



# **Policies & Procedures**

**(Revised 1/7/2026)**

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## **100 PREAMBLE**

**All policies and procedures contained herein are designed to supplement and not contradict, either directly or indirectly, USA Swimming Rules and Regulations which are published annually by USA Swimming, the National Governing Body for competitive swimming in the United States. Copies of the Official Rulebook are available from USA Swimming, One Olympic Plaza, Colorado Springs, Co, 80909-5770. If any rule or procedure contained herein is found to be in conflict, either directly or indirectly, the below stated rule or procedure is null and void.**

**101 - Changes to the Rules** - These Policies and Procedures may be amended at any meeting of the Board of Directors where the affirmative vote of the members present in aggregate exceeds 50%. by a one-half (50%) vote of the members present and voting. At least fourteen (14) days electronic notice shall be given to every member of the Board of any proposed amendment. Any amendment not submitted or proposed in time to give fourteen (14) days electronic notice to the Board may only be adopted by three-fourths (75%) vote of the House of Board of Directors.

**102 - Effective Date of Changes to the Rules** - Unless stated otherwise at the time of approval, changes to the policies and procedures approved by the Board of Directors or House of Delegates will have an effective date of September 1 following the completion of the competitive year in which they were approved. For example, a change made during the current short course competitive year would become effective the following short course season.

**103 - Emergency Changes to the Rules** - The Board of Directors or the House of Delegates may enact emergency changes to these policies and procedures during the competitive year if mandated by USA Swimming or in order to comply with laws or regulations promulgated by State or Federal authorities and such changes are effective immediately.

## **200 ORGANIZATION**

**201 - Mission** - Strive to be leaders within USA Swimming by inspiring excellence in swimming and in life.

**202 - Vision** - To develop athletes, coaches and officials who exemplify the highest levels of competency, sportsmanship, honesty and dedication in the pursuit of excellence by adhering in all we do to our core values.

**203 - Core Values** - Successful Meets, Safety, Athlete Development, Education & Training, Recognition of Excellence

**204 - Statement of Principles, Ethical Behavior, Conflict of Interest** - Those who choose to serve North Texas Swimming, Inc. whether as volunteers or paid professionals, are held to a high standard of conduct. Those who serve 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 are enhanced. It is important to avoid any real or perceived conflict of interest. See Appendix A for full policy.

**205 - Anti-Discrimination Policy** - Discrimination in violation of the Amateur Sports Act which requires that USA Swimming must provide an equal opportunity to athletes, coaches, trainers, managers, administrators, and officials to participate in the sport of swimming. Athletes must be allowed to participate and compete to the fullest extent allowed by the Rules and Regulations. Discrimination against any member or participant on the basis of age, gender, race, ethnicity, culture, religion, sexual orientation, gender expression, gender identity, genetics, mental or physical disability, or any other status protected by federal, state or local law, where applicable, is prohibited (USA Swimming 304.3).

**206 - Whistle Blower Policy** - USA Swimming forbids any form of retaliation against individuals for providing truthful information to a law enforcement official relating to actual or potential unlawful conduct. Such actions can result in immediate termination. The audit committee will establish procedures for handling complaints, including anonymous ones, about accounting and financial matters. See Appendix B for full policy.

### **207 - Code of Conduct**

All participants in North Texas Swimming sanctioned, sponsored or promoted activities, including but not limited to swim meets, travel trips, clinics, and social events shall adhere to the NTSI Codes of Conduct (See Appendix C for full policy). Athlete, coaches, and other participants may be asked to sign a Team Travel Code of Conduct as a prerequisite to participating in the event. To protect the safety of parties involved in misconduct investigations or allegations and to support a fair investigation, temporary measures may be imposed that place conditions and/or restrictions on an individual's ability to participate in North Texas Sanctioned Meets or activities. The temporary measures may remain in place while an investigation by the team, the LSC, USA Swimming,

## **300 HOUSE OF DELEGATES, BOARD OF DIRECTORS AND COMMITTEE**

**301 – House of Delegates** – Members of the NTSI House of Delegates are described in Article 4.1 of the NTSI By-Laws. At all meetings of the House of Delegates the following shall be included in the order of business to the extent applicable. The order in which the various subjects are taken up may be varied.

- Roll Call
- Reading, correction and adoption of minutes of previous meeting
- Reports of officers
- Reports of committees and coordinators
- Presentation and approval of the annual budget
- Presentation and approval of the annual audit, when applicable
- Unfinished (old) business
- Elections
- New business
- Resolutions and orders
- Adjournment

**302 - Board of Directors** - Members of the Board of Directors must be current members of North Texas Swimming. Each member of the Board of Directors and all committee members must read the Conflict-of-Interest Policy in the North Texas Swimming Policies and Procedures Manual annually, and e-sign and submit

a copy of the Conflict-of-Interest Form, agreeing to conform to the policy. Electronic copies of the signed forms will be maintained by the Administrative Vice Chair or their designee. Failure to meet the requirements of the Conflict-of-Interest Policy may result in actions for removal from office in accordance with the North Texas Swimming Bylaws.

In addition, all BOD members are expected to complete the USA Swimming LSC Online Leadership Course when offered.

1. Each officer shall have other powers and perform other duties as may be prescribed in NTSI's Policies and Procedures Manual or by the House of Delegates, the Board of Directors, the General Chair, the respective division Vice Chair, the delegating officer or these Bylaws. The division Vice Chairs shall have the additional duties and powers as herein provided.
2. Officers of NTSI may delegate any portion of their powers or duties to another Individual Member or to a committee composed of Individual Members, 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 the 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 NTSI. 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.
3. Officers:
  - General Chair
  - Administrative Vice Chair
  - Senior Vice Chair
  - Age Group Vice Chair
  - Secretary
  - Treasurer (Staff- Ex- Officio)
  - Finance Vice Chair
  - Diversity, Equity and Inclusion Coordinator
  - Coach Representative
  - Senior Athlete Representative
  - Junior Athlete Representative
  - Operational Risk Coordinator
  - Safe Sport Coordinator
  - Technical Planning Chair
  - Official's Chair
  - At-Large Athlete Members (2)
  - Ex-Officio Member - The immediate past General Chair of North Texas Swimming, if the individual is in good standing. The Ex-Officio Member shall have voice but no vote in meetings of the Board of Directors and its committees.
4. Meeting Schedule - The NTSI Board of Directors will meet once a month subject to modification by the Board as necessary.
5. At all meetings of the Board of Directors the following shall be included in the order of business to the extent applicable. The order in which subjects are taken up may be varied.
  - Roll Call

- Reading, correction and adoption of minutes
- Reports of officers
- Reports of committees and coordinators
- Presentation of the annual budget and adoption of recommendation to the House of Delegates
- Presentation of the annual audit report and adoption of its recommendation to the House of Delegates
- Advice and Consent to Appointments
- Unfinished (old) business
- New business
- Elections
- Resolutions and order
- Adjournment

**303 - Committee Chairs** - The duties of the General Chair, the division chairs, committee chairs, and coordinators (in addition to those provided elsewhere in this document) shall be as follows and full descriptions can be found [here](#):

1. Preside at all meetings of the respective division, committee or subcommittee;
2. See that all duties and responsibilities of the coordinator, 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 committee, respectively;
4. Communicate with the General Chair, 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 NTSI'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. Participate in all meetings of the House of Delegates and Board of Directors.
8. Participate in assigned committee meetings
9. Comply with the fiduciary duties: loyalty, care and obedience
10. Make impartial decisions
11. Support the Mission, Vision and Core Values of NTSI

### **304 - Elections**

1. In even numbered years:  
The House of Delegates, at its Annual Meeting shall elect:
  - General Chair
  - Administrative Vice Chair
  - Safe Sport Coordinator
  - Senior Vice Chair

The Operational Risk Coordinator is appointed by the General Chair with consent of the Board of Directors.

2. In odd numbered years:

The House of Delegates, at its Annual meeting shall elect:

- Age Group Vice Chair
- Diversity, Equity and Inclusion Coordinator
- Finance Vice Chair
- Secretary

The Technical Planning Chair shall be appointed by the General Chair with the consent of the Board of Directors.

3. By the close of the Annual Committee Meeting, the Official's Committee shall elect the Official's Chair

4. By the close of the Spring HOD Meeting, the coaches shall elect the Coaches' Representative

**305 - Terms of Office** - The terms of office of all members of the Board of Directors shall be two years. Each member of the Board must be in good standing and must maintain their eligibility throughout their term of office. Each person elected to a position shall assume office on June 1 following the election. Except for the Treasurer and the Safe Sport Coordinator, no individual who has served four successive years shall be eligible for re-election to the same position until 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 this successive terms limitation. In the event of a mid-term vacancy, the vacancy shall be filled by an appointee selected by the General Chair with the advice and consent of the Board of Directors.

**306 – Board of Director Job Descriptions** – NTSI Approved job descriptions for the Board of Directors can be found [HERE](#) or on the NTSI website under Governance/Business Documents.

## **400 DIVISIONS, DIVISIONAL ORGANIZATION, AND JURISDICTION**

The divisions of NTSI shall each be chaired as indicated below with respective duties, jurisdiction and responsibilities described in Section 400 as well as those assigned by the General Chair.

### **401 – GENERAL CHAIR**

- Technical Planning Committee
- Personnel Committee

### **402- ADMINISTRATIVE DIVISION - Administrative Vice Chair**

- Diversity Equity & Inclusion Coordinator
- Equipment Coordinator

- Governance Committee
- Officials Committee
- Operational Risk Coordinator
- Safe Sport Coordinator
- Secretary

#### **403 - AGE GROUP DIVISION - Age Group Vice Chair**

- Age Group Committee
- Time Standards- NTSI Age Group Meets
- Zone/All Star's Team

#### **404 - SENIOR DIVISION - Senior Vice Chair**

- Athlete Committee
- Open Water
- Senior Committee
- Time Standards- NTSI Senior Meets

#### **405 - FINANCE DIVISION - Finance Vice Chair**

- Accounting Policies
- Agreed Upon Procedures Review
- Audit Committee
- Investment Policies
- Legal

#### **406 - COACHES DIVISION - Coach Representative**

- Continuing Education- Camps/ Clinics
- Program Development

#### **407 – OPERATIONS - Executive Director**

- Day to day operations
- Paid staff

### **500 COMMITTEES & COORDINATORS**

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 NTSI Policies and Procedures or By-laws, 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 and the Committee Chair. Athlete membership shall constitute at least twenty percent (20%) of the voting membership of every committee.

**501 - Senior Committee** - The Senior Committee has general charge of the affairs that develops and conducts the senior swimming program of NTSI.

**502 - Age Group Committee** - The Age Group Committee shall have general charge of the affairs and that develops and conducts the age group swimming program of NTSI. The committee shall be responsible for age group development, the NTSI championship meets, camps/clinics, and Zone and/or All-Star team events.

**503 - Finance Committee** - (see NTSI By-Laws 7.4.2)

**504 - Diversity, Equity and Inclusion Coordinator** - The Diversity, Equity & Inclusion Coordinator shall be responsible for developing and implementing strategies, policies, and programs that create a diverse and inclusive environment for all members of NTSI and build the population of underrepresented coaches, athletes, administrators, and officials within the NTSI membership. They shall develop and implement recruiting policies for NTSI and Group Members to increase participation of athletes with disabilities, and plan and host a minimum of one DEI clinic, seminar, meet or other outreach event annually.

**505 - Coaches' Committee** - The Coaches Committee shall undertake such other activities (a) delegated to it by the Board of Directors or the General Chair or (b) undertaken by the Committee as being in the best interests of the Coach Members, NTSI, USA Swimming and the sport of swimming.

**506 - Athletes' Committee** - (see NTSI By-Law 7.4.1)

**507 - Safe Sport Coordinator** - The Safe Sport Coordinator shall be responsible for the implementation and coordination of the Safe Sport Program established by USA Swimming within NTSI.

**508 - Technical Planning Committee** - The Technical Planning Committee shall be responsible for planning the NTSI competition calendar. The Technical Planning Committee shall be comprised of the Technical Planning Committee Chair, the Senior Vice Chair, the Age Group Vice Chair, the Official's Chair, the Coach Representative, and a sufficient number of athletes to constitute 20% representation.

**509 - Officials' Committee** - (see NTSI By-Law 7.4.4) The purpose of the committee is to further the sport of competitive swimming by providing the highest quality of officiating needed for fair competition. Refer to the [NTSI website Official's page](#) for specific guidelines and processes.

**510 - Governance Committee** - (see NTSI By-Law 7.4.3)

**511 - Personnel Committee** - The members of the Personnel Committee shall be the General Chair, who shall serve as chair, the Administrative Vice Chair, the Finance Vice Chair, and a sufficient number of athletes so as to constitute at least twenty percent (20%) of the voting membership of the Committee. The athlete

representative(s) shall include the Senior Athlete Rep. In the event none of the designated members are a registered coach, then the Senior Vice Chair will be added to the committee. The committee will conduct employment screenings, reference checks, and provide offer letters once approved by the Board. The Personnel Committee is authorized and obligated to negotiate and set wages, compensation and other terms of employment of NTSI's staff (whether employees or independent contractors) within established budgetary guidelines and policies and to review and approve the scope of duties delegated to the staff. They shall assess that all personnel policies are in compliance with all applicable laws and ethical guidelines, and that the organization's compensation is comparable to and competitive with those paid for similar jobs in the external market. This committee also would be responsible for determining the process the board would follow to resolve grievances about employees or Board members brought to its attention.

## **600 USA-S HOUSE OF DELEGATES MEETING, ANNUAL BUSINESS MEETING, WORKSHOPS AND OTHER MEETINGS AND WORKSHOPS**

**601 - USA-S House of Delegates Meeting** – USA Swimming bylaws will determine the number of voting delegates assigned to NTSI. The North Texas Swimming voting delegates shall be selected by the General Chair, in consultation with the Administrative Vice Chair and the Executive Director.

**602 – USA-S Annual Business Meeting** – The representatives that attend the USA Swimming Annual Business Meeting on behalf of North Texas Swimming are to confer and to gather information pertaining to the local, regional or national rules or policies that may affect USA Swimming and North Texas Swimming. Each representative will attend scheduled committee and other meetings that pertain to his or her specific areas of representation. The General Chair may assign representatives to attend specific meetings to assure coverage in the event of conflicting priorities. Complete information on USA Swimming policies, rules, time standards, schedules, meet sites and other matters will be collected by the North Texas Swimming delegates to the Annual Business Meeting. Each representative shall report, in writing, pertinent information to the North Texas Swimming Board of Directors within 30 days following the Annual Business Meeting.

**603 – USA-S Workshops** - The North Texas Swimming attendees shall be selected by the General Chair, in consultation with the Administrative Vice Chair and the Executive Director based on the scheduled workshops or training sessions, applicable budget and the needs of NTSI.

**604 - Other Meetings and Workshops** – NTSI Board members wishing to attend other meetings and workshops must submit in writing prior to the event their reason for wishing to attend and what they hope to bring home from the event. If approved by the appropriate North Texas Swimming Officer or Committee Chair, and funds for such travel have been provided in the North Texas Swimming Budget, expenses will be paid according to the NTSI Travel Policy for Other Members Designated by the LSC.

## **700 MEMBERSHIP**

The North Texas Swimming office will post registration guidelines on the North Texas Swimming website.

**701 - New Club Registration** –All information about starting a new club can found on the USA-S Website on the [Starting a New Club](#) page-

**702 - Club Registration Renewals** – All clubs will self-renew in SWIMS 3.0. The club renewal link is available to the assigned Club Administrator, Head Coach, or Club Registrar, via their USA Swimming Account.

**703 - Athlete Registration** - All swimmers participating in sanctioned activities, club practices, workouts, etc. shall be registered athlete members of USA Swimming. Additionally, all athlete members of the NTSI House of Delegates and the Board of Directors of all NTSI member clubs shall be registered with USA Swimming. All athletes 18 years of age and older must complete the Athlete Protection Training prior to competition, practice or other NTSI promoted events and meetings.

- Premium Athlete Membership – this membership is for a calendar year; however, swimmer registration applications submitted on or after September 1st will be valid through December 31st of the following year.
- Seasonal Membership – this membership registration is available from March 1<sup>st</sup> through August 31st and is valid for 150 days from the date of registration. Seasonal memberships are not valid for competition at or above the Zone Championship level. Teams will be responsible for monitoring the registration dates of their seasonal swimmers. Teams are not required to offer the seasonal membership to their constituents
- FLEX Membership – this membership is for a calendar year; however, swimmer registration applications submitted on or after September 1st will be valid through December 31st of the following year. This membership is open to athletes 12 years of age and younger. Swimmers may only compete in 2 USA-S sanctioned meets in the calendar year, and they must be below the championship level. Swimmers who transition to a year-round membership after two meets will be able to credit the cost of their FLEX membership to the year-round membership. Teams are not required to offer the FLEX membership to their constituents.
- Outreach Membership —this membership is for the calendar year; however, swimmer registration applications submitted on or after September 1st will be valid through December 31st of the following year. In order to be eligible for an outreach membership the athlete must provide verification to NTSI annually that he/she is eligible for Medicaid, CHIP, SNAP (Supplemental Nutritional Assistance Program), Texas Childcare Assistance, Women, Infants and Children Program (WIC), TANF (Temporary Assistance for Needy Families), Tax Return Showing Family income at or below the state poverty level (or 200% of the Federal Poverty Level), Texas Comprehensive Energy Assistance Program (CEAP). Documentation of eligibility must be current at the time of application and not expire within 60 days.
- Athlete Transfers – There is no charge for athlete transfers. The required 60-day period as an unattached athlete shall be observed.
- Foreign athletes – Foreign athletes who train with a USA-S club should contact the NTSI Registrar for information about the latest USA-S policies and procedures for membership and competition.
- Unattached athlete members may join NTSI by contacting NTSI staff.

**704 - Non-Athlete Registration** - Non-Athlete Members must meet the membership requirement of USA Swimming prior to working in any capacity for any club registered with NTSI or at any event sanctioned or sponsored by NTSI. Additionally, all non-athlete members of the NTSI House of Delegates and the Board of Directors shall be registered and in good standing at all times. Only persons with a current, valid USA Swimming coach membership shall be allowed to participate in any coaching capacity at any NTSI sanctioned competition or event. This registration is applicable to coaches, officials and any other adult non-athlete members of North Texas Swimming.

Memberships:

1. Coach Membership
  - Coach – This membership is for all individuals performing coach duties as side from those in the provision and junior positions outlined below. Coaches must maintain their certification and be in good-standing with USA-S to act in a coaching capacity.
  - Provision Coach - New coach members or coaches with at least a one-year lapse in their previous coach membership.
  - Junior Coach – This membership is for individuals 16-17 years of age who are enrolled in high school who want to learn more about coaching and mentoring younger swimmers and teammates. They are approved to coach when there is another non-athlete coach member in good standing on deck.
2. Official Membership - for all referees, chief judges, administrative officials, and stroke and turn judges
3. “Other” membership - for individuals who have contact with athletes but are not on deck. This includes, but is not limited to, dryland coaches, chaperones and meet directors.
4. Administrator Membership - for individuals who have access to athlete information, but do not interact with athletes. This includes, but is not limited to, team administrators, club board members and individuals in a position of oversight over the operations of a member club or have solely club administrative duties.
5. Unattached non-athlete members may join NTSI by contacting NTSI staff and registering through the link provided.
6. The following individuals must be registered members of North Texas Swimming, Inc. in good standing:
  - NTSI Board of Directors
  - NTSI Committees
  - NTSI Meet Directors
  - Adult employees of USA Swimming, NTSI and member clubs;
  - Adults serving on the board of directors of NTSI registered clubs;
  - Individuals in a position of oversight over the operations of an NTSI club;
  - Adults with an ownership interest in an NTSI club;
  - All officials operating in any capacity,
  - Other volunteers who interact directly and frequently with or have authority over athletes (as defined in the SafeSport Code for the Olympic and Paralympic Movement) as a regular part of their duties.

**705 – Board Membership Reimbursement** - Current members of the Board of Directors who are not employed by a club or have another reason to be NTSI members, shall be reimbursed for their USA Swimming registration.

## **800 MEET SCHEDULE**

NTSI shall establish and publish an annual swim meet calendar of all meets. Planning and monitoring the calendar or schedule is the responsibility of the Board of Directors and the Technical Planning Committee.

**801- Meet Calendar-** The Technical Planning Committee (TPC) shall prepare a proposed LSC meet calendar for January through December for approval by the Board, based on forecasted dates for the national, zones and state meets. The calendar dates in the weeks around national, zones, and state meets should be considered tentative until the final dates for these meets have been set. The meet calendar for the following year shall be presented for adoption by the House of Delegates at the spring Annual Meeting. If extenuating circumstances prevent the adoption of the calendar at the spring meeting or no spring meeting is held, the calendar will be adopted no later than the fall House of Delegates Meeting. Unless otherwise approved by the NTSI Board, clubs may only run meets as specified by the adopted NTSI calendar.

- The NTSI Annual Meet Calendar may include Divisional Meet Weekends. Divisions are created to offer reasonably sized meets with minimal required travel. Prior to the publication of the Annual Meet Calendar, the TPC will establish the competition divisions for the season. On Divisional Meet weekends, clubs are limited to hosting NTSI sanctioned meets within their assigned Division.
- The NTSI Annual Meet Calendar may include Closed Weekends. No sanctioned meets may be held, without NTSI Board approval, on Closed Weekends.
- The NTSI Annual Meet Calendar may include Open Weekends. Open weekends may be used for non-standard meets such as IMX, distance, dual, intra-squad and open water.
- The NTSI Annual Meet Calendar may include Last Chance Meets.
- The NTSI Annual Meet Calendar includes a short course, and a long course Age Group Championship Meet. Parameters of the meet will be defined by the Age Group Committee and ratified by the Board of Directors.

**802 – Meet Bids** - Clubs, using the current bid form, shall submit bids for the meets listed on the HOD adopted Meet Calendar by the designated deadline. The TPC will review the bids for accuracy, adherence to the calendar guidelines and NTSI Policies, including but not limited to adherence to the NTSI approved meet fees and suitability of the proposed facility. The finalized bids will be reviewed and accepted at the fall HOD meeting or at a specially called meeting for awarding of the meets.

1. NTSI Member Clubs wishing to submit meet bids for consideration of the House of Delegates shall:
  - Have staff members or volunteers who are proficient in the operations and software associated with Computer Operations and Timing Systems.

- Have proficient Meet Directors who are knowledgeable and educated in USA Swimming and NTSI rules, regulations and processes.
  - Submit the current Bid Form as posted on the NTSI website.
2. If a club wishes to submit a bid with exceptions to the NTSI Approved Meet Calendar or NTSI Policies and Procedures, these exceptions must be outlined on the submitted bid form. TPC will review and make a decision on the exceptions (non-financial) that are submitted. The Board will make the final determination on financial exceptions.

**803 – Awarding of Meets** - The Meet Calendar with a list of all the TPC approved bids will be presented at the fall House of Delegates meeting or at a Special HOD called for this purpose. Clubs with competing bids will have the opportunity to present information about their bid to the HOD. Competing bids will be voted on by the teams in the respective division. Clubs may withdraw a bid at the HOD Meeting, and the meet may be awarded to other another club within the division without a bid.

#### **804 – Exceptions (After HOD Adoption)**

- Any exceptions to the calendar after HOD adoption must be requested through the Technical Planning Committee Chair. The TPC may approve or deny any exception except those for variations to NTSI established meet fees. The TPC Chair shall present any variations to the NTSI established Meet Fees to the Board of Directors for approval.
- If a club wishes to host a meet for which they did not submit a bid, they must file with the TPC for an exception.
- Clubs with awarded bids for a Divisional Meet may invite teams from other divisions that do not have awarded bids in their division, by filing for an exception with the TPC.

## **900 MEET GUIDELINES**

### **901 - Meet Rules**

- If scored, NTSI sanctioned meets shall be scored in conformance with USA Swimming Rules and Regulations.
- Exhibition swims will be allowed in the case of administrative error only.
- A swimmer's entry times for USA Swimming recognized events must be verifiable in the SWIMS database.
- Meets are classified using the current USA Swimming National Age Group Motivational Time Standards as published on the USA Swimming website and meet announcements.

**902 - USA Swimming Rules** - All meets shall be conducted under current "USA-S Technical Rules" (Part One of the USA-S Rules and Regulations). The Meet Referee may alter the conduct of a meet only as specified in Article 102.11 of the USA-S Rules. Failure of the Meet Director/Meet Referee to enforce all safety rules, to verify credentials of all officials, and to verify the status of all participating swimmers and coaches' certifications shall be sufficient reason for disciplinary action by the NTSI Board of Directors. Disciplinary

action may include fines, suspensions, denial of future meets, or any other action deemed appropriate by the NTSI Board of Directors.

**903 - Meet Eligibility** - All athletes who enter an NTSI sanctioned meet must:

- Be registered and **in good standing** with USA Swimming **or the team that entered them is subject to a fine as defined in Section 1404.**
- Be in compliance with the event entry requirements stated in the meet announcement.

**904 - Meet Sanction and Approval** - Sanctioning ensures that the meet will be conducted according to USA Swimming and NTSI rules. All athletes in a “Sanctioned” meet must be registered with USA Swimming and be in good standing. Sanction fees are submitted with the post-meet financial reports and the NTSI swimmer surcharge per athlete. "Approval" is issued by an LSC for meets conducted in conformance with USA Swimming technical rules in which both members and non-members may compete. This is generally limited to YMCA meets. Times of registered USA Swimming athletes will be entered into SWIMs and maybe used at all levels of competition.

1. Meet Classifications

- Open Meet: Competition which any qualifying club, organization, or individual may enter.
- Closed Meet: Competition only open to the members of one organization such as NTSI.
- Invitational Meet: A swim meet of 4 or more organizations and clubs invited by the host.
- Intrasquad – A swim meet with only swimmers from the host club.
- Dual Meet - A swim meet between the host team and one other club.
- Tri Meet - A swim meet between the host team and two other clubs.
- Time Trial Meet: An event or series of specified events where specified swimmers may achieve or better a time.

2. Application Procedure

- Each sanction request for an invitational meet shall be submitted via the USA Swimming website at least 60 days prior to the first day of the meet. The meet announcement must be in the format of the NTSI template and shall include all information required by USA Swimming 202.4.9. The NTSI Staff may adjust the deadline in the event of unforeseen circumstances. The designated NTSI Staff shall acknowledge receipt of all sanction requests within 48 hours.
- A \$25.00 sanction fee shall be submitted with the Financial Report (see Section 1403) Note: There is no fee for Swim-A-Thons, clinics, exhibitions and benefits.
- Once approved, the meet announcement will be updated with the sanction number and a sanction letter will be sent back to the meet director and the meet referee who submitted the sanction request.
- Website- Sanction letter and meet announcement with sanction number posted within 7 days.
- To ensure proper handling of any meet announcement revisions, all changes must go through the designated NTSI staff member. Staff will submit changes to meet fees for approval according to policy.
- Failure to have the sanction request submitted on time shall be subject to a penalty as defined in Section 1404.

**905 - Meet Entry Procedures** - Entries for all NTSI meets shall be made by:

- Email, with an attached meet entry file, a meet entries report by name, and a meet entry fee report or via OME.
- All team entries shall be submitted using the team entry software specified by NTSI or OME. Any team submitting more than 5 individual entries, which are not submitted using this standard software, may be charged double the entry fees by the meet host.
- For meets beginning on Friday or Saturday, all entries shall be received, not later than 6:00PM Central Time, on the second Thursday prior to the start of the meet. For meets beginning on Tuesday, Wednesday, or Thursday, all entries shall be received not later than 6:00PM Central Time, on the Thursday prior to the start of the meet.
- The name, phone number and email address of the person preparing team entries shall be provided with the entries.
- The meet host shall acknowledge receipt of electronic entries within 24 hours. Entries are not officially received until receipt of this email.
- An audited and corrected backup of the meet database shall be electronically submitted to the designated NTSI representative no later than the 4 days before the start of the meet. Failure to do so by the meet host shall result in a fine as specified in 1404. NTSI treasurer will impose the penalty.
- The official meet entry form is the official document used in resolving any discrepancies.

**906 - Proof of Registration**

- The host organization for any sanctioned meet is responsible for verifying that all swimmers, coaches, and officials participating in that meet are registered and in good standing, prior to their entry onto the pool deck. Verification of swimmers will be accomplished by doing a meet registration reconciliation with NTSI. Verification for coaches and officials will be accomplished by requiring the presentation of a valid registration card in addition to a report for alerts from the SWIMS database. Both the host organization that allows an unregistered athlete to swim and the club that enters an unregistered swimmer will be subject to a fine (See Section 1404).
- On deck registrations are not permitted.
- Any person who is not authorized to be on deck at any meet sanctioned by NTSI and who fails or refuses to leave when asked to do so by the Meet Director or designee is subject to a fine (See Section 1404) and/or disciplinary action by the NTSI Board of Directors. Any Meet Director of a host team that is aware of an unauthorized person on the deck and fails to attempt to remove that person from the deck of a meet sanctioned by NTSI shall be liable for a fine (See Section 1404) and/or disciplinary action by the NTSI Board of Directors.

**907 – 4-Hour Rule**

- As per USA Swimming Rule 205.3.1 - With the exception of championship and open water meets, the program in all other age group competition shall be planned to allow the events

for swimmers twelve (12) years and younger to be completed in four (4) hours or less per session (prelims, finals, timed finals).

- Meets must be planned such that events for 12&Unders can reasonably be concluded within four (4) hours.
- The rule does NOT apply to Open events even if swimmers 12 years of age or younger are entered. Measurement of the time duration applicable to this rule begins with the published meet start time of a session that offers 12U events and ends with the conclusion of the last 12U event of the day for the same gender.
- Under NO circumstances may a meet or meet session be terminated before all individual events have been concluded as a means of complying with the rule.
- Relays may be eliminated only if the meet announcement clearly states the conditions under which relays will be eliminated and whether relay entry fees will be refunded.
- Events that are scored multi-age are impacted by the rule if the multi-age scoring involves 12U designations, such as 11-12, 10U, 12U, etc.

**908 - Meet Observations** - Swims may be observed by assigned USA Swimming or YMCA officials for conformance with USA Swimming technical rules in a meet conducted under other than USA Swimming rules. North Texas High School State, Regional and District Championship Meets will be observed. Requests for observation of high school end-of-season meets may be submitted using Form B and requests for observations for non-season culminating meets may be submitted using Form A. Requests for observations must be submitted to the North Texas Swimming Office by the posted deadline. All meet observations must comply with USA Swimming Rulebook Section 202.8

**909 - Last Chance Time Trials** - Time trials shall be sanctioned and conducted in accordance with the current USA Swimming Rules and Regulations.

- Last Chance Time Trials can be sanctioned after the 60-day sanction submission deadline to fill an unforeseen chance to qualify for a championship level meet.
- Last Chance Time Trials will require NTSI staff approval and the majority approval of the Technical Planning Committee.
- Last Chance Time Trials may fall on the same calendar day as another LSC sanctioned meet provided there is no conflict with competition level and/or time.

**910 - Changes to the Meet Information** - Once a meet is sanctioned, changes can be made to the meet invitation before the meet, only with the approval of a designated NTSI representative. Any change to the meet format after the meet begins will be at the discretion of the Meet Referee and will be presented to the coaches at a coaches' meeting.

## **1000 MEET ADMINISTRATION**

**1001 - General Rules** - All meet directors and coaches shall be prepared to display their current USA Swimming membership while working on the deck at any NTSI sanctioned meet or event.

**1002 - Warm-up Procedures**

- The host team will determine and publish a warm-up procedure.
- Backstrokers shall ensure that they are not starting at the same time as a swimmer on the blocks. Swimmers shall not step up on the blocks if there is a backstroker in the water waiting to start.
- Swimmers shall not jump or dive into the pool to stop another swimmer on a recalled start.
- Swimmers are required to exit the pool upon completion of their warm up to allow other swimmers adequate warm up time.
- Warm up procedures shall be enforced for any breaks scheduled during the competition. Swimmers shall enter from the ends of the pool only.
- There will be no training equipment of any kind used during warm ups.
- Swimmers who are unsupervised will not be allowed to warm up, unless placed under the supervision of a coach by the meet referee.
- Discretion and common sense shall be used when establishing procedures. The meet referee, according to the needs of the meet, may modify the above procedures.
- Penalties: Violation of these Warm-up Procedures and Safety Guidelines may result in the imposition of the following penalties:
  - ✓ The swimmer may be removed from warm up.
  - ✓ The swimmer may be barred from the next event.
  - ✓ The swimmer may be barred from the meet.
  - ✓ The coach or team may be barred from the meet.

The penalty imposed shall be solely at the discretion of the meet referee after consulting with the meet safety director.

### **1003 - Safety Guidelines**

**Coaches' Responsibilities** - Coaches shall instruct their swimmers regarding safety guidelines and warm-up procedures as they apply to conduct at meets. Coaches shall supervise their swimmers throughout the meets and shall ensure at least one coach per team remains in attendance until their last swimmer has exited the facility.

**Host Team Responsibilities** - A minimum of two marshals, one of each gender, who report to and receive instructions, from the Meet Referee, Meet Director and / or head marshal, shall be on deck during the entire meet to enforce Safety Guidelines and Warm up Procedures.

### **1004 - Awards**

- Awards may be provided at the discretion of the host team except at Age Group Championship Meets where they are required.
- The type of award, with the exception of the Age Group Championship Meet, can be determined by the host team.
- The Age Group Committee will determine the type of award for the Age Group Championship Meets.

## **1100 MEET REPORTS AND DEADLINES**

### **1101 - Meet Database Backup and Final Results**

1. A meet database backup shall be electronically submitted to the NTSI staff within 2 business days of the final day of the meet. Failure to do so will result in a fine.
2. The NTSI staff shall acknowledge receipt of the meet backup within 1 business day.
3. The NTSI staff shall post the final results.
4. The media and format for electronic submittal shall be determined by the NTSI staff.
5. Failures to comply with the final results distribution as outlined shall subject the meet host to a fine, as described in 1404. The NTSI Treasurer or their designee shall impose fines.
6. Corrections requested by NTSI staff must be submitted within 2 business days.

### **1102 - Financial Report, Sanction Fees and Surcharges**

1. Submission of the NTSI Electronic Financial Report accompanied by a pdf of the Team Entry Fee Report within 30 days of the last day of the meet. Failure to submit the report within 30 days shall subject the meet host to a penalty as defined in 1404.
2. Payment of Sanction Fees and Surcharges must be paid within 30 days of receipt of the invoice. Failure to submit payment within 30 days shall subject the meet host to a penalty as defined in 1404.
3. The NTSI Treasurer or their designee will impose fines.
4. The Meet Referee must log all officials into OTS (Official Tracking System) **within 7 days** of the completion of the meet.

## **1200 NORTH TEXAS CHAMPIONSHIPS**

### **1201 - Championship Protocol**

- NTSI will offer a 14 & U Championship Meet each season.
- The official age grouping for championship meets is: 10 & under, 11-12, 13-14.
- The qualifying times for championships will be determined by the Age Group Committee.
- The appropriate committee will oversee the standardization of the appropriate Championship meet.
- A board approved stipend will be provided to help cover costs such as awards, hospitality & officials' polos.

**1202 - Championship Awards** - NTSI hosted championship meets awards will be determined by the appropriate committee (AG Champs- Age Group Committee; Senior Champs- Senior Committee) in the following categories:

- Individual Events
- Individual High Point by age group and gender
- Team High Point

**1203 - Team Work Assignments** - The host club may ask for a designated number of timers, officials or other volunteers from each participating club.

## 1300 TIMING SYSTEM AND EQUIPMENT

**1301 - Timing Equipment Coordinator** - The Equipment Coordinator of NTSI has the responsibility for providing equipment for the conduct of swim meets by member teams of NTSI. Non-member organizations may rent equipment if rental does not interfere with the use of the equipment by LSC members. The Coordinator is responsible for maintaining LSC equipment in good order-and for the orderly distribution and return of loaned and rented equipment. As equipment requirements arise the Coordinator will make recommendations and when authorized, purchase new equipment.

**1302 - Rental Procedures** – Rental procedures will be designated by the current Timing Equipment Coordinator and will be posted on the NTSI website.

## 1400 FEES

### 1401 - Registration Fees

<b>Fee</b>	<b>USA-S</b>	<b>NTSI</b>	<b>Total</b>
Club Registration- New Club	\$750	\$50	\$800
Club Registration- Renewal	\$225	\$50	\$275
Premium Athlete	\$70	<b>\$35</b>	<b>\$105</b>
Seasonal Athlete	\$40	<b>\$30</b>	<b>\$70</b>
Outreach Athlete	\$5	\$0	\$5
Flex Athlete	\$20	\$10	\$30
Non-Athlete (Coach & Official)	\$70	<b>\$35</b>	<b>\$105</b>
Administrator/ Other	\$30	<b>\$20</b>	<b>\$50</b>

**1402 - Timing Equipment Fees** – A “Statement of Understanding” should be submitted in lieu of the deposit.

#### Rental Fee Schedule

- NTSI Member Organizations - All equipment excluding 10-line portable scoreboard is available at \$250.00 per meet per system or any part thereof.
- Non-Member Organizations - All equipment excluding 10-line portable scoreboard is available at \$750.00 per meet per system or any part thereof.

## 1403 - Meet Fees

### 1. Sanction and Approval Fees

Sanction Fee	\$25.00
Approval Fee (outside organization)	\$50.00
North Texas Swimming Surcharge	\$ 5.00/athlete

### 2. Entry Fees (Maximum)

Course		Individual	Relay	Time Trials	Late Entry
Short Course	Timed Finals Meet	\$6	\$10	\$6	\$10
	Prelim/Finals Meet	\$10	\$15		\$15
Long Course	Timed Finals Meet	\$10	\$15	\$10	\$15
	Prelims/Finals Meet	\$14	\$20		\$20

## 1404 - Fines

- Unregistered Coach on deck \$ 100.00 / day
- Unregistered Athlete Submitted for Recon \$ 25.00
- Unregistered Athlete Swims in Meet \$ 100.00 (\$50 team entered & \$50 meet host)
- Late Sanction Request \$ 200.00
- Late Submission of Meet Information \$ 25.00 / day to maximum \$ 100.00
- Late Submission of Meet Database Backup \$ 25.00 / day to maximum \$ 200.00
- Late Submission of Financial Report \$ 25.00 / day to maximum \$ 200.00
- Late Payment or non-payment of invoice \$ 25.00 / billing cycle
- Late LSC Equipment Return \$ 25.00 / day to maximum \$ 250.00
- Violation of 60-day rule \$100.00/ occurrence (Meet Host)
- Failure to submit pre-meet backup \$25.00/day to maximum \$200.00
- Non-payment of fines will require that no further meets receive sanction until fines are paid.

**1405 - Returned checks** - Upon receipt of a Non-Sufficient Funds check, the Treasurer shall inform the individual and the team to remit the funds including appropriate fees, within ten days. After thirty days, if appropriate reimbursement is not made, the team will no longer be considered to be in good standing with the LSC. Acceptable payment methods from that point forward shall only be by cashier's check, money order or cash. Reinstatement of check payment privileges must be requested through and approved by the Executive Committee. Appropriate legal action may also be pursued. A \$25.00 fee for non-sufficient fund (NSF)/returned checks will be charged.

## **1500 TRAVEL FUNDS**

### **1501 Travel Policy for Eligible Competitions**

The LSC shall budget for travel reimbursement as part of the annual budgeting process. The LSC offers travel reimbursement to Athletes, Coaches, and Officials to offset expenses incurred when attending designated Eligible Competitions.

The use of travel funds throughout this policy is subject to budget availability.

Reimbursement is issued as a fixed daily rate based on the meet tier and includes lodging, meals, and travel (airfare, rental car, uber etc.).

#### Reimbursement Limits per Season

Short Course: Sept-Mar | Long Course: Apr-Aug

- Athletes: 1 meet per season, plus Olympic Trials in OT years
- Officials: 1 meet per season, plus Olympic Trials in OT years
- Coaches: 4 per team per season, plus additional coaches in Olympic Trials years based on Olympic Trials (OT) Online Meet Entry (OME) coach report

#### Eligible Competitions: Meet Tier Definitions & Example Rates

The Reimbursement Tiers and Rates will be voted on annually based on the locations of the meets. The LSC has the right to escalate the reimbursement form to the athlete's coach if any expenses or receipts provided appear unusual based on the dates and the locations of the meet.

Tier	Example Meets	Amount Per Day *Approved Annually
Olympic Trials	U.S. Olympic Trials	
Gold	U.S. Nationals, U.S. World Champ Trials	
Silver	U.S. Open or equivalent, Summer Junior Nationals, Open Water Nationals & OW Junior Nationals	
Bronze	Winter Juniors, Futures	
Other	Non-USA Swimming Championship Meets - NCSA	

#### Overall Eligibility Criteria

- All participants must be in good standing with USA Swimming.
- Total reimbursement from all sources may not exceed actual out-of-pocket expenses.
- Reimbursements will require travel receipts for actual expenses incurred to be submitted to verify travel and overnight travel. Examples: Airline receipt, rental car receipt, lodging receipt that matches the number of days requested.

#### Submission Process

To request reimbursement, a completed Travel Reimbursement Form must be submitted within 30 days of the meet's conclusion or event. Forms are available on the NTSI website and must be completed in full for processing and include the receipts for the incurred expenses.

### **1501.1 Athlete Eligibility Criteria**

#### **1501.1 a. Non Collegiate Athletes**

- Athletes must represent NTSI at the Eligible Competition.
- Athletes must have competed in at least six (6) meets in the 12 months prior to the Eligible Competition.
- At least two (2) of these meets must be NTSI-sanctioned, representing their NTSI club.
- Relay-only athletes are eligible for 50% reimbursement if they meet all other eligibility requirements.
- The athlete must compete in all the events registered unless unable to do so because of circumstances beyond their control. In the event the athlete does not compete at the meet, the reimbursement will be evaluated on a case-by-case basis.

#### **1501.1 b. Collegiate Athlete**

College athletes may be eligible for reimbursement if:

- They represent a NTSI club at the Eligible Competition.
- Were registered with a NTSI for 2 consecutive years prior to college.
- Competed in 6 NTSI-sanctioned meets in the 12 months prior to college.
- Competed in and represented NTSI in 1 USA Swimming-sanctioned meet in the 12 months prior to the Eligible Competition.
- Are exempt from the 6-meet rule but must meet all other eligibility criteria.

### **1501.2 Coach Eligibility Criteria**

- Coaches must have an athlete representing their team at the Eligible Competition.
- Coaches must be listed on the team's OME entry
- Each team may receive reimbursement for up to 4 coaches per season, with additional reimbursements allowed in OT years based on the OT OME coach report.

### **1501.3 Official Eligibility Criteria**

- Officials must be registered with NTSI and officiate all sessions unless excused due to extenuating circumstances.
- Officials must have worked at least ten (10) NTSI-sanctioned meets in the 24 months prior to the Eligible Competition.
- Officials must work all sessions of the meet unless excused due to extenuating circumstances

### **1502 Reimbursement of Other Members Designated by the LSC**

- Travel for LSC purposes by Other Members designated and approved by the LSC General Chair, will be reimbursed for out-of-pocket expenses, mileage and per diem, excluding 3rd party fees, for approved USAS or LSC events only. Other Members must be in good standing with USA Swimming.
- Reimbursed expenses will be based on the following:
  - Lodging expense at max 100% of specified GSA amounts for travel location.
  - Actual airfare expense incurred
  - Ground transportation, including ride share, rental car or personal mileage, while in a location traveling on LSC business
  - Mileage will be calculated using the roundtrip mileage from Dallas city center to the city center of the destination city and will be limited to one (1) claim per vehicle used (in the case of sharing a car).
  - Per diem is based on GSA rates for the location traveled to.
  - Per Diem will be paid using the actual travel dates submitted on the application for reimbursement in accordance with this policy.

## **1600 RECORDS**

NTSI Records shall be kept to recognize the best performance by a NORTH TEXAS swimmer in short course yards and long course meters. The North Texas record is the best time recorded in SWIMS by a swimmer who is registered with NTSI swimmer at the time of the swim.

Records shall be kept in yards for all short course yard events and in meters for long course events for all USA Swimming recognized age group events. Short course yard and long course meter individual event records shall be kept for 10 & Under, 11-12, 13-14, 15-16, 17-18, and Open.

If changes to the USA-S recognized age group events are implemented, records will be kept from the effective date established by USA-S.

## **1700 ZONES, ALL-STAR EVENTS, CAMPS, AND CLINICS**

**1701 – Athlete Selection** - Each year, at its discretion, North Texas Swimming may offer opportunities such as Zones Team Travel Meet, All Star travel meets, clinics, combined in-state training, travel training trips or other events. These events shall either be scheduled during the bid process or added as events are finalized. Selection criteria for these events is the sole province of North Texas Swimming and shall be determined by either the Age Group Committee, Senior Committee or other group determined by North Texas Swimming.

### **1702 – Coach and Staff Guidelines**

- NTSI may provide outfitting for Zones, All Stars, Camps, Clinics and Events subject to budget limitations with approval of the Board.
- NTSI may provide a stipend for coaches or staff to attend Zones, All Stars, Camps, Clinics and Events subject to budget limitations with the approval of the board. The NTSI Board may determine how the coaches or staff are selected or they may delegate the authority to a committee.

## **1800 USE OF USA SWIMMING AND NORTH TEXAS SWIMMING LOGOS**

The USA Swimming and North Texas Swimming, Inc. Logos are registered trademarks of their various entities; however, each is available for club use for promotional purposes only (NON- COMMERCIAL) on printed informational materials, i.e. meet entry forms, meet programs, club manuals, swim guides, publications, and newsletters. Any use in violation of the “USA Swimming/LSC Licensing Agreement may result in fines or other penalties. Any other use of the North Texas Swimming, Inc. Logo must have NTSI Board of Directors’ approval.

## **1900 FINANCIAL POLICY AND PROCEDURE**

### **1901 - Debit Cards/Credit Cards**

1. The NTSI Board of Director’s shall approve no more than two (2) NTSI Board of Directors Members to have a debit card attached to the NTSI checking account for the purpose of conducting NTSI business. No more than three (3) NTSI Board of Director Members or Staff Members shall be approved by the NTSI Board of Directors to have a credit card issued in the name of NTSI.
2. Permitted use of the debit card includes:
  - ATM deposits
  - Bank Transaction Verification
  - Expenses authorized in advance by the NTSI Board of Directors
3. Permitted use of the credit card includes:
  - Advance reservations to conferences/meetings

- Payment for authorized travel expenses, including meals and transportation when representing NTSI
  - Purchase of supplies needed to host swim meets (e.g., printing and supplies),
  - Payment for team travel expenses when outside of North Texas (e.g. zones), etc.
  - Users of the credit cards must obtain Finance Vice Chair authorization before incurring any expense not previously budgeted, approved, or planned.
4. The cards must not be used for personal expenses. In the event a personal expense is accidentally charged to the NTSI debit/ credit card, the cardholder must:
    - Immediately notify the NTSI Treasurer
    - Reimburse NTSI within five business days by remitting a check payable to NTSI for the full amount of the accidental charge
    - Provide documentation of the reimbursement to the Finance Vice Chair and Treasurer for proper accounting.
  5. The cards should be stored in a secure location when not being used and should not be stored with personal credit cards.
  6. If a card is lost or stolen, it must be reported immediately to the NTSI Finance Vice Chair or their designee so the card can be deactivated and the replacement card can be issued.
  7. Certain expenses, such as airline tickets and hotel reservations can be prepaid using the NTSI debit card with NTSI Finance Vice Chair approval.
  8. When a credit card is used, the following information for each transaction must be submitted to the NTSI Treasurer and Executive Director to allow for proper accounting:
    - Credit card receipt;
    - Date of purchase;
    - Place of purchase;
    - Purpose of credit card purchase; amount spent; and
    - Name of the Card user.

## **1902 - Purchasing**

1. Purchases over \$2,500 will be required to undergo a competitive bid procedure unless the NTSI Board of Directors chooses to forego this process and select a particular business partner. Vendors to whom NTSI currently pays more than \$2,500 per year include vendors who sell swim merchandise, swim apparel, awards, transportation, and food services
2. All bid requests will contain clear specifications of the work to be performed and will not contain features that unduly restrict competition.
3. Purchases of over \$2,500 will not be fragmented or reduced to components of less than \$2,500 to avoid the bid process.

**1903 - Accounting Reports** - On a quarterly (or some other regular periodic) basis as determined by the NTSI Board of Directors, the NTSI Treasurer or Finance Chair will ensure preparation and electronic mail distribution to all NTSI Board of Directors Members an updated Statement of Financial Position (i.e., Balance Sheet), Statement of Activities (i.e., Income Statement), and comparison of actual versus budgeted revenues and expenses by project.

**1904 – Authority to Execute Contracts** - The General Chair, Administrative Vice Chair, and Finance Vice Chair each may sign and execute in the name of NTSI deeds, mortgages, bonds, contracts, agreements or other instruments duly authorized by the NTSI Policies and Procedures Manual, 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.

**1905 – PCI Compliance** - To ensure Payment Card Industry Compliance (PCI), North Texas Swimming, Inc. (NTSI) accepts payments through reputable and secure payment gateways to ensure the confidentiality of your payment details. By utilizing approved PCI compliant platforms such as QuickBooks Online and PayPal all credit card numbers are tokenized, which means we do not store any credit card data on our servers or applications. We have partnered with multiple credit card processors to ensure the highest level of security. Any transaction that would require a previously-entered credit card number to be shown will appear as a series of asterisks with only the last four digits of the credit card number showing. During the checkout process, transactions are automated and fully encrypted and secure, complying with PCI regulations. NTSI employees and board members will not request or enter credit card information on behalf of member nor should they accept over the phone any credit card information.

## **2000 CRISIS MANAGEMENT PLAN**

The most recent copy of the [North Texas Swimming Crisis Management Plan](#) can be found on the North Texas Swimming website.

## **2100 COPPA POLICY**

The North Texas Swimming, Inc. website is a general audience website.

While we encourage members to browse our website, we also wish to educate parents and children about issues of privacy when visiting our site. As a result, we are committed to full compliance with the Children's Online Privacy Protection Act of 1998 (COPPA) and the USA-S Swimming Privacy Policy.

COPPA applies 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 Federal Trade Commission (FTC) is the enforcing authority.

## **2200 SOCIAL MEDIA POLICY**

North Texas Swimming (NTSI) uses social media to connect with members, promote the sport, and foster community engagement. Social media use should reflect NTSI's values and be responsible, respectful, equitable, and positive. Participation is a privilege, not a right, and aligns with USA Swimming's Safe Sport and Minor Athlete Abuse Prevention policies. See Appendix E for full policy

## **2300 DOCUMENT RETENTION POLICY**

USA Swimming's legal counsel shall be instructed to inform the Executive Director when document destruction (planned or otherwise) should be halted. The Executive Director will in turn notify the staff and board members. Violation of such orders can result in immediate termination.

## **2400 APPENDICES**

### **2401 - Appendix A - Conflict of Interest**

While no set of guidelines can completely define acceptable behavior, the principles that guide behavior in this area, is disclosure, non-participation in the decision-making process where personal or family gain is a possibility, and a commitment to honor the confidentiality of organizational information. All conduct is founded on the individual's own sense of integrity. Any individual accepting the honor of serving North Texas Swimming, Inc. must accept the burdens of public disclosure and public scrutiny.

In our complex society, the mix of volunteer work, business interests, governmental activity, and family relationships often creates potentially conflicting interests. What is required is disclosure of potential conflicting interests when they arise, and strict nonparticipation in any evaluation process relating to the matter in question.

The following seven items reflect specific expectations by NTSI of people signing this agreement. These items cannot and do not however completely define what is acceptable. They are intended rather as guidelines and not a precise road map to what is acceptable conduct.

1. A good faith effort must be exercised by those signing this statement to conduct the business of North Texas Swimming, Inc. in observance of both the spirit and letter of applicable federal and state laws.
2. North Texas Swimming, Inc. properties, services, opportunities, authority and influence are not to be used for private benefit.
3. All individuals who participate with North Texas Swimming, Inc. as Board Member or Committee Member will disclose the nature and extent of an actual or potential conflict of interest when it occurs in the evaluation of an issue and will avoid evaluating or voting on the matter involved. This includes the award of contracts, the purchase of goods and services, the award of contracts for professional services, the hiring of paid staff, and the allocation of North Texas Swimming, Inc. resources for individual use.
4. Gifts, cash, travel, hotel accommodations, entertainment, discounts, or favors are neither to be given (except with full approval of the Board of Directors) nor received, except those of nominal value, exchanged in the normal course of conducting business on behalf of NTSI.
5. Expenses incurred in the furtherance of North Texas Swimming, Inc. business are to be

reasonable, necessary and substantiated according to the travel policy.

6. All are expected to exhibit honesty, loyalty, candor and professional competence in their relationships with North Texas Swimming, Inc. and with each other.
7. Each individual has the responsibility to maintain the confidentiality of the organization. This includes both proprietary and sensitive information.

## 2402 – Appendix B - Whistleblower Policy

North Texas Swimming, Inc (NTSI). requires directors, officers and employees to observe high standards of business and personal ethics in the conduct of their duties and responsibilities. All employees and representatives of NTSI must practice honesty and integrity in fulfilling their responsibilities and comply with all applicable laws and regulations.

1. Reporting Responsibility - This Whistleblower Policy is intended to encourage and enable employees and others to raise serious concerns internally so that NTSI can address and correct inappropriate conduct and actions. It is the responsibility of all board members, officers, employees and volunteers to report concerns about violations of NTSI's code of ethics or suspected violations of law or regulations that govern NTSI's operations.
2. No Retaliation - It is contrary to the values of NTSI for anyone to retaliate against any board member, officer, employee or volunteer who in good faith reports an ethics violation, or a suspected violation of law, such as a complaint of discrimination, or suspected fraud, or suspected violation of any regulation governing the operations of NTSI. An NTSI member who retaliates against someone who has reported a violation in good faith is subject to discipline up to and including termination of membership.
3. Reporting Procedure - NTSI has an open-door policy. Everyone is encouraged to speak with the Administrative Vice Chair, Executive Director or any member of the Board of Directors to report complaints or concerns about suspected ethical and legal violations. Individuals with concerns or complaints may also submit their concerns in writing directly to the NTSI Administrative Vice Chair, Executive Director or any member of the Board of Directors.
4. Reporting Officer - The NTSI's Board of Directors is responsible for ensuring that all complaints about unethical or illegal conduct are investigated and resolved.
5. Acting in Good Faith - Anyone filing a written complaint concerning a violation or suspected violation must be acting in good faith and have reasonable grounds for believing the information disclosed indicates a violation. Any allegations that prove not to be substantiated and which prove to have been made maliciously or knowingly to be false will be viewed as a serious disciplinary offense.
6. Confidentiality - Violations or suspected violations may be submitted on a confidential basis by the complainant. Reports of violations or suspected violations will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation.
7. Handling of Reported Violations - A member of the NTSI Board of Directors will notify the person who submitted a complaint and acknowledge receipt of the reported violation or suspected violation. All reports will be promptly investigated and appropriate corrective action will be taken if warranted by the investigation.

## **2403 - Appendix C – General Code of Conduct**

North Texas Swimming, Inc. has adopted the USA Swimming model Code of Conduct and further developed this Code of Conduct for all persons affiliated with the North Texas Swimming LSC. It is expected that Coaches, Parents and/or Guardians, Athletes, Officials, Clubs and other spectators (hereinafter “Swimming Community”) will behave in an appropriate sportsmanlike manner at all times and follow all North Texas Swimming Rules and Policies, including but not limited to this Code of Conduct. The swimming community shall follow the intent, as well as the letter, of this code of conduct contained herein below. All acts of unsportsmanlike, or unsafe conduct or behavior, will be considered as a breach of the standards set forth herein.

It is expected of Athletes, Coaches, Parents and/or Guardians, Officials and the Swimming Community to behave in an ethical, courteous, and behave in an appropriate sportsmanlike manner at all times and follow all North Texas Swimming rules, by-laws, regulations and policies; legal manner and adhere to the following:

- USA Swimming’s rules and code of conduct;
- The intent as well as the letter of the rules;
- To pool and meet safety requirements;

Furthermore, it is expected that:

### **SWIMMERS WILL:**

- Not interfere with another swimmer's training, warm-up or race;
- Respect each other’s ability and dignity;
- Be respectful to coaches, officials and other meet/team personnel;
- Give an honest effort in all competitions;

### **COACHES AND CLUB REPRESENTATIVES WILL:**

- Strive to set examples of the highest ethical and moral conduct;
- Take an active role in the prevention of drug, alcohol and tobacco abuse;
- Be acquainted with and follow the rules and regulations of NTSI and Meet Information;
- Not directly or indirectly recruit another team's swimmers;
- Keep membership and certifications current (including all assistant coaches);
- Not offend others by their actions, language or dress;
- Be accurate and honest in representing their club and athletes;
- Not interfere in the internal organization/ affairs of other clubs;
- Encourage coaches to remain until the end of a season, unless dismissal is warranted by a breach of a contract or the Code of Conduct;
- Treat their coaches and swimmers with respect;
- Discharge their administrative obligations to North Texas Swimming and other clubs in a timely fashion;

### **OFFICIALS WILL:**

- Be knowledgeable about the rules and keep current on any changes;
- Be fair and unbiased in their application of the rules;
- Set an example to the swimmers and coaches by their demeanor;
- Dress appropriately as outlined in the Meet Information;
- Realize that they are at meets to support the coaches and swimmers and act accordingly;
- Keep membership and certifications current;

#### **ADDITIONAL RULES:**

- Theft, vandalism, unsportsmanlike conduct or any other breach of this Code of Conduct by any member of the Swimming Community at a sanctioned or approved event will not be tolerated.
- Individuals or groups whose behavior is distracting to the competition or event will, at the discretion of a Meet Referee or Meet Director, be asked to leave a facility.
- Individuals or groups who display unsportsmanlike behavior repeatedly at USA Swimming/North Texas Swimming, Inc. sanctioned or approved events, may be subject to disciplinary action.
- Respect the integrity and protect the welfare of all persons in the Swimming Community.

#### **REPORTING AND IMPORTANT LINKS:**

- All members of the North Texas Swimming Community understand the above Code of Conduct and the expectations derived therefrom. Members of the Swimming Community within North Texas Swimming and/or participation in North Texas Swimming, Inc. sanctioned or approved events are governed by these standards. Failure to adhere to the North Texas Swimming, Inc. Code of Conduct may result in disciplinary action.
- Jurisdiction over matters that relate to sexual misconduct, sexual harassment or sexually explicit or inappropriate communications, along with physical or emotional misconduct or violations of the Minor Athlete Abuse Prevention Policy (MAAP) lies with the U.S. Center for SafeSport.
- Matters dealing with criminal charges, physical or emotional misconduct, USA Swimming Code of Conduct violations or violations of USA Swimming Safe Sport Policies including USA Swimming's Minor Athlete Abuse Prevention Policy (MAAP) can be reported to USA Swimming.
- For issues dealing with peer-to-peer bullying, adult-to-athlete bullying, parent issues or parent complaints, violations of team rules and team codes of conduct, or violations of a team's policies including the team's Minor Athlete Abuse Prevention Policy (MAAP) complaints should be reported to the particular team through correspondence to head coaches and/or a club's board of directors and directly with the club team as the first resort.

## 2404– Appendix D – Event Code of Conduct

This Code of Conduct outlines the expected standards of behavior for all participants at North Texas Swimming events. By participating in any North Texas Swimming event, each athlete/LSC representative agrees to adhere to these guidelines in addition to any specific rules or regulations provided for the event.

- **Respectful Behavior:** All participants are expected to conduct themselves in a respectful and exemplary manner towards others at all times during the event.
- **Attendance:** Athletes are required to attend and actively participate in all scheduled activities and meetings unless excused by the Event Director or Head Coach.
- **Curfew:** Participants must adhere to any curfew timings established by the event organizers.
- **Prohibited Substances:** The possession or use of alcohol, tobacco, or any non-prescribed drugs is strictly prohibited during the event.
- **Consequences for Non-Compliance:** Failure to comply with the Code of Conduct may result in disciplinary actions, including but not limited to:
  - ✓ Restriction from participating in certain or all event activities.
  - ✓ Sent home at participant's expense.
- **Rooming Arrangements:** Participants are expected to adhere to any specific rooming arrangements provided by the event organizers.
- **Language and Conduct:** The use of inappropriate language, including obscene gestures or threatening behavior, will not be tolerated.
- **Responsibility for Damages:** Participants are responsible for any damages or theft that occur at the event venue or during travel to and from the event.
- **Disciplinary Procedure:** Upon notification of any Code of Conduct violation, a Review Committee shall be convened. The Review Committee will consist of:
  - ✓ Two athletes, one male and one female, selected from the participants.
  - ✓ Three adult LSC representatives appointed by North Texas Swimming.
  - ✓ The Review Committee shall promptly investigate the circumstances of the violation, notify the individual(s) charged of a time for the hearing, and conduct an informal hearing on the evidence. The Review Committee shall then promptly determine what disciplinary action, if any, shall be taken.
- **Authority of Event Staff:** The final decision on all rules, regulations, and disciplinary actions rests with the event staff.

## 2405 – Appendix E – Social Media Policy

North Texas Swimming (NTSI) uses social media to connect with members, promote the sport, and foster community engagement. Social media use should reflect NTSI's values and be responsible, respectful, equitable, and positive. Participation is a privilege, not a right, and aligns with USA Swimming's Safe Sport and Minor Athlete Abuse Prevention policies.

### 1. Mission Statements

- **Primary Mission:**

- ✓ Inform members about NTSI news, events, and resources.
- ✓ Share achievements of NTSI members and clubs.
- ✓ Provide valuable information about the broader competitive swimming community.

- **Secondary Mission:**

- ✓ Increase public awareness of NTSI.
- ✓ Promote competitive swimming in North Texas.
- ✓ Recognize those who support NTSI.

### 1. Content Guidelines - NTSI social media must follow these principles:

- **Compliance:** Content must align with USA Swimming standards, legal requirements, and NTSI values.
- **Respect:** Content must avoid inappropriate language (e.g., slurs, hate speech), nudity, or violent, discriminatory, or political content.
- **Positive Representation:** Content should reflect NTSI positively and avoid unnecessary scrutiny or adverse impact on individuals.
- **Fairness and Equity:** Content should be balanced and representative of NTSI's membership.
- **Privacy & Consent:** By joining NTSI, members consent to social media coverage that adheres to policy standards. Members may withdraw consent by notifying the NTSI Administrator in writing.

### 2. Decision Tree for Posting - Consider these questions before posting. If in doubt, consult the Administrator:

- Is the content inappropriate (e.g., obscene, violent, discriminatory, political)?
- Could the content negatively impact or scrutinize an individual?
- Could the content bring NTSI into disrepute?
- **Yes to any:** Do not post.

### 3. Roles & Responsibilities

- **Administrator:**

An appointed Administrator oversees NTSI social media accounts, reviews content, and enforces policy. The Administrative Vice Chair will have oversight access.

- **Athlete Representatives:**

Appointed Representatives may post on behalf of NTSI, following guidelines. Delegation

of posting authority is allowed for specific events or timeframes, with Administrator approval. Posts by delegates should include a disclaimer indicating that they represent personal views, not NTSI's.

4. **Enforcement**

First-time non-compliance leads to a written warning. Repeated or severe issues may result in temporary or permanent suspension of social media privileges. Safe Sport and Code of Conduct violations are governed by the related policies of USA Swimming, the USA Center for Safe Sport, and North Texas Swimming, Inc. Repeated violations or serious offenses will lead to escalated consequences as determined by the Administrator or the NTSI Board of Directors

5. **Related Policies**

This policy supports USA Swimming's Safe Sport Electronic Communications and Minor Athlete Abuse Prevention policies.

6. **Policy Review**

This policy will be reviewed annually or as needed to reflect changes in social media practices or policies.