - C. Coaches shall display responsible actions and attitudes, follow rules, and encourage the same actions and attitudes in their athletes.
 - D. Coaches shall treat all athletes and officials fairly and with respect.

- II. Failure to comply with this Code will result in any or all of these disciplinary actions.
 - A. A coach may not be allowed to participate in any or all practices, meets, camp activities, team events, or meetings.
 - B. A coach may be requested to leave the aquatic facility and/or lodging for the duration of the event and return home at his/her own expense.
 - C. A coach will be responsible for any damage caused by him or her.
 - D. A coach may be suspended from MWS and USA Swimming.

- III. The Board of Review is responsible for reviewing a written summary of alleged violations of this Code of Conduct, as well as any disciplinary actions that have been and/or may be taken. Refer to the MWS Bylaws for proper procedures.

I agree to obey the Code of conduct for Coaches. I understand that if I violate any provision of Part I, I will be subject to the disciplinary actions described in Part II.

Signature of Coach

Name of Coach (please print)

Date



Code of Conduct for Officials and Administrators

Each official, member of the Board of Directors, or other administrator must sign and date a copy of this code of conduct before participating in events where he or she represents Midwestern Swimming Inc. (e.g. USA Swimming Convention or USA Swimming workshops and clinics).

- I. The following Code pertains to practices, meets, camps, meetings, and clinics where officials and administrators represent MWS, in or outside the territory of MWS.
 - A. Officials and administrators shall strive to insure a safe and healthy environment for all members of MWS, especially the athletes.
 - B. Officials and administrators shall consistently, accurately, and equitably apply rules, regulations, and codes of USA Swimming and MWS, and shall educate all members in the necessity of such.
 - C. Officials and administrators shall act responsibly and respectfully toward all participants (including athletes, coaches, parents, and spectators) at events, meetings, clinics, and competitions.
 - D. Officials and administrators shall make every effort to make meetings, competitions, events, and camps run efficiently so that participants can benefit from the sport of swimming.
- II. Failure to comply with this Code will result in any or all of these disciplinary actions.
 - A. An official or administrator may not be allowed to participate in any or all practices, meets, camp activities, or meetings.
 - B. An official may be requested to leave the aquatic facility and/or lodging, meeting, or camp for the duration of the event and return home at his/her expense.
 - C. An official or administrator is responsible for any damage caused by him or her.
 - D. An official may be suspended from MWS and USA Swimming.
- III. The Board of Review is responsible for reviewing a written summary of alleged violations of this Code of Conduct, as well as any disciplinary actions that have been and/or may be taken. Refer to the MWS Bylaws for proper procedures.

I agree to obey the Code of Conduct for Officials and Administrators. I understand that if I violate any provision of Part I, I will be subject to the disciplinary actions described in Part II.

Signature of Official or Administrator

Name of Official or Administrator (please print)

Date



Code of Conduct for MW Trip Chaperones

Each chaperone must sign and date a copy of this code of conduct before participating in events where he or she represents Midwestern Swimming Inc. (e.g. All Star trip and Zone trip).

- I. The following Code pertains to all activities where chaperones represent MWS, in or outside the territory of MWS.
 - A. Chaperones shall strive to insure a safe and healthy environment for all members of MWS, especially the athletes.
 - B. Chaperones shall consistently, accurately, and equitably apply rules, regulations, and codes of USA Swimming and MWS, and shall educate all members in the necessity of such.
 - C. Chaperones shall act responsibly and respectfully toward all participants (including athletes, coaches, parents, and spectators) at events, meetings, and competitions.
 - D. Chaperones shall make every effort to make the travel environment run efficiently so that participants can benefit from the sport of swimming.
- II. Failure to comply with this Code will result in any or all of these disciplinary actions.
 - A. A chaperone may not be allowed to participate in any or all practices, meets, or meetings.
 - B. A chaperone may be requested to leave the aquatic facility and/or lodging, for the duration of the event and return home at his/her expense.
 - C. A chaperone is responsible for any damage caused by him or her.
 - D. A chaperone may be suspended from MWS and USA Swimming.
- III. The Board of Review is responsible for reviewing a written summary of alleged violations of this Code of Conduct, as well as any disciplinary actions that have been and/or may be taken. Refer to the MWS Bylaws for proper procedures.

I agree to obey the Code of Conduct for Midwestern Trip Chaperones. I understand that if I violate any provision of Part I, I will be subject to the disciplinary actions described in Part II.

Signature of Chaperone

Name of Chaperone (please print)

Date



Conditions of Sanction Meet Host Responsibilities

- MAY 15** Submit meet request for next year's Long Course and the following Short Course seasons
- MAY 15** Submit meet flyers for all Short Course Meets for Pre-Sanction (\$100.00 late fee)
- Include signed Meet Sanction Request
- Include Sanction Fee
- DECEMBER 1** **Clubs with January meets MUST be registered for next year by Dec 1**
- After receipt of corrections Check for incorrect information and inform MW Office of problems.
- JANUARY 15** Submit meet flyers for all Long Course Meets for Pre-Sanction (\$100.00 late fee)
- Include signed Meet Sanction Request
- Include Sanction Fee
- After receipt of corrections Check for incorrect information and inform MW Office of problems
- 4 wks prior to meet (min) Distribute meet flyer to all clubs and have posted on MW Website
- 7 days prior to meet (min) **MUST** submit backup to MW Office or Registration Chair for swimmer registration verification - e-mail to **mwoffice@mwswim.org**
- within 48 hrs of conclusion of meet (preferable within 12 hrs of conclusion) Send electronic meet Backup to Midwestern Office
All meet hard copy (including results/program) must include in **Heading:**
Name of Meet and Host Club
Date of Meet and Location
Length of Pool
Midwestern Sanction #
Meet file must include:
Names for all relay swimmers
List of swim clubs attending with # of swimmers from each club
Name of referee
- within 5 days after meet Mail or email Coach Certification Form to Midwestern Office
- within 15 days after meet ADD all meet officials to OTS (Referee)
Mail or email Meet Director's Post Meet Report to Midwestern Office
- within 15 days after meet Mail swimmer fee (\$6.50/\$4.00 (squad/duals/single session meet)/swimmer) to Midwestern Office
- Mail Financial Recap to Midwestern Office



Swim Meet Request Form

_____ Long Course (Summer) May – August
_____ Short Course (Winter) September-March

Complete this Meet Request for **each** sanctioned swim meet that your club proposes to host. This is **not a request for sanction**. The information supplied will be used to assist in planning and preparing the Midwestern Swim Meet Schedules for the next year’s seasons.

Upon receipt, Requests will be reviewed by the MWS Meet Scheduling/Sanction Committee for content, suitability, and meeting the needs of the swimmers in the LSC. Upon acceptance and approval, the meet may be scheduled during the requested season. The MWS Scheduling/Sanction Committee is charged with the responsibility of conducting a swimming program in the best interest of all USA Swimming swimmers within its jurisdiction.

Club requesting meet: _____
Meet Director Name: _____
Address: _____
City, State, Zip: _____
Telephone: _____
Email: _____
Meet Referee: _____

Proposed dates: _____ **Pool location:** _____

Did you run the same meet last year? Yes _____ No _____ On which dates: _____

Pool specifications: Length _____ # of Lanes _____
Depth at starting end at 1m _____ at 5m _____
Depth at turn end at 1m _____ at 5m _____

Pool is certified in accordance with USA Swimming policy 104.2.2C(4). Yes _____ No _____

Other information: _____

Type of Meet: Check all that apply

Length of Meet _____ Single Session _____ One day _____ Two Day _____ 2 1/2 Day _____ Other _____
A _____ Timed Finals _____ Age Group _____
BB+ _____ Prelim/Finals _____ Age Group _____
B+ _____ Meet Scored: Yes _____ No _____
B- _____ Types of awards: Ribbons: _____ Medals _____ Other _____
NTS _____ Recipients of awards _____
League _____ Presentation method _____
Dev _____
Other _____ Explain _____

Brief Description of what your club will provide and do to make this a great meet:

Brief Description of why your club should host this meet:

Will a facility fee be requested? ____ Yes ____ No
Facility Fee Request Form may be required when submitting Sanction Request. General Chair will review.

Person submitting bid: (Print name) _____ Signature _____
Email: _____ Phone _____

If possible, please attach proposed meet flyer along with the order and list of proposed offered events.
Return to mwoffice@mwsim.org or mail to MW Office, 1429 N Webster Ave, Hastings NE 68901



Application for Sanction

Date: _____

I, _____, apply on behalf of _____
for a Sanction to hold an open swimming competition (), time trial (), exhibition (), swim-a-thon (), or a
clinic () at _____ on _____ (date).

Our sanction fee for

Open Meet () \$50.00 (\$100.00 if after deadline date)

Open meet with time trials () \$75.00

Time Trials () \$50.00

Squad or dual meet () \$25.00 (\$50.00 if after deadline date)

and a copy of the event information are included with this application.

Also included is a complete schedule of lanes and times for all warm-up procedures which must be adhered to by all participants.

As a condition of obtaining such a sanction, I and the above organization which I represent agree to abide and govern this event under the rules and regulations of USA Swimming, Inc. and Midwestern Swimming, Inc and all other terms and conditions upon which this sanction may be granted. These terms specifically include all local rules and regulations and those set forth in Article 202 of the current edition of USA Swimming Rules and Regulations, with specific reference to Article 202.4.8 thereof, which provides that:

In granting this sanction it is understood and agreed that the 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.

Officials: Officials for this meet will be qualified persons as certified by USA Swimming and Midwestern Swimming or any other LSC, and be a currently registered non-athlete member of USA Swimming. The Meet Referee and the Administrative Official will be listed in the meet information and will be currently registered non-athlete members of USA Swimming with current certifications as of the day of the meet.

Signed: _____
Club President Date

Signed: _____
Club Representative Date

Return sanction to: _____

Address: _____

City, State, Zip _____

Phone: _____

Email: _____

Mail Application to: Midwestern Swimming
1429 N Webster, Hastings NE 68901-2950
mwoffice@mwsim.org



Facility Fee Request Form

Facility Fees – Requests for higher fees (based on facility costs) must be submitted to the MW Office using the facility fee request form if required. The request must be submitted with meet flyer, sanction application and sanction fee. \$0.00 - \$8.00 for regular meets; \$0.00 - \$10.00 for P/F meets; \$10.00-\$15.00 with consent of Sanction Committee (must submit form for \$10.00-\$15.00 request). (MWS Policy effective 01/01/19)

If your club is requesting a Facility Fee for a scheduled meet, please return this form with the Sanction Fee, Sanction Request and the Meet Flyer to the Midwestern Office by the due date (May 15 for the Short Course Meets, January 15 for the Long Course Meets).

The Facility Fee Request will be reviewed by the MW General Chair and the Sanction Committee.

Meet: _____ **Date of Meet:** _____

Estimated swimmers = _____

Facility Name and Address: _____

Club Contact Name and Email: _____

Estimated Facility Related Expenses:

Pool Rental	\$ _____
Building/Room Rental	\$ _____
Lifeguard/Pool Operator	\$ _____
Janitor/Custodian	\$ _____
Timing System	\$ _____
Equipment Operators	\$ _____
Other (Specify) _____	\$ _____
Other (Specify) _____	\$ _____
TOTAL PROJECTED FACILITY RELATED EXPENSES	\$ _____

Facility fee per swimmer requested \$ _____

Return form to:

Midwestern Office
1429 N Webster Ave
Hastings NE 68901
mwoffice@mwsim.org



Midwestern Swimming Inc Request for Meet Approval

Meets requiring approval will **require a minimum 6 week advance application OR prior to announcement of said meet as an approved meet if said announcement is distributed earlier. A \$25 application fee will also be required.** Such meets include all YMCA meets and meets (other than HS, college or masters meets) not sanctioned by Midwestern but **conducted in accordance with USA Swimming technical rules.**

This completed form and a copy of the meet information (Word document) along with the appropriate fees must be filed with the MW Office and will be forwarded to the MW General Chair for review.

Times for those swimmers registered at the time of the swim with USA ID numbers in the meet file will be uploaded to SWIMS subject to proof that conditions at the meet were in conformance with the required procedures and pertinent USA Swimming Rules and Regulations.

Name of Meet: _____ Name of Facility: _____

Date(s) of Meet: _____ Meet Director: _____

Name of person filing this request: _____ Email: _____

Is this meet on the regular, published calendar? Yes No

Type of Meet: YMCA Other

Course: Long Course Meters Short Course Yards Short Course Meters

Approx. number of teams participating ____ Approx. number of swimmers participating _____

- Both USA Swimming athlete members and non-USA Swimming athlete members may participate.
- The meet will be conducted in accordance with USA technical rules.
- Timing systems will conform to the conditions specified in 102.17 – USA Swimming Rules & Regulations.
- All officials will be USA certified officials.
- The meet is a Y meet and the officials may be USA Officials or Y Officials. (No competition will be approved unless a sufficient number of officials, certified at a minimum of Stroke and Turn level, are present to observe and certify that the conduct of competition and all times achieved in the competition are in conformance with all applicable USA Swimming technical rules including start, individual stroke and relay rules, entry limit per day, swimwear restrictions, timing rules and minimum standards for facilities (202.4.6). In lieu of an Administrative Official or second referee to comply with 102.10, a Level II Y certified official designated to fulfill the position of Administrative Official may be used. **Requirements listed in 202.6.6 shall be included in all meet announcements.**
- The meet referee, or LSC designee, will provide swimmers and coaches with information about the approval program. Times for swimmers registered at the time of the swim and with USA ID# in the meet file will be uploaded to SWIMS.
- A copy of the meet information is attached.
- A \$25 application fee is enclosed.
- Names and phone numbers of those who will serve as officials:
 - 1) _____, Referee
 - 2) _____, Starter
 - 3) _____, Stroke & Turn
 - 4) _____, Stroke & Turn

In submitting this application I agree to the following terms.

- In granting this approval it is understood and agreed that USA Swimming and Midwestern Swimming Inc. shall be free and held harmless from any liabilities or claims for damages arising by reason of injuries to anyone during the conduct of this meet.
- In granting this swim meet approval, _____ (Club) has agreed to comply and enforce all health and safety mandates and guidelines of USA Swimming, Midwestern Swimming, the State of _____ (State) and _____ (local jurisdiction).
- Meet results will be submitted to the Midwestern Swimming office and the meet file must include Last Name, First Name, Middle Initial, Birthdate, and correct USA ID numbers for all USA registered swimmers.
- Times for swimmers registered at the time of the swim and with USA ID# in the meet file will be uploaded to SWIMS.

Signature of Applicant

Date



Standardized Meet Information

All meet flyers/announcements will include a header on all pages with the following information:

Meet Name (Including type of meet – A, BB+, B-, etc or NTS)

Host Club

Date of Meet

- SANCTION:** “Held under the Sanction of USA Swimming and Midwestern Swimming
Sanction #MWS_____”
“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.”
- LOCATION:** Facility Name, address of pool (include directions when possible)
- POOL:** Description (depth at starting end at 1m and 5m, depth at turn end at 1m and 5m, blocks, lane ropes, timing system)
Course, indoor or outdoor, number of lanes, type of lane lines, special pool characteristics
“The competition course has (not) been certified in accordance with 104.2.2C(4)”
- FACILITY:** Spectator facilities: “A spectator fee of _____ will be charged per day/session; children under 5 _____ (charge or free).” OR “There will be NO spectator fees charged.” Describe seating for spectators.
Medical supervision available: “Certified lifeguards will be present at all times. An AED, emergency telephone, and first aid kit are available in the pool area. Rescue equipment includes backboards with neck immobilizers, rescue tubes, and a shepherd’s crook .Host does not offer athletic trainers or rehabilitation facilities. Ice is available for injuries.”.
Aquatic facility safety requirement, glass statement, food limitations, areas of limited access, etc.
“(Name of Club) reserves the right to remove from the premises any individual who might jeopardize safety and facility privileges.”
“Use of audio or visual recording devices, including a cell phone, is not permitted behind the blocks, in changing areas, rest rooms, or locker rooms.”
“Operation of a drone, or any other flying apparatus, is prohibited over the venue (pools, athlete/coach areas, spectator areas and open ceiling locker rooms) any time athletes, coaches, officials and/or spectators are present.”
Statement regarding gender specific facilities and gender neutral facilities; where located and availability; or a statement regarding the lack of the gender neutral facilities because of age of facility. List Contact for information.
- SCHEDULE:** “Warm-Up Time: (time)”
“Meet Start Time: (time)”
- MEET DIRECTOR:** “(Name)” “(Telephone numbers)” “(Email addresses)”
- OFFICIALS:** “Meet Referee: (name), (email), (phone)”
“Admin Official: (name), (email), (phone)”
“Meet Marshal: (name)”
- MEET FORMAT:** “Prelim/Final or Timed Finals; age groups; Championship; Invitational”
- DISABILITY SWIMMERS:** “Athletes with a disability are welcomed and shall provide advance notice of desired accommodations to the Meet Director. The athlete (or the athlete’s coach) is also responsible for notifying the Deck Referee of any disability prior to competition.”
- RULES:** “Current USA Swimming Rules and Midwestern Rules will govern this meet. All applicable adults participating in or associated with this meet acknowledge that they are subject to the provisions of the USA Swimming Minor Athlete Abuse Prevention Policy (MAAPP), and that they understand that compliance with the MAAPP policy is a condition of participation in the conduct of this competition.”
- CREDENTIALS:** “Presentation of coach’s membership credentials will be required at coach sign-in. Credentials shall be available at all times. The USA Swimming App is acceptable proof of USA Swimming membership.”
“In accordance with MWS Policy, only those coaches who hold current, valid USA Swimming credentials will be permitted to act in a coaching capacity at this meet. Coaches who do not possess these credentials will be required to leave the deck area.”
- ELIGIBILITY:** “All swimmers, coaches and clubs must be currently registered with USA Swimming.”
“The age of the swimmer on (first day of meet) determines his/her age for the entire meet.”

“Athletes who appear as unregistered on the first pre-meet recon must register with USA Swimming immediately. A second pre-meet recon will be run 4 days prior to the start of the meet and any unregistered MW athlete that appears on that list must register with USA Swimming. The entering club will be billed \$30.00 late fee and must provide proof of registration before athlete is allowed to swim in the meet.”

List any other descriptions or discerning factors which determine the target audience of athletes.

List eligibility requirements for athletes (age group, league member, meet participation requirements).

“Relay-only swimmers must be included on the entry roster and MW splash fee paid to be eligible to participate.” (If relays)

List specifics regarding qualification (time qualification etc)

“Late entries and deck entries (if accepted) will require proof of USA Swimming registration.”

“Any swimmer entered in the meet, unaccompanied by a USA Swimming member coach, must be certified by a USA Swimming member coach as being proficient in performing a racing start or must start each race from within the water. It is the responsibility of the swimmer or the swimmer’s legal guardian to ensure compliance with this requirement.”

FINES: List fines if appropriate.

ENTRY LIMITS: “A swimmer may participate in _____ (number) individual events and _____ (number) relay events per day.” (6 maximum individual and 2 relays per day for timed final events; 3 maximum and 2 relays per day for prelim/final events) Club maximum entries if appropriate.
(If appropriate) “The 4-hour rule will be applied. The host will accept no further entries for a session with 12 & Under swimmers where a 4-hour projected time limit is reached. The Meet Director reserves the right to limit events, heats, teams, and swimmers to conform to the 4-hour time limit (205.3.1F). Teams will be notified of any and all necessary adjustments.”

EVENT FEES: Maximum fees currently allowed:
TF meet: \$4.00/individual, \$8.00/relay, \$8.00 max program charge

Inter-squad/Dual Meet: \$3.00/individual event

P/F meet: \$6.00/individual, \$12.00/relay, \$3.00 per session/\$12.00 for entire meet max program charge

Championship Challenge (Qualifier): \$5.25/individual, \$12.00/relay (if held)

MW Champs: \$6.50/individual, \$18.00/relay, \$3.00 per session/\$16.00 for entire meet max program charge (fees may be higher for specific facilities – host must request in writing to General Chair – max \$10.00)

\$6.50 per swimmer – Midwestern Splash Fee; \$4.00 for squad/dual/single session meet MWS Splash fee

ENTRY PROCEDURE: “Entries may be submitted either in electronic format (electronic entry file with hard copy) or via email for unattached swimmers. A check for the entry fees must accompany all entries. Any swimmer in relays only will be listed on the roster and the MW Splash Fee (\$6.50) paid for that swimmer. Make checks payable to _____ . NO REFUNDS (or refund policy).”

“Any entries submitted electronically will be acknowledged within 24 hours of receipt.”

ENTRY DEADLINE: “DEADLINE FOR RECEIPT OF ENTRIES IS (date)” (10 days prior to the meet start is earliest and latest deadline permitted).

Statement regarding late entries – at discretion of Meet Director, no late entries, double fees for late entries, etc (with current registration issues (2023) prefer NO late entries)

“Psych sheets will be sent to club entry chair within 24 hours of entry deadline.” Indicate time for corrections.

Statement regarding deck entries if accepted – “Deck entries will be accepted in the order received (for swimmers already in the meet) to fill open heats/lanes only. No additional heats will be added.”

ENTRY CHAIR: “(Name – Email)” “(Phone)”
“(Address)”
“(City State Zip)”

COACH MEETING: Times and location of coach meeting.

GENERAL MEET Include type of seeding (deck / pre-seeded)

CONDUCT: “Fly-over start procedure may be used (will NOT be used) at the discretion of the Meet Referee.”

Statement regarding finishes (into touch pads, etc)

Include procedure for individual and distance events (swum fastest to slowest/# of heats in finals if applicable).

Check-in and scratch procedures (positive check-in required/which events/when/where). (Midwestern Scratch Rules may be referenced – MWS Policies and Procedures 8.5.12)

Relay entry procedure (name of swimmer on cards/when to meet management/etc)

Penalties for violation of procedures (if applicable)

Statement regarding exhibition swimming.

WARM-UP	Use MWS Safety Guidelines for model. (MWS Policies and Procedures 8.6)
PROCEDURES:	“MWS Safety and Warm-up procedures will be in effect. Marshals will be present throughout warm-ups and competition, and have the authority to remove, with the concurrence of the Meet Referee, any swimmer, coach, or club for the failure to follow the safety rules.”
TEAM	“Deck changes are prohibited.”
SUPERVISION:	“Each team must provide an adult with non-athlete USA Swimming membership to supervise the swimmers in the team area at all times. Only registered coaches, swimmers, and officials will be allowed on deck.”
SCORING:	State method used (see USA Swimming rules 102.25)
AWARDS:	Individual A / B/ etc (state type of award, # of places) Mementos? Relay (type, # of places) Individual High Point (if applicable) Team awards; How distributed
MEET RESULTS:	Available when and how at meet. “Meet results will be posted and will be available electronically on the MW website within 48 hours of the meet conclusion – www.mwswim.org .”
PHOTOGRAPHY	“The MWS Photography Policy will be followed (MWS Policies and Procedures 8.5.15). Photographers taking pictures must adhere to MW policies and have advanced, written permission from the Meet Director or the Meet Referee to be on deck.”
GENERAL	Information pertaining to but not limited to: Hospitality, concessions, programs, swim shops, request for meet help, clinics included at the meet, etc.
INFORMATION:	
HOTELS:	Hotel information for traveling clubs (if appropriate)

Items listed in quotes are required verbiage for all meet announcements.



Official Sanction

Sanction Number: _____

Sanction Fee Paid: \$ _____ Check No: _____ Dated: _____

Midwestern Swimming, Inc., has approved _____'s

application for sanction to hold an amateur swimming event consisting of a _____

_____ at _____ on _____,

under the following requirements and conditions as listed in the current edition of the USA Swimming Rules and Regulations and the current Midwestern rules and regulations.

Requirements: Article 202.4

* 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 this event. (Article 202.4.8)

* The LSC shall also require the organization to which a sanction has been granted to file within 15 days (MW) after the event, a financial statement setting forth all receipts and disbursement in connection with the sanctioned event. The LSC may at any time require the organization to furnish, within 15 days after written request, all receipts and vouchers relating to the sanctioned event. No sanction to hold any athletic event of any kind shall thereafter be issued to an organization that has failed or refused to file with the LSC any statement or affidavit required on any subdivision of section 202.2 until the statement or affidavit is filed, or until such time as the LSC may determine. (Article 202.4.10, A,B,C)

Conditions: Article 202.5

Miscellaneous:

1. All rules and regulations of USA Swimming, Inc. and Midwestern Swimming, Inc. shall be complied with and enforced.
2. All negotiations for the entry of any athlete shall be with his school or club or if unattached, through MWS.
3. This sanction does not permit broadcasting by radio or television of this event without the permission of Midwestern Swimming, Inc. and/or USA Swimming, Inc.
4. This sanction is not transferable.
5. USA Swimming, Inc. and Midwestern Swimming, Inc. shall be free and harmless from any and all liabilities or claims and damages arising by reason of injuries to anyone during the conduct of this event.

Date: _____ **Signed:** _____

General Chair

Midwestern Swimming, Inc.
1429 N Webster
Hastings, NE 68901



Meet Approval

Approval Number: _____

Sanction Fee Paid: \$ _____ Check No: _____ Dated: _____

Midwestern Swimming, Inc., has APPROVED _____'s

application for approval to hold an amateur swimming event consisting of a _____

_____ at _____ on _____,

under the following requirements and conditions as listed in the current edition of the USA Swimming Rules and Regulations and the current Midwestern rules and regulations.

Requirements: Article 202.4

* In granting this approval 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 this event. (Article 202.6.6.C.)

Conditions: Article 202.5

Miscellaneous:

1. Current USA Swimming rules and organization (YMCA) rules shall be complied with and enforced.
2. Both USA Swimming athlete members and non-USA Swimming athlete members (YMCA) may participate.
3. Sufficient officials, either USA Swimming or YMCA, will be present to observe the competition and attest to the application of USA Swimming technical rules.
4. This approval is not transferable.
5. This approval may be withheld or withdrawn by Midwestern if the competition was not conducted in accordance with the above requirements.
5. Meet results which include the correct USA Swimming ID numbers for USA registered swimmers are to be submitted to the Midwestern Swimming Office within 48 hours of meet conclusion.

Date: _____ **Signed:** _____

General Chair

Midwestern Swimming, Inc.
1429 N Webster
Hastings, NE 68901



Swim Meet Financial Summary

Name of Swim Meet _____

Sponsoring Club _____

Date of Meet _____ Sanction Number _____

Income

Individual entry fees	_____ @ _____	\$ _____
Individual entry fees P/F	_____ @ _____	\$ _____
MW Swimmer fee	_____ @ \$6.50/\$4.00	\$ _____
Facility Fee	_____ @ _____	\$ _____
Relay entry fee	_____ @ _____	\$ _____
Meet Advertising		\$ _____
Net income concessions		\$ _____
Other Income	_____	\$ _____
	_____	\$ _____
	_____	\$ _____
Total Income		\$ _____

Expenses

Midwestern swimmer fee _____ swimmers @ \$6.50/\$4.00		\$ _____
Pool rental		\$ _____
Awards		\$ _____
Printing – programs, final results		\$ _____
Postage		\$ _____
Rentals: - Timing System etc		\$ _____
Other:	_____	\$ _____
	_____	\$ _____
Miscellaneous	_____	\$ _____
	_____	\$ _____
Total Expenses		\$ _____
Net Revenue		\$ _____

Post Meet Checklist:

- Meet Manager backup file to MW Office- mwoffice@mwswwim.org – within 24 hours of meet conclusion
- Coach Sign-in sheets to MW Office – within 24 hours of meet conclusion (scan and email)
- Financial Report with Splash Fee to MW Office – within 15 days of meet conclusion
- Meet Director’s Post Meet Report to MW Office – within 15 days of meet conclusion
- Officials Posted to OTS– within 15 days of meet conclusion

Mail all forms/fees to Midwestern Office, 1429 N Webster Ave, Hastings NE 68901 OR

Email forms to mwoffice@mwswwim.org



Meet Director's Post Meet Report Timeline Report

Date of Meet _____ Sanction Number _____

Name of Swim Meet _____

Sponsoring Club _____

Meet Director _____ Meet Referee _____

Compare actual start and finish times of each session to the planned timeline for each session.

	Timeline Start	Actual Start	Timeline End	Actual End	Reason for delay (if applicable)
Session 1					
Session 2					
Session 3					
Session 4					
Session 5					
Session 6					
Session 7					
Session 8					
Session 9					
Session 10					

Were any entries from teams (full or partial) not accepted due to exceeding either meet numbers limit or timeline? Yes _____ No _____

If yes, number of teams _____ Number of Swimmers _____

Were any changes made to the meet format to accommodate additional swimmers?

Yes _____ No _____

If yes, please explain.

Would you change anything with this meet format for next season? Yes _____ No _____

If yes, please explain.

Additional comments regarding the meet.

**Return to the Midwestern Office, 1429 N Webster Ave, Hastings NE 68901
or email to mwoffice@mwsim.org**



Verification Request Form / Request for Use of Observation

Submit form ONLY if you are not sure about meet observation and want to make sure times are posted.
Results for all currently registered swimmers with USA ID numbers in the results database will be posted automatically to SWIMS (NO request needed) — if this is an “observed” meet and if the ID numbers are in the database.

Swimmer’s Name: _____

Address: _____

Home Phone: _____

School: _____ USA Swimming Team: _____

LSC: _____ ID#: _____

Meets observed:

Meet: _____

Meet: _____

Date: _____

Date: _____

Location: _____

Location: _____

Events swum:

For Official’s use only:

Date request received: _____

Official Swim Time: Event 1: _____ Time _____

 Event 2: _____ Time _____

Verification Signature: _____

Submit Form to (NO FEE):

Midwestern Swimming, Inc
1429 N Webster Ave
Hastings, NE 68901



Entry Roster

Team Name _____

Abbrev _____

Meet Name _____

Date _____

Coach _____

Phone _____

Name	M	F	#				
ID#			Age:				
Name	M	F	#				
ID#			Age:				
Name	M	F	#				
ID#			Age:				
Name	M	F	#				
ID#			Age:				
Name	M	F	#				
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Name	M	F	#				
ID#			Age:				
Name	M	F	#				
ID#			Age:				
Name	M	F	#				
ID#			Age:				



Meet Officials Sign-In Sheet

Midwestern Swimming, Inc.
 1429 N Webster Ave
 Hastings, NE 68901

Name of Meet: _____ Location: _____

Session: _____ Date: _____

<i>POSITION</i>	<i>NAME (Print Legibly)</i>	<i>CLUB</i>	<i>INITIALS</i>
Meet Referee			
Deck Referee			
Starter			
Chief Judge			
Timing System Operator			
Admin Referee			
Admin Official			
Timing Judge			
Head Timer			
Announcer			
Stroke & Turn Judges			

Meet Director: _____

**Meet Referee will put all officials with appropriate session numbers
 in the USA Swimming Officials' Tracking System (OTS).**



Information Form for Disabled Swimmers

Name: _____

Address: _____

Age and Birth date: _____

Events to be swum: _____

Type of Disability:

Blind _____ Mentally disabled _____ Deaf _____ Physical _____

Other _____

Extent of Disability: Be specific, e.g. totally or partially blind, totally or partially deaf, loss of one or more limbs, multiple disabilities, etc.

The following person(s) will accompany the swimmer for any needed assistance.

Type of medication: _____

Purpose of Medication: _____

Parent's or Guardian's Name: _____ Phone: _____

Parent's or Guardian's Signature: _____

Athlete's Signature: _____

Physician's Name (Print): _____

Physician's Address: _____

Physician's Phone Number: _____

I have examined the above entrant and, in my opinion, there is no mental or physical reason why he or she should not participate in USA Swimming competition.

Physician's Signature: _____ Date: _____



Application for Athlete Travel Reimbursement

The MW Application for Travel Reimbursement will be an online GoogleForm with links on the Midwestern Website on the Athlete Page. [Midwestern Swimming - Athletes \(teamunify.com\)](http://MidwesternSwimming-Athletes.teamunify.com)

The Meet Types available for reimbursement are:

Olympic Trials, International Team Trials, National Championship; US Open; USA Swimming Junior Nationals; TYR Pro Meet; USA Swimming Futures Meet; Speedo Sectional Meet and Central Zone Open Water Championship.

Required Information will include:

Individual Events Entered: Must list events. Must qualify for and swim in an individual event or be a member of a qualifying relay.

Travel Expenses:

The maximum reimbursement available will be based on the guidelines in the current MWS Policies and Procedures:

\$1000 for Olympic Trials; \$500 for International Team Trials, National Champ/US Open/USA Swimming Junior Nationals; \$200 for TYR Pro Meets (max 3 per year, policy reviewed annually), \$200 for USA Swimming Futures Meet (policy reviewed annually), \$100 for Speedo Sectionals and Central Zone Open Water Championship

Must List all **travel expenses** incurred and not reimbursed by other organizations.

Must Attach receipts for TRAVEL expenses; no reimbursement will be made without proven expenses/receipts (only need receipts to cover maximum reimbursement).

Maximum annual reimbursement per athlete - \$1200.00 with the exception of an Olympic year and an additional \$1000 will be available for Trials athletes.

Financial Aid Recipient Qualifications:

1. Must be currently registered with Midwestern Swimming
2. Will list current Club
3. Collegiate team swimmer and active member of MWS Club and either a former age group member of MWS or in second long course season as a MWS Member; Will list College
4. Must have been entered in, swum in, and met all financial obligations for **at least three (3) Midwestern (MWS) sanctioned meets within the previous 12 months, either one (1) Short Course Yards meet and two (2) Long Course Meters meets OR two (2) Short Course Yards meets and one (1) Long Course Meters meet..**
Applicant will be required to list the required meets.
5. Resident of MWS area for 12 months or moved into the area with the intent of establishing permanent residence. (Aid is not available during the 60 day unattached period, nor is aid available during the first season (SC or LC) of MWS participation.)
6. Must qualify and swim in an individual event or be a member of qualifying relay (**Relay only swimmers – one fourth (¼) of individual reimbursement**)
7. Must not receive reimbursement for the same expenses from two organizations.
8. Will list current coach on application.

Payments will be made to person listed in the application and mailed to the address listed in the application.

Due Dates: Applications for Short Course season are due by May 31 and Long Course Season by August 31.

!



Application for Midwestern Scholarship Funds

Please use this form to apply for Scholarship Funds for higher level travel meets. These funds may be available in addition to the funds Midwestern already pays for proven expenses for those meets.
Eligible meets: All Star, Zone, Sectional, Futures, TYR Pro, Juniors, Nationals/Open, Trials.

Name of Applicant: _____ Email: _____

Address: _____

City/State/Zip: _____

Home Phone: _____ Cell Phone: _____

USA Swimming ID Number: _____ Date of Birth: _____ Age: _____

Parent/Guardian(s) Name(s): _____

Address: _____

City/State/Zip: _____

Home Phone: _____ Cell Phone: _____

Current Swim Club: _____ Club Contact/Coach Phone: _____

Meet: _____ Location: _____ Date: _____

Cost of Meet: _____ Amount able to pay: _____ Amount Requested: _____

Explanation of Need: _____

Outreach Athlete: Yes No

Eligible for Free Lunch: Yes No

Coach Recommendation: _____

Signature of Parent/Guardian

Signature of Swimmer's Coach



Outreach Meet Entry Reimbursement Request

Return to:
1429 N Webster Ave
Hastings NE 68901
402-462-5941
Email: mwoffice@mws swim.org

INFORMATION:

Meet Name: _____ Meet Date: _____

Requesting Club: _____ Make Check Payable to: _____

Send Reimbursement To This Address: _____

City, State, Zip _____

Requesting Individual's Signature _____

Email of requesting individual _____

(I attest to the accuracy and truthfulness of this request)

ATHLETE NAME <i>PLEASE PRINT</i>	# OF EVENTS ENTERED	OUTREACH VERIFIED <i>(OFFICE USE ONLY)</i>	# EVENTS SWAM <i>(OFFICE USE ONLY)</i>

Individual entry fees, LSC Splash fee and Facility Fee will be reimbursed by Midwestern Swimming to the requesting club at 75% of original fees for swum events only (**No shows will not be reimbursed**). **Relay fees are not eligible for Outreach reimbursement.**

Mail or email request to the MW Office, 1429 N Webster Ave, Hastings, NE 68901 mwoffice@mws swim.org

Form must be submitted within *twenty-one (21) days of meet completion*. Requests made after the deadline will not be processed and payment for such will be disallowed.

APPROVAL OF REQUEST: (OFFICE USE ONLY)

Meet Entry Fees (Swum events): _____ x _____ Amount Entry Fees to be Reimbursed: _____

Splash Fee _____ swimmers @ \$6.50/\$4.00 _____ Amount Splash Fees to be Reimbursed: _____

Facility Fee _____ swimmers @ _____ Amount Facility Fees to be Reimbursed: _____

Total Amount to be Paid Entering Club _____

Office Use Only:
_____ 526.1 – Outreach Meet Support