

CHAPTER 1 – SIERRA NEVADA SWIMMING

- 1.1 ORGANIZATION AND BOUNDARIES
- 1.2 PURPOSE
- 1.3 VISION / MISSION STATEMENT
- 1.4 CORE VALUES
- 1.5 AMMENDMENTS
- 1.6 RULES AND REGULATIONS
- 1.7 CONFLICT OF INTEREST POLICY

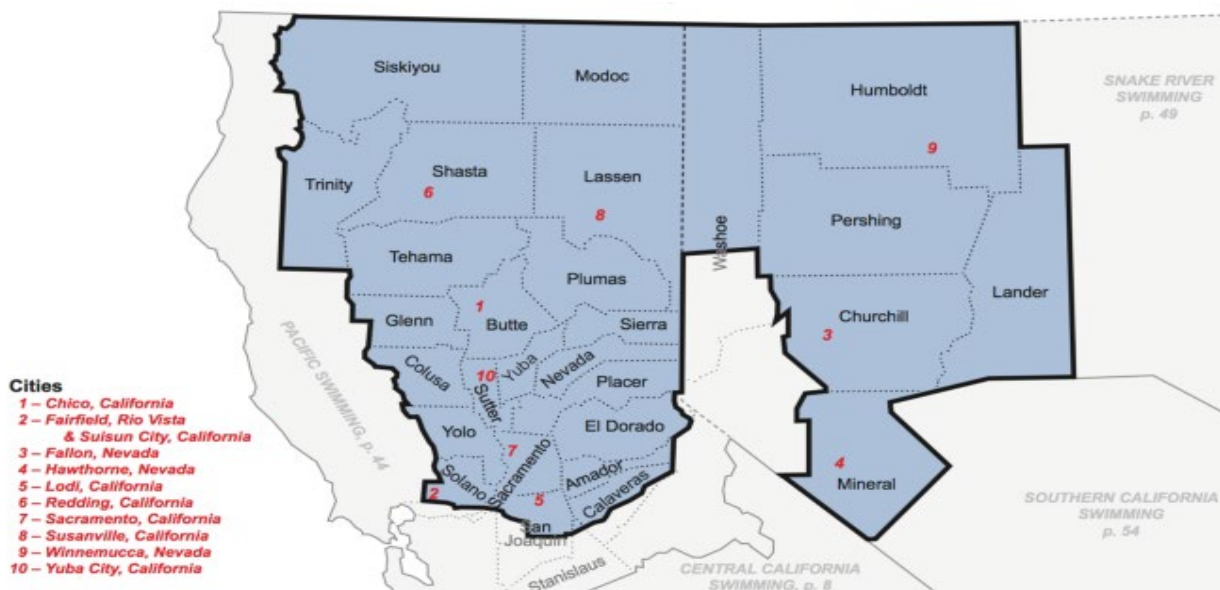
APPENDICES

- 1. SNS Conflict of Interest Disclosure Statement and Confidentiality Statement

CHAPTER 1 – SIERRA NEVADA SWIMMING

.1 Organization and Geographical Boundaries of Sierra Nevada Swimming Inc.

Sierra Nevada Swimming Inc. (SNS) is one of 59 Local Swim Committees (LSC) with responsibility under United States Swimming, Inc. (USA Swimming or USA-S) to manage swimming competition in the states of Nevada and California, using the following geographical boundaries: In the State of Nevada, the counties of Humboldt, Pershing, Churchill, Mineral, Lander and the part of Washoe lying north of the northerly boundary of the Pyramid Lake Indian Reservation; and in the State of California, the counties of Siskiyou, Modoc, Trinity, Shasta, Lassen, Tehama, Plumas, Glenn, Butte, Sierra, Colusa, Sutter, Yuba, Nevada, Placer, Yolo and Amador; and the parts of: Solano and Sacramento counties north of Highway 12, including the communities of Fairfield, Suisun City and Rio Vista and excluding the communities of Vallejo and Benicia; San Joaquin County north and east of the line created by Highway 12 to Interstate 5 to Eight Mile Road to Highway 99 to Highway 4, excluding the City of Stockton; Stanislaus and Calaveras counties north of Highway 4; and El Dorado County west of Highway 89. The Solano Community College pool in Solano County and any pool between Eight Mile Road and Hammer Lane in San Joaquin County shall be available for the use of the Pacific Swimming and Sierra Nevada Swimming LSCs and their respective member clubs, and both LSCs may sanction swimming events in these pools under their own rules and regulations.



.2 Purpose

The purpose of this Manual is to provide a repository for the usual and customary procedures and policies to be followed during USA Swimming sanctioned or approved competitive swimming within the geographical boundaries of the Sierra Nevada Swimming LSC as approved by the Board of Directors of SNS. In case of conflict between the policies and procedures in this manual and the SNS By-laws and/or Rules and Regulations of USA Swimming, the By-laws and/or Rules and Regulations will take preference.

.3 Vision and Mission Statement

Vision: The objectives and primary purpose of SNS shall be the education, instruction and training of individuals to develop and improve their capabilities in the sport of swimming. SNS 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 (USA-S), and SNS and its Articles of Incorporation.

Mission: Promoting Swimming by Offering Competitive and Safe Opportunities to Athletes, Support to Coaches and Educational Awareness to Clubs and Volunteers.

.4 Core Values

The SNS core values are Leadership, Excellence, Unity, Innovative, Integrity, and Education.

.5 Amendments

.1 This manual will be reviewed annually by the SNS Board of Directors and published, on-line, by September 1st of each year. The SNS Policies and Procedures will be in effect for a one-year period. Updating of time standards, fees, directories, schedule of events, etc. shall be done as needed. The manual will be available on the SNS website for downloading.

.2 Proposed changes to sections of the manual must be submitted to the Administrative Vice Chair and the Permanent Office no later than July 1st for review by the Board of Directors.

.3 Proposed changes to sections of the manual may be made outside the above time period in the following situations:

- A. Typographical and grammatical errors may be corrected by the Administrative Vice Chair so long as the correction in no way changes the intent or the interpretation of the article.
- B. Any changes of policy or procedure that are mandated by USA Swimming.
- C. Any changes of policy or procedure that are mandated by State Law.
- D. Any changes of policy or procedure that are mandated by the CDC or state or local health departments.

.6 Rules and Regulations

The USA Swimming Rules and Regulations Official Handbook, the Rules for Competitive Swimming of the Federation Internationale de Natation Amateur (FINA), and such other rules and/or directives as may be issued by, or recognized by, USA Swimming and/or Sierra Nevada Swimming shall govern the conduct of all competition sanctioned or approved by the SNS LSC.

.7 Conflict of Interest Policy

There exists between SNS and its board, officers, and management employees and the public a fiduciary duty, which carries with it a broad and unbending duty of loyalty and fidelity. The board, officers and management employees have the responsibility of administering the affairs of SNS

honestly and prudently, and of exercising their best care, skill, and judgment for the sole benefit of SNS. Those persons shall exercise the utmost good faith in all transactions involved in their duties, and they shall not use their positions with SNS or knowledge gained therefrom for their personal benefit. The interests of the organization must be the first priority in all decisions and actions.

.1 Definitions

- A. Interested Person(s) – Any member of the SNS Board of Directors, any of its Committees, Employees or Staff who has direct or indirect Financial Interest in or through business, investment or family shall be considered an Interested Person.
- B. Direct or indirect Financial Interest is:
 - (1) ownership or investment in any entity with which SNS has a transaction or arrangement, or
 - (2) a compensation arrangement (i.e. employee or independent contractor) with an SNS Member Club or with any entity or individual with which SNS has or will have a relationship, transaction or arrangement, or
 - (3) a potential ownership or investment interest in, or compensation arrangement with, any entity or individual with which SNS is negotiating a transaction or arrangement.

.2 Procedures

A. Duty to Disclose

- (1) Any actual or possible conflict of interest in the organization should be made to the General Chair (or if she or he is the one with the conflict, then to the Administrative Vice Chair who shall bring these matters to the board). The Interested Person must disclose the existence of a Financial Interest and be given the opportunity to disclose all material facts to the directors or members of committees with whom it is considering the proposed transaction or arrangement.

B. Determination if Conflict of Interest Exists

- (1) A member of the Board or a committee may declare the existence of a conflict of interest and recuse him/herself from discussion of the proposed transaction or arrangement and any and all votes, or
- (2) After disclosure of the Financial Interest and all material facts, and after any discussion with the Interested Person, he/she shall leave the meeting while a determination of a Conflict of Interest is discussed and voted upon by the remaining board or committee members deciding if a conflict exists.

C. Procedure for Addressing the Conflict of Interest

- (1) An Interested Person may make a presentation at the board or committee meeting, but, unless requested to stay by a majority of the members, after the presentation, he/she shall leave the meeting during the

discussion of, and the vote on, the transaction or arrangement involving the possible conflict of interest.

(2) The chairperson of the board or committee shall, if appropriate, appoint a disinterested person or committee to investigate alternatives to the proposed transaction or arrangement for which there is a conflict of interest.

(3) After exercising due diligence, the Board or committee shall determine whether SNS can obtain with reasonable efforts a more advantageous transaction or arrangement from a person or entity that would not give rise to a conflict of interest.

(4) If a more advantageous transaction or arrangement is not reasonably possible under circumstances not producing a conflict of interest, the governing board or committee shall determine by a majority vote of the disinterested directors whether the transaction or arrangement is in the Organization's best interest, for its own benefit, and whether it is fair and reasonable. In conformity with the above determination it shall make its decision as to whether to enter into the transaction or arrangement.

.3 Annual Statements - A Conflict of Interest Disclosure Statement and Confidentiality Statement shall be completed on an annual basis by each employee, board member, and anyone otherwise designated by the board, as soon as it is administratively feasible. Appendix 1 is a copy of the Conflict of Interest Disclosure Statement and Confidentiality Statement.

.4 Periodic Reviews – To ensure SNS operates in a manner consistent with charitable purposes and does not engage in activities that could jeopardize its tax-exempt status, periodic reviews of its compliance with this policy shall be conducted.

CHAPTER 2 – REGISTRATION AND MEMBERSHIP INFORMATION

- 2.1 FEES AND INFORMATION
- 2.2 GROUP MEMBERSHIP
- 2.3 INDIVIDUAL MEMBERSHIP
- 2.4 REGISTRATION PROCEDURE
- 2.5 FALSE REGISTRATION
- 2.6 TRANSFER OF MEMBERSHIP

APPENDICES

- 2. Registration and Membership Fees
- 3. Registration Process

CHAPTER 2 – REGISTRATION AND MEMBERSHIP INFORMATION

Sierra Nevada Swimming Inc. (SNS) is comprised of Clubs, Organizations, Affiliated Groups, Athletes, and Non-Athletes, as defined in Article 602 of the Sierra Nevada Swimming By-laws. Any of the above may become members of Sierra Nevada Swimming by completing the requirements set forth in the Membership Chapter 2 of this Policy Manual. All memberships in Sierra Nevada Swimming include membership in USA Swimming.

Registration, Affiliation and Representation information can be found in the USA Swimming rulebook Article 203 (Representation), Article 302 (Athlete Registration), Article 502 (Membership) and Article 303 (Eligibility).

.1 Fees and Information

- .1 All inquiries about USA Swimming membership and registration should be directed to:
SNS Registrar Mark Brown
916-201-1254
mark.brown.15@gmail.com
- .2 Fees – Schedule of current fees can be found in Appendix 2.

.2 Group Membership

- .1 CLUB
 - a. The Application for Club membership can be found on the Sierra Nevada Swimming website. Dues are as shown in Appendix 2. SNS offers one (1) category of group membership:
 - i. Club Membership: requires the affiliation of at least one Athlete member and one properly credentialed Coach member
 - b. Group Members of Sierra Nevada Swimming are entitled to the following:
 - i. Organizational listing on our website and in any publication listing SNS's membership.
 - ii. Membership mailings from Sierra Nevada Swimming.
 - iii. Participation in any workshop or training program offered by SNS.
 - iv. The appointed group members liaison will be provided representation in the Sierra Nevada Swimming House of Delegates and are entitled to a vote if they are a member of USA/SNS Swimming.
 - c. Swimmers who are members of a club, usually register as members of that club and are said to be "attached" to that club and can earn points for the club and swim on relays.

.3 Individual Membership (Defined in USA Swimming Article 502.4)

.1 Athlete

- a. A swimmer must be a current member of USA Swimming to participate in any sanctioned USA Swimming meet, including Sierra Nevada Swimming sanctioned meets. Swimmers may compete representing their Club or as an Unattached swimmer (UN).
- b. Registration of SNS athletes shall be entered online at www.swim-smarter.com or in a team submitted electronic SDIF via TeamUnify or Hy-Tek Team Manager. Registration is effective upon receipt of the applicable fees or by online payment. Application and registration information can be found on the SNS website.
- c. Athletes' membership (registration) fee is set by the Board of Directors/House of Delegates and includes membership in USA Swimming and membership in SNS.
- d. Schedule of current fees and membership options can be found in Appendix 2.
- e. In the event of duplicate registration, there shall be NO REFUNDS except as authorized by the SNS Registrar.
- f. Swimmers qualifying for the Outreach Program as described in 13.2 will be registered at a reduced rate.

.2 Non-Athlete

The following positions are required to hold USA Swimming individual memberships and must satisfy the USA Swimming Background Screen (BGC) requirement and successfully complete the required Athlete Protection Training (APT), and Concussion Protocol Training (CPT):

- a) Coaches – must complete and meet all requirements set forth in USA Swimming Article 2.6.
 - 1) When persons apply for coach membership, they must meet the requirements set forth in Article 2.6. There is no interim coaching period (i.e., no grace period). Persons not meeting requirements for coach membership will not be allowed to participate in any coaching capacity at any USA Swimming sanctioned competition. This restriction includes, but is not limited to, being barred from the deck area. If an offending person refuses to comply with these provisions upon initial warning, all athletes on that person's club shall be designated as "unattached" for the entire competition, unless the club has some other USA Swimming coach member present.
 - 2) Coaches attending swim meets must have evidence of their USA Swimming Certification on hand. Coaches unable to present evidence of certification will not be allowed to coach on the Pool Deck and the Coach and Club will be each fined \$100.

- 3) Failure of a coach to satisfy the Coach requirements set forth above, who has been acting in the capacity of a coach, will be considered in violation of the USA Swimming Article 305.5 of the Athlete Protection Policy and USA Swimming Article 304.3 of the Code of Conduct, and will be reported to the USA Swimming National Board of Review. Plagiarizing credentials and other acts of fraud, deception and dishonesty violate USA Swimming Article 304.3.11 of the Code of Conduct and will be reported to the Western Zone Board of Review.
- b) Deck Officials - Referees, Starters, Administrative Officials, Chief Judges, Stroke & Turn Judges
 - c) Meet Directors
 - d) Team Managers and Chaperones
 - e) Club Board Members
 - f) Employees and other volunteers of Sierra Nevada Swimming and member clubs who interact directly and frequently with athletes (USA Swimming Article 305.5).
 - g) Voting Group Members to the House of Delegates

.4 Registration Procedure

- a. Registration Procedures can be found in Appendix 3.

.5 False Registration

- a. Compliance with sections 1 through 4 above must be accomplished prior to competition in a sanctioned event. Any athlete not in compliance may be deemed "Deficiently Registered" by the Registration Coordinator and subject to the penalties as described below, subject to review as provided for in the USA-S Rules and Regulations and Bylaws of SNS (Article 13)
- b. According to 302.3 in the 2022 Rulebook and in effect now — If a swimmer who is not properly registered with USA Swimming competes in a sanctioned competition, the host LSC may impose a fine of up to \$100.00 per event against the individual, Member Coach or member club submitting the entry.
- c. The Club will be fined \$100 for every entered swimmer that shows unregistered on a Registration Recon five (5) days prior to the meet. Flex members needing to upgrade to Premium will be exempt from the fine, however will need to be upgraded prior to the start of the meet to be eligible to swim
- d. The Meet Director and Referee of each meet are authorized to and shall assure themselves that any and all swimmers entered in a sanctioned event are properly registered swimmers in accordance with Section 2.3. Hereof, and shall take whatever action is necessary to ensure compliance with Section 2.3.

- e. Athletes not in good standing with Sierra Nevada Swimming (SNS) shall not be allowed to participate in SNS sponsored competitions, nor participate in any current camps or programs, nor receive SNS athlete travel reimbursement, nor be permitted to register with SNS as an athlete member until the athlete is judged to be in good standing by the Board of Directors or their designee.

.6 Transfer of Membership

- a. An athlete transferring from one Club to another, from representing a specific Club to Unattached status, or from one LSC to another, must submit a transfer form located on the SNS website or notify the SNS Registrar via email stating the swimmer's name, address, birth date, name of club from which transferring from, date of last competition with that club, and name of new club (if any) to which the swimmer intends to attach after completion of the 120-day unattached period. There is no service fee for transfers from another LSC into SNS.
- b. If 120 days have elapsed since the last appearance by the swimmer for his or her attached club, then the swimmer may transfer immediately without going unattached.
- c. Swimmers competing for a high school need not apply for formal transfer to unattached status at the commencement of their swimming season, nor return to attached status with the club in which registered at the end of their swimming season. However, if they wish to attach to a different club than the one in which they are registered, they should contact the SNS Registrar for qualification and procedural requirements.

CHAPTER 3 – GOVERNANCE

- 3.1 ORGANIZATIONAL STRUCTURE
- 3.2 HOUSE OF DELEGATES
- 3.3 BOARD OF DIRECTORS
- 3.4 EXECUTIVE COMMITTEE
- 3.5 STANDING COMMITTEES
- 3.6 STAFF AND PERMANENT OFFICE
- 3.7 US AQUATIC SPORTS CONVENTION
- 3.8 USA SWIMMING WORKSHOPS

APPENDICES

- 4. SNS Organizational Chart – To be added

CHAPTER 3 – GOVERNANCE

.1 Organizational Structure – Appendix 4 is the Organizational Chart. This chart will be updated as the Organizational Structure is revised.

.2 House of Delegates

.1 The annual meeting of the House of Delegates of SNS shall be held in the month of June each year, with an option of extending it to July 31st during an Olympic year.

.2 **ORDER OF BUSINESS** - 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
- Presentation and approval of the annual budget
- Presentation and approval of the annual audit pursuant to Section 608.5, when applicable
- Unfinished (old) business
- Elections
- New business
- Reports of officers
- Reports of committees and coordinators
- Resolutions and orders
- Adjournment

.3 Board of Directors

The Board of Directors is outlined in Article 5 of the Bylaws. In addition to what is outlined in the Bylaws, the following applies to the SNS Board of Directors.

.1 Not less than six days' notice shall be given to each Board Member for any annual, regular or special meeting of the Board of Directors.

.2 The notice of the meeting shall contain the time, date and site and in the case of special meetings, the expected purpose, which may be general.

.3 **ORDER OF BUSINESS** - 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
- Report of Executive Committee
- Reports of officers
- Reports of committees and coordinators
- Advice and Consent to Appointments
- Unfinished (old) business

- New business
- Approval of applications for Group Membership
- Elections
- Resolutions and orders
- Adjournment

.4 The SNS Board of Directors not having their USAS dues paid for by a club shall have their dues paid by SNS; this includes any employees.

.5 Officers and Directors job descriptions can be found in the SNS Board of Directors Policy Manual and Handbook

.6 Unless stated otherwise in the Policies & Procedures, all members of the SNS Board of Directors who are elected by SNS House of Delegates must be members in good standing of USA Swimming and SNS Swimming for two (2) years.

.1 The General Chair and the Official Chair must be a member in good standing of USA Swimming and SNS Swimming for five (5) years.

.4 Executive Committee

The Executive Committee is governed by the Bylaws. The Executive Committee can be called to address personnel, legal, disciplinary issues or in an emergency circumstance that cannot wait until the next meeting of the Board of Directors. If any action is recommended, then a meeting of the Board of Directors must be called within the timelines authorized by the Bylaws.

.5 Standing Committees

.1 The following committees shall exist as needed to perform necessary functions and duties deemed by the Board of Directors or House of Delegates;

- i. Diversity & Inclusion Committee (Chair is elected by HOD)
- ii. Awards Committee (Chair is Staff)
- iii. Technical Planning Committee (Chair is Technical Chair)
- iv. Club Development Committee (Executive Director can delegate)
- v. Quad Planning Committee (Chair is a combination of Senior Chair, Program Development Chair and Age Group Chair)
- vi. Camps & Programs Committee (Chair is Program Development Chair)
- vii. Officials Committee (Chair is Officials Chair)
- viii. Disability Committee (Chair is appointed by General Chair)
- ix. Finance Committee (Chair is Finance Vice Chair)
- x. Audit Committee (Chair is the Finance Vice Chair)
- xi. Age Group Committee (Chair is elected Age Group Vice Chair)
- xii. Senior Development Committee (Chair is elected Senior Vice Chair)
- xiii. Coach Development Committee (Chair is elected Coaches Representative)
- xiv. Nominating Committee (Chair is elected by the Nominating Committee)
- xv. Governance Committee (Chair is elected by the Governance Committee)
- xvi. Personnel Committee (Chair is General Chair)

- xvii. Executive Committee (Chair is the General Chair)
- xviii. Athletes' Committee (Chair is Senior Athlete Representative)
- xix. Operational Risk Committee (Chair is elected by HOD)

.2 CHAIR – The chair shall be elected or appointed as outlined above.

.3 ORDER OF BUSINESS - At all meetings conducted under the authority of this Article, 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 coordinators, committees and subcommittees
- Unfinished (old) business
- New business
- Resolutions and orders
- Adjournment

.6 Staff and Permanent Office

.1 **SNS SWIMMING** shall retain paid staff at the SN SWIMMING Office or designated address as the Board of Directors may determine to be appropriate or necessary. The staff shall be under the general supervision of the General Chair and the Administrative Vice Chair. With respect to the delegated functions of the officers, committee chairs, and coordinators, the staff shall be responsible to the respective officer, committee chair, or coordinator. The powers and duties of the paid staff shall be established in SNS Board of Director's Manual.

.2 **APPROPRIATIONS** – The Finance Committee shall include in its proposed budget line items for the cost of SN SWIMMING's office, including the compensation and benefits costs of the paid staff. Once appropriated by the House of Delegates, the Personnel Committee shall be responsible, together with the General Chair, for the administration of these funds. The compensation of the staff shall, to the extent possible, be treated as confidential.

.7 US Aquatic Sports Convention

.1 **Officer and Representative Delegates** - It shall be the duty and privilege of the General Chair, the Administrative Vice Chair, the Age Group Vice Chair, the Senior Vice Chair, the Senior Athlete Representative and the Coach Representative to attend the USA Swimming annual meeting as representatives of SN SWIMMING and voting delegates to the USA Swimming House of Delegates.

.2 **Officer Delegate Alternates** - If any of the officer delegates is unable to attend, their elected alternates, if any, shall attend in their places. In the event that there are no elected alternates or the elected alternates are unable to attend, then the General Chair, with the advice and consent of the Board of Directors, shall appoint alternates who shall attend the USA Swimming annual convention as delegates representing SN SWIMMING.

.3 **Athlete Representative Alternates** - If the Senior Athlete Representative is unable to attend the USA Swimming annual convention, the Junior Athlete Representative shall attend in his or her place. If the Junior Athlete Representative is unable to attend, the Athlete At-Large

Board Member next most senior in term of office shall attend in his or her place. If seniority cannot be established or there remains no additional athlete representatives or alternates able to attend, then the General Chair, with the advice and consent of Athlete Representatives and the Board of Directors, shall designate one or more Athlete Members to attend as representative(s) of SN SWIMMING.

.4 Coach Representative Alternates - If the Coach Representative is unable to attend the USA Swimming annual meeting, then the other Coach Representative shall attend, and if neither the Coach Representative or the alternate is able to attend, then the General Chair, with the advice and consent of the Board of Directors, shall designate a Coach Member to attend as a representative of SN SWIMMING.

.8 USA Swimming Workshops

As they become available through USA Swimming, the Executive Director will recommend attendees for USA Swimming Workshops.

CHAPTER 4 – OPERATIONAL RISK AND INSURANCE

- 4.1 SNS CRISIS COMMUNICATION PLAN
- 4.2 REPORT OF OCCURENCE
- 4.3 USA-S CERTIFICATES OF INSURANCE
- 4.4 SAFETY GUIDELINES
- 4.5 CONCUSSIONS

APPENDICES

- 5. SNS Crisis Communication Plan – To be added by July 1, 2022
- 6. SNS 2022 LSC and Club Insurance Packet

CHAPTER 4 – OPERATIONAL RISK AND INSURANCE

.1 SNS Crisis Communication Plan

See APPENDIX 5 for the Sierra Nevada Swimming Crisis Management Plan – This will be updated by July 1, 2022.

.2 Report of Occurrence

.1 Filing a Report

.1 Registered members of USA Swimming/SNS are insured under a secondary accident medical insurance policy. Each SNS LSC Group Member shall be responsible for promptly filing a Report of Occurrence Form.

.2 The Report of Occurrence is to be made online. Each SNS LSC Group Member shall maintain a record of the report.

.3 Information on Report of Occurrence can be found on the Sierra Nevada Swimming website under About-> Safety/Operational Risk. This link also contains information for the proper submission of the Report of Occurrence. Secondary accident medical insurance offered by USA Swimming cannot be initiated until this form is properly submitted.

.2 Accidents or Incidents

.1 An occurrence includes, but is not limited to, any kind of property damage, personal injury or an accident or incident involving a registered athlete, a registered non-athlete, a guest, a spectator, a tenant, and other entities.

.2 Occurrences shall be reported regardless of severity and/or even though no apparent injury has occurred.

.3 This data is utilized by USA Swimming to track “where, when & how” accidents happen (in addition to gathering information for insurance purposes). The goal is to reduce incidences.

.3 USA Swimming Certificates of Insurance –

Appendix 6 contains the current SNS 2022 LSC and Club Insurance Packet. This will be updated as required by USA Swimming.

.4 Safety Guidelines

.1 For general safety guidelines, SNS follows the guidelines set forth in the USA Swimming, Operational Risk Committee, Risk Management & Safety Manual. The Manual can be found at <https://www.usaswimming.org/docs/default-source/risk-management/safety-and-operational-risk/operational-risk-safety-manual.pdf>

NOTE: Diving boards, slides, climbing walls (in the pool) are NEVER covered under Risk Management Services.

.2 For team practices safety guidelines, go to <https://www.usaswimming.org/utility/landing-pages/club/racing-start-certification>.

.3 For practices and meets, the links to reporting forms, including instructions for filling out the forms go to <https://www.usaswimming.org/news/2017/02/07/report-of-occurrence-form>

.4 LCM Dives - Mid-Pool Barrier

For Sierra Nevada Swimming LCM meets, a dive barrier may be placed at the mid-pool point to allow diving at both ends of the pool. A pool noodle tied to each lane line is an acceptable barrier.

.5 Water Temperature

- USAS 103.7 /LSC/Water temperature between 25 to 28 degrees Celsius (77 to 82.4 degrees Fahrenheit) shall be maintained for competition.
- SNS advises that for practices water temperature below 77 degrees F or above 82 degrees F, swimmers be closely monitored for cold/heat related symptoms.

.6 Air Quality

- SNS is currently seeking advice for recommendations for Air Quality during practices and meets
- The link to the AQI Basics is airnow.gov.

.7 Lightning Safety

- The following advice is offered by the National Weather Service, regardless of location: If thunder is heard, a thunderstorm is close enough to pose an immediate threat. All water activities should be suspended and everyone should be instructed to take shelter in a safe place, preferably a sturdy building, or even a hard-topped vehicle with the windows closed. The "30/30 Rule" should be your guide: When you see lightning, count the time until you hear thunder. If the interval is 30 seconds or less, the thunderstorm is close enough to be dangerous. Seek shelter immediately. Stay indoors until 30 minutes after hearing last thunder. Coaches, officials and meet directors should act accordingly when conducting workouts or meets. Pool operators should consider incorporating lightning safety practices in their pool operations procedures.

.8 Pool Covers

- When swimmers are trapped under pool covers the consequences can be deadly. Sierra Nevada Swimming advises member clubs that while it's the responsibility of pool operators to establish policies and procedures for use of pool covers, it is essential that clubs be aware of the operator's regulations, policies and procedures, and ensure that both coaches and athletes comply.

.9 Poolside Electrical Safety

- USA Swimming rules require that all equipment permanently or temporarily connected to electrical circuits at line voltages must be protected by ground-fault interrupter (GFI) devices. State and local regulations provide more detailed requirements. Note, pool operators are bound to follow these mandates. Some pool operators have adopted

policies on use and placement of electrical equipment on their decks. Pool users should discuss these policies before and during meets and practices.

.5 Concussions

SNS complies with the State of California's Concussion Protocol & Requirements as they apply to youth sport organizations, including swimming (CA HSC, Division 106, Part 2, Chapter 4, Article 2.5, 124235)

.1 Coaches and Officials must successfully complete the concussion and head injury education required under the law at least once either online or in person. The following courses satisfy the requirements. Coaches and Officials must keep evidence of passing these courses to provide to the LSC.

1. [CDC Concussion Course](#)
2. [NFHS Concussion Course](#)

.2 Youth Sports Organizations must also give a concussion and head injury information sheet to each athlete. The acknowledgement form shall be signed and returned by the athlete and, if the athlete is 17 years of age or younger, shall also be signed by the athlete's parent or guardian, before the athlete initiates practice or competition. The information sheet and acknowledgement may be sent and returned through an electronic medium.

1. [USA Swimming: Concussion Information Sheet for Parents and Swimmers](#)
2. [Concussion Information Acknowledgement for the State of California \(Template\)](#)

.3 USA Swimming has also developed concussion and head injury educational material for coaches, officials and administrators.

1. [USA Swimming: Concussion at the Pool Checklist](#)

CHAPTER 6 – TIME STANDARDS, RECORDS, TOP TEN

- 6.1 TIME STANDARDS
- 6.2 SIERRA NEVADA SWIMMING RECORDS
- 6.3 USA SWIMMING TOP TEN

CHAPTER 6 – TIME STANDARDS, RECORDS, TOP TEN, TIME CERTIFICATION

.1 Time Standards

- a. Time standards regulate the qualifying of swimmers for a given class of competition and are set by the USA Swimming Time Standards Committee. Time standards are Age Group Motivational Time Standards except for 8-Under time standards. Time standards or entry requirements shall be set for each meet in accordance with the needs of the swimmers who will attend that meet, by the SNS Technical Planning Committee and with approval of the Board of Directors or designee.
- b. Time standards are found at usaswimming.org/times.
- c. Special qualifying times are used as time standards for selected championship and qualifying meets.

.2 Sierra Nevada Swimming Records

- a. SNS records may be set only by Sierra Nevada registered swimmers.
- b. Records may be made in any meet held under sanction of SNS and will be recognized and recorded from meet results or as per paragraph c below.
- c. SNS records set by Sierra Nevada registered swimmers in meets held in other LSCs, in regional meets, or in national meets shall be recognized from correct official meet results submitted to the SNS Records Coordinator. The results should be submitted in a meet results file in SDIF format that has been zipped. Responsibility for submission of record times achieved out of SNS rests with the swimmers and coaches involved.
- d. Times submitted for records must be from three watches or from fully automatic or semi-automatic timing equipment.
- e. Records for both Short Course and Long Course will be recognized for the year period beginning September 1 through August 31.

Records will be recognized for all age groups in all individual and recognized by USA swimming, plus the following 8 and Under events:

- (1) Short Course: 25 yards freestyle, 50 yards freestyle, 100 yards freestyle, 25 yards backstroke, 50 yards backstroke, 25 yards breaststroke, 50 yards breaststroke, 25 yards butterfly, 50 yards butterfly, 100 yards individual medley, and 100 yards individual medley.
- (2) Long Course: 50 meters freestyle, 100 meters freestyle, 50 meters backstroke, 50 meters breaststroke, 50 meters butterfly, and 200 yards individual medley.

.3 USA Swimming Top Ten

- .1 National Top 10 “Reportable” times can be verified in the USA SWIMS database 7 days after the time was achieved. No form or application needs to be submitted for times that appear in the USA SWIMS database.
- .2 National Top 10 “Reportable” times can be achieved only by currently registered USA Swimming athletes in good standing and held in a USA Swimming sanctioned, approved, or observed competition. Athletes can be a representative of their high

- school during the high school swimming season to achieve a National Top 10 times if they are current athlete members of USA Swimming.
- .3 All times must be achieved in sanctioned, approved or observed meets and must be achieved in accordance with the USA SWIMMING Technical Rules.
 - .4 Times achieved that do not appear in the USA SWIMS database must be corrected through the SNS Times Coordinator.
 - .5 Only the SNS Times Coordinator or alternate designee may coordinate edits, updates, fixes, and typos in the USA SWIMS database.
 - .6 At the conclusion of each season, the SNS Times Coordinator will run the "Top Times" report in in the USA SWIMS database for the SNS swimmers that have achieved a Top 10 time in the Nation for their age group. A report for relay events will also be ran. Individual Events will we ran as Individual Ages: 11, 12, 13, 14, 15, 16, 17, and 18. Top 10 Relays are for Age Groups 11-12, 13-14, 15-16, and 17-18.

CHAPTER 7 – FINANCIAL POLICY

- 7.1 SNS FINANCIAL POLICY
- 7.2 SNS TRAVEL AND ENTERTAINMENT POLICY
- 7.3 SNS SENIOR FUND POLICY AND CRITERIA
- 7.4 SNS MEET ENTRY FEES
- 7.5 SNS OLYMPIC TEAM TRIALS STIPEND AND POLICY
- 7.6 SNS EQUIPMENT POLICY
- 7.7 SNS OFFICIALS TRAVEL POLICY

APPENDICES

- 7. SNS Finance Policy
- 8. SNS Travel and Entertainment Policy – to be completed in the Fall 2022
- 9. SNS Application for Athlete Travel - Reimbursement Senior Travel Program
- 10. SNS Senior Travel Reimbursement Program
- 11. SNS Meet Entry Fees - Updated June 2022
- 12. SNS Olympic Team Trials Stipend Policy – to be completed in Fall 2022
- 13. SNS Equipment Policy

CHAPTER 7 – FINANCIAL POLICY

- .1 SNS Financial Policies.** Appendix 7 is the SNS Financial Policies. Any change to this policy must be approved by the BOD in a regularly scheduled Board meeting.
- .2 SNS Travel and Entertainment Policy.** Appendix 8 is the SNS Travel and Entertainment Policy. Any change to this policy must be approved by the BOD in a regularly scheduled Board meeting. **The amounts available through this policy will be updated annually to reflect what is authorized in the HOD approved Budget.**
- .3 SNS Senior Fund Policy and Criteria.** Appendix 9 is the Senior Fund Policy and Appendix 10 is the Senior Fund Policy Criteria. This policy will be updated yearly by the Senior Chair, Executive Director and Treasurer.
- .4 Meet Entry Fees.** The current meet fee structure is at Appendix 11. This will be updated as authorized by the House of Delegates.
- .5 Olympic Team Trials Stipend Policy.** The BOD will budget \$6000 annually for the Olympic Trials. The criteria for which athletes and teams are eligible is attached as Appendix 12. This policy is updated in advance of each Olympic Team Trials. This policy will be updated by the Senior Chair, Executive Director and Treasurer.
- .6 SNS Equipment Policy.** Appendix 13 is the SNS Equipment Policy for renting equipment by SNS members and non-SNS members. Any change to this policy must be approved by the BOD in a regularly scheduled Board meeting.
- .7 Officials Travel.** See Chapter 9 of these Policies and Procedures for the Officials Travel Policy.

CHAPTER 8 – SNS ZONE TEAM, CAMPS AND PROGRAMS

- 8.1 AGE GROUP ZONE TEAM SELECTION PROCESS
- 8.2 AGE GROUP CAMPS AND PROGRAMS
- 8.3 SENIOR LEVEL CAMPS AND PROGRAMS
- 8.4 CODE OF CONDUCT
- 8.5 MEDICAL RELEASE FORM

APPENDICES

- 14. SNS Honor Code
- 15. SNS Emergency and Medical Authorization Form

CHAPTER 8 – SNS ZONES TEAM, CAMPS AND PROGRAMS

.1 Age Group Zone Team Selection Process

Level 1 - 2 LCM cuts
Level 2 - 1 LCM cut and 1 SCY cut
Level 3 - 2 SCY cuts
Level 4 - 1 LCM cut
Level 5 - 1 SCY cut
Level 6 - Best Overall Time Standards

A Level 1 athlete is automatically on the team. If 10U and 11-12 age groups have 6 or more swimmers, then the group is full. For the 13-14 age group it will be 8 swimmers. If the groups are not full, then we go to level 2. We will take the entire level 2, even over our ideal size. If a group is still not full, we go to the next level and take the entire group. If we go through levels 1-5 and a group is under 5 swimmers, coaches will select swimmers based on overall times to fill spots to make it 5 swimmers minimum in a group as long they have an "AA" or better.

Ideal Team Size
10U - 6 Swimmers
11-12 - 6 Swimmers
13-14 - 8 swimmers
Total - 40 Swimmers

.2 Age Group Camps and Programs

The mission of Age Group Camps and Programs is to provide our members with an exciting camp experience that fosters the love of swimming from the grassroots to the national level.

The objectives of the LSC Select Camp Program are to motivate and educate those swimmers participating in the camp.

Specifically:

- Provide an educational experience for each participating swimmer;
- Create unity throughout the LSC;
- Increase athlete retention by providing them motivation to continue in the sport;
- Provide an opportunity for education, observation, communication and motivation of coaches.

.3 Senior Level Camps and Programs

This Section will be updated by July 1, 2022.

.4 Code of Conduct

Each adult and athlete representing SNS during any LSC sponsored event will sign the Sierra Nevada Swimming Honor Code & Travel Policy. Attached as Appendix 14 is the form. This form can be updated yearly by the Executive Director.

.5 Medical Release Form

Each athlete representing SNS during any Western Zones event will fill out the Sierra Nevada Swimming Medical Release form. Attached as Appendix 15 is the form. This form can be updated yearly by the Executive Director.

CHAPTER 9 – OFFICIALS AND VOLUNTEERS

- 9.1 OFFICIALS COMMITTEE
- 9.2 OFFICIALS CERTIFICATION PROGRAM
- 9.3 MINIMUM STANDARDS/REQUIREMENTS
- 9.4 OFFICIATING SWIM MEETS
- 9.5 OFFICIALS QUALIFYING MEETS
- 9.6 OFFICIALS EDUCATION TRAVEL REIMBURSEMENT
- 9.7 VOLUNTEERS TRAVEL REIMBURSEMENT

CHAPTER 9 – OFFICIALS AND VOLUNTEERS

.1 Officials Committee

The Officials Committee is authorized and obligated to recruit, train, test, certify, evaluate, retest, recertify, and supervise officials for SNS. The Officials Chair, elected by the HOD, shall chair the Officials Committee. The Officials Chair shall be a referee certified by SNS and each member of the Officials Committee shall be a certified official of SNS, other than the athlete members of the committee who shall comprise at least 20% of the voting membership of the committee.

- The term of office for the Officials Chair shall be 2 years.
- The Officials Chair shall be limited to two (2) consecutive terms. Committee members shall not be subject to term limitations.

.1 Officials chair

The Official's Chair shall serve as a liaison between the USA swimming officials, the officials who are members of SN LSC and the Board of Directors and House of Delegates. The Official's Chair shall be in good standing with USA swimming and the SN LSC, as an official, for a minimum of five (5) consecutive years prior to becoming the Official's Chair. The Official's Chair shall have 1-2 years of experience working directly with the current Official's Chair to ensure appropriate shadowing and mentorship. The Officials Chair must live within the boundaries of the LSC or have an active athlete on an LSC team.

.2 Officials Certification Program

SNS will provide certification for: Meet Referees, Administrative Officials, Chief Judges, Deck Referees, Starters, Stroke and Turn Judges. If considered necessary, may provide certification for Timing System (CTS) operators, and computer (Hy-Tek) operators.

The SNS Officials Committee shall establish and publish the requirements to become and remain an official in SNS. The minimum standards required to become a SNS official shall at least meet the minimum standards established by the USA Swimming Officials Committee, for those positions where there are national standards.

The SNS Officials Chair shall maintain a roster of all currently certified officials. This roster will be available upon request, and will be updated on a regular basis. Clinic attendees will be entered into USA Swimming Online Tracking System (OTS) and will receive credit as having attended a clinic on their OTS record. Non-sanctioned activities are to be self-entered into OTS.

.1 Clinics

The SNS Officials Committee shall conduct at least twice a year the instructional clinics necessary to become or remain a certified official. That schedule shall be well publicized within the LSC, with clinics announced at least thirty days in advance of their occurrence. The Committee shall be responsible for obtaining appropriate training sites within the LSC, or may utilize an online meeting site and shall ensure the clinics are conducted by well qualified instructors. It is permissible for room rental fees to be incurred to conduct these clinics.

Each Official must attend an Annual Stroke+Turn Clinic, or if Administrative Official, an Administrative Clinic. A separate Starter/Referee Clinic must be attended by Officials certified in those positions.

.2 Practical training

Persons instructed as Stroke+Turn Officials at clinics shall serve at meets as trainees under the supervision of experienced qualified Officials.

For initial Certification, six (6) on-deck Training sessions must be completed to become certified as a Stroke+Turn Official, Starter or Deck Referee; two (2) training sessions for Administrative positions (at 2 different meets).

Certification of Stroke+Turn Deck Officials shall require the recommendation of Meet Referees under whom the training was accomplished, in addition to the clinic instruction and the approval of the Officials Chair. Such certification shall remain valid for one swim season (September-December, 15 months).

An individual may only serve as an Apprentice/Trainee at a meet if he/she has already attended a clinic, submitted registration form and payment to registrar, and has completed and passed their Background Check. The SNS Officials Committee may designate certain championship meets at which apprentices shall not serve (ie. Finals at non-OQM Championship meets).

During the Apprenticeship period, Trainees are expected to complete their Online Testing (Certification: Stroke+Turn/Timer); complete the Athlete Protection Training; and complete Concussion training per USA swimming standards.

A card denoting positions for which the Official is certified is issued by USA Swimming once the Officials Chair has confirmed that all requirements are met.

.3 Officials background screening

All registered USA Swimming/ SNS officials are required to pass the USA Swimming Level 2 background screening in order to be certified as an official. This is to be completed every other year.

.4 Officials athlete protection training (APT)

All registered USA Swimming/ SNS officials are required to participate in the Athlete Protection Training Program offered by USA Swimming, and receive a completion certificate every other year, in order to be certified as an official.

.5 Officials concussion training

All registered USA Swimming/ SNS officials are required to complete a single Concussion Training Program offered by USA Swimming (currently, CDC or NHSS) in order to be certified as an official. Certificates are to be sent to the Officials Chair upon completion for inclusion in the USA Swimming database.

.6 Officials online training

All registered USA Swimming/ SNS officials are required to complete and pass (80%) USA swimming's Online Testing Certification or Recertification Testing in the positions in which they are, or hope to be certified in, to be certified as an official. Testing must be completed every other year.

Once an Official becomes a Referee, they are required to take only the Referee recertification Test every other year, individual tests are not necessary.

.7 Recertification of officials

Each Official must volunteer a minimum of four (4) sessions a year to remain certified as a Stroke+Turn, Starter, Chief Judge, Administrative Official, six (6) sessions to remain a Referee-Deck or Administrative.

.3 Minimum standards/requirements

SNS follows the current guidelines for Minimum Standards Guidelines for certification. SNS requires that Officials take re-certification tests every 2 years to maintain LSC certifications. In addition to the positions covered by USA Swimming, within SNS the minimum standards and guidelines for the following positions will be:

Head Starter: Must be certified as a Starter (minimum of 2 years) and Deck Referee, have experience with "setting rotations", and is placed on the Head Starter List based on recommendation by a Meet Referee and evaluation by the LSC Officials Committee.

Administrative Referee: Must be an Administrative Official (minimum of 2 years), experience with radios/radio protocol, touchpads for all ages, and experience as part of the team for 2 course meets and Championship meets; be referred by a senior Admin Referee for evaluation by the LSC Officials Committee. **Administrative Referee Status is granted by USA swimming to Admin Officials who are also Deck Referees and have gone through the National Certification process, and this route to Admin Referee will be accepted without evaluation by the LSC Officials Committee if it is taken.

Meet Referee: Must be a Deck Referee within SNS for a minimum of 2 years with experience assisting teams other than the team with which you are affiliated (ie. volunteering at meets to help the LSC not just as required to help your team); training and mentorship at LSC Championship meets as assistant to the assigned Meet Referee; it is strongly suggested that a Meet Referee have experience working in all positions at a meet; SNS Referees with Admin Official certification will be given priority in evaluating Referees to advance as Meet Referees by the LSC Officials Committee.

.4 Officiating swim meets

The meet referee or club officials chairperson of the club sponsoring or hosting a SNS sponsored or approved meet (or in the case of a multi-site meet, hosting or sponsoring a designated venue) shall be responsible for ensuring the meet has sufficient qualified officials (per Chapter 5) available.

.1 Minimum officials for a swim meet

It is the expectation of the SNS Board of Directors that all SNS sanctioned meets be conducted with no less than 6 certified deck Officials (Referee, Administrative Official/Referee, Deck Referee, Starter, 2 Stroke & Turn Judges), as well as a Computer Operator (separate from Administrative Official), and the required number of Timers (which depends upon the timing equipment being used). See Chapter 5 for additional Staffing Requirements. The Administrative Official is expected to work with the Host Team provided Computer Operator. Computer Operators are not required to be certified Officials.

.2 Assignment of officials

The SNS Officials Committee shall assume responsibility for assigning the Meet Referees of the two Short Course Championship meets, any other SNS sponsored meets in which participating officials may obtain USA Swimming National Certification (OQMs). Meet Referees select their own lead teams (Head Starter, Administrative Official/Ref, and possibly Lead Chief Judge and Lead Deck Referee if desired.)

.3 Officials uniform at meets

Certified Swimming Officials shall wear a uniform of appropriate clothing (white collared “polo-style” shirt and navy blue shorts/skirts/ “chino-style” long pants and white sneakers). Sandals, Crocs or shoes with a slippery sole are not acceptable.) Denim, Leggings or Track/Sweat Pants, (Levi's etc.) are also not acceptable under any circumstances. The Head Referee can designate any uniform change from white on navy blue deemed appropriate for regular meets or trials and finals meets and it shall be posted in the Meet Announcement. In addition, the dress code may be modified to address inclement weather.

Officials are expected to display current certification and name tags. Team logos are not appropriate.

.4 Expectations of officials at swim meet

Sierra Nevada Swimming Officials are expected to be alert, attentive, focused, calm, professional and approachable.

.5 Officials qualifying meets

SNS shall make every reasonable attempt to conduct at least three meets per year at which officials may seek to achieve national certification (Winter SCY Sr. Champs, Summer Sanders and LCM Champs/Bill Rose Classic). SNS Officials chair is to endeavor to select National Evaluators who are able to evaluate for all positions each year. N3 evaluators are to be selected from the List of National Evaluators provided by USA Swimming. N2 Evaluators shall be selected by the Officials Chair from a list of N3 certified Officials. Identified Stroke+Turn/Chief Judge evaluators shall hold a current N3 certification as a Chief Judge. Selected N2 evaluators should have a minimum of 5 years of experience in the position that they are evaluating, have an aptitude for mentoring that is gentle, kind, encouraging and firm.

.6 Officials education travel reimbursement

PURPOSE:

To foster and encourage the participation of Sierra Nevada Officials on the Zone and National Deck.

ELIGIBILITY:

- Must be a Sierra Nevada Official in good standing.
- Must be a Certified Sierra Nevada Official for 18 months minimum.
- Actively works in SNS LSC as evidenced by one of the following:
 - *Worked a minimum of 25 SNS LSC sessions in preceding calendar year.

OR

- *Worked a minimum of 20 SNS LSC sessions *and* actively participates in SNS BOD functions as a BOD members or committee member.

REIMBURSEMENT SCALE: Note, the amount available any given year is dependent on the approved SNS budget.

Tier 1: Sectional/Futures or Zone Meet: \$200

Tier 2: Pro Series Meet: \$400

Tier 3: National/JNAT Meet: \$600

Tier:4 Olympic Trials: \$1200 or Amount equal to coach stipend.

Officials may only apply for reimbursement of costs for 1 meet in each tier/year. (The maximum amount an official may request is \$1200/year except in an Olympic year \$2400).

REQUIREMENTS:

- Funds will solely reimburse costs related to Airfare, Car Rental and Accommodations.
- All receipts must be submitted to SNS Treasurer and Executive Director within 14 days of return from trip.
- Not eligible if reimbursement is available by another entity (ie: USA Swimming, Zone, LSC, or team)
- Official must work a minimum of 80% of the sessions of meet that reimbursement is being requested.
- No reimbursement is guaranteed and dependent on funds available in budget.
- Money will be dispersed on a first come first serve basis.

.7 Volunteers travel reimbursement

CHAPTER 10 – SAFE SPORT

- 10.1 SAFE SPORT MODEL POLICIES AND BEST PRACTICES
- 10.2 DECK AND LOCKER ROOM POLICIES AND BEST PRACTICES
- 10.3 POSTERS TO DISPLAY AT MEETS
- 10.4 CODES OF CONDUCT
- 10.5 DECK CHANGING
- 10.6 SOCIAL MEDIA POLICY

APPENDICES

- 18. SNS Social Media Policy

CHAPTER 10 – SAFE SPORT

.1 Safe Sport Model Policies and Best Practices

The following Best Practice Guidelines are strongly recommended for all USA Swimming members:

1. Parents should be encouraged to appropriately support their children's swimming experience.
2. All swimming practices should be open to observation by parents.
3. Coaches should not initiate contact with or accept supervisory responsibility for athletes outside club programs and activities.
4. When only one athlete and one coach travel to a competition, at the competition the coach and athlete should attempt to establish a "buddy" club to associate with during the competition and when away from the venue.
5. Relationships of a peer-to-peer nature with any athletes should be avoided. For example, coaches should avoid sharing their own personal problems with athletes.
6. Coaches and other non-athlete adult members should avoid horseplay and roughhousing with athletes.
7. 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.
8. Coaches should avoid having athletes as their favorites. They should also avoid creating a situation that could be perceived as them having favorites.
9. Gift-giving, providing special favors or showing favoritism to individual athletes is strongly discouraged.

.2 Deck and Locker Room Policies and Best Practices

Deck behavior during practices and meets should not differ; it is expected and required that athletes, coaches, parents and anyone of a supervisory nature adheres to the guidelines provided by USA Swimming.

Locker rooms are an area of risk for clubs whether it involves practice or competition. Any concerns regarding unknown individuals and/or locker room behavior should be brought to the attention of the managing coach or if during competition to the meet director or meet referee.

Use of any recording device, voice recorder, still camera or video is prohibited in locker rooms, changing areas, and from behind the blocks when swimmers are in the starting position or exiting the pool. Any use of these devices should be reported to the managing coach or if during competition to the meet director or meet referee.

.3 Posters to Display at Meets

During a meet ensure Safe Sport posters are placed in:

1. Every locker room and changing area.
2. In the designated massage and rubdown area.
3. Behind the blocks.
4. In the officials' area.
5. In hospitality.

.4 Codes of Conduct

All participating clubs are subject to Article 304 of the USA Swimming rulebook.

USA Swimming's top priority continues to be keeping our athletes safe; all clubs participating in this LSC are required to follow the guidelines of the Minor Athlete Abuse Prevention Policy and proactively provide this document to all parents and athletes. The MAAPP 2.0 available on the USA Swimming website addresses one-on-one interactions, social media and electronic communications, travel (local and team), locker rooms and changing areas, massages, rubdowns, and athletic training modalities. No form of abuse, including child sexual abuse, has a place in our sport.

Every club should maintain a recognized code of conduct policy that follows these guidelines. Regular and consistent training should be promoted for all adults who interact with and have direct and frequent contact with minor athletes, including adult athletes. All USA Swimming non-athlete members that volunteer as a board members or participate on deck in the role of meet marshal or meet director are required to complete Athlete Protection Training annually, as are all adult athlete members.

All adults authorized to interact with minor amateur athletes who learn of facts that give reason to suspect that a child has suffered an incident of child abuse, including sexual abuse, must make a report of the suspected abuse to law enforcement and/or the state's designated agency within 24 hours. It is every USA Swimming members responsibility to promptly report any incident regarding misconduct to SafeSport. Reporting must occur when an individual has firsthand knowledge of misconduct or where specific and credible information has been received from a victim or knowledgeable third part.

No member shall retaliate against any individual who has made a good faith report. False reporting of sexual misconduct made in bad faith is prohibited, and neither civil nor criminal statutes of limitation apply to reports of cases of sexual abuse.

Reporting can be difficult; if a team member, parent or coach needs advice or help in making a report they should contact USA Swimming Safe Sport Staff or the LSC Safe Sport Board Chair.

.5 Deck Changing

Deck changing is prohibited at all times. Athletes should be required to use the locker rooms or other designated areas for changing.

Deck Changing should be addressed at the meet or on the pool deck at the time it is observed and/or reported. Meet administration should speak with the coach of the team, informing the coach that an athlete member was observed deck changing. The coach

should be directed to educate the athlete about the rule and that there could be consequences if deck changing is observed and/or reported again.

If a deck changing incident is not resolved during the meet at which it occurs, the Meet Director or Meet Referee should contact the LSC General Chair and/or Safe Sport Chair. The LSC General Chair and Safe Sport Chair together should decide who should speak with the coach. At that point, the following steps should be taken:

1. Obtain information from the Meet Referee and Meet Director as to the situation which occurred, the mentoring steps taken, and the response of the coach.
2. Review the situation with the General Chair.
3. Determine who will address the matter with the coach.

.6 Social Media Policy –

Appendix 18 is the current SNS Social Media Policy. This will be completed by July 1, 2022 and then updated as needed to comport with USA Swimming, Safe Sport and federal, state and local laws.

CHAPTER 11 – CLUB DEVELOPMENT

- 11.1 SNSI CLUB INCENTIVE POLICY
- 11.2 USA SWIMMING CLUB RECOGNITION PROGRAM
- 11.3 CLUB EXCELLENCE PROGRAM

APPENDICES

- 16. SNS Club Incentive Form

CHAPTER 11 – CLUB DEVELOPMENT

.1 SNS CLUB INCENTIVE POLICY

The SNS Club Incentive Policy is attached as Appendix 16. The amounts available through this policy will be updated annually to reflect what is authorized in the HOD approved Budget.

.2 USA SWIMMING CLUB RECOGNITION PROGRAM

The Club Recognition Program is a voluntary program to recognize clubs that demonstrate a commitment to long term club growth, development and stability. Clubs must meet markers measuring business and organizational success, parent and volunteer development, coach development and education, and athlete development and performance. The program is entirely web based. A club's level of recognition is displayed on the USA Swimming website in the club search section. This program encourages clubs to strive toward basic and increasing standards of achievement. Clubs enter the program by designating themselves as Coach Owned, Institutionally Owned or Parent Governed with the requirements varying according to designation.

Follow the link below to find out more information:

<https://www.usaswimming.org/docs/default-source/clubsdocuments/club-recognition-program/club-recognition-program-instructions.pdf>

.3 CLUB EXCELLENCE PROGRAM

USA Swimming recognizes Clubs whose athletes achieve certain time standards in Long Course Meters only. Visit the following link to find out complete program rules and regulations:

<https://www.usaswimming.org/docs/default-source/clubsdocuments/club-excellence/2022-club-excellence-program-information-requirements.pdf>

CHAPTER 12 – SIERRA NEVADA SWIMMING LOGO USE POLICY

- 12.1 STATEMENT
- 12.2 GENERAL GUIDELINES
- 12.3 NON-COMMERCIAL USE
- 12.4 COMMERCIAL USE
- 12.5 LOGO APPROVAL PROCESS

CHAPTER 12 – SIERRA NEVADA SWIMMING LOGO USE POLICY

.1 Statement

The SNS logo, its design, colors and content is the property of SNS. The logo is an identity mark for SNS and its use is intended for identification and promotion of SNS within the context of competitive swimming and associated events under the rules and regulations as defined by USA Swimming.

.2 General Guidelines

- .1 The SNS logo will not be approved to appear in conjunction with any other brand that is contrary to the philosophies, rules and regulations of SNS and its marketing partners. This includes partnerships that deal with the marketing of alcohol, drugs, tobacco, or gambling.
- .2 Reports relating to quality control or violations of these guidelines shall be investigated by SNS. Removal of the SNS logo that is not in compliance with this policy will be pursued.

.3 Non-Commercial Use

- .1 Use of the SNS Logo on SNS member club websites, club letterhead, team apparel, bags and banners is permissible with approval from SNS.
- .2 Direct sale of SNS logo merchandise shall be the exclusive right of SNS.
- .3 Websites displaying the SNS logo may not contain any questionable advertising or unsuitable links.
- .4 Apparel, bags and banners issued or distributed by member clubs displaying the SNS logo may not display inappropriate words, figures, or pictures.

.4 Commercial Use

- .1 Business sponsors and marketing partners of SNS must have approval to use the SNS Logo in their advertising.
- .2 Use of the SNS logo by persons, agencies, affiliated organizations or member clubs that conflicts with established sponsorships or marketing partnerships with SNS shall be prohibited.

.5 Logo Approval Process

- .1 Requests for SNS Logo use are approved by the SNS General Chair and/or SNS Executive Director
- .2 SNS Logo



CHAPTER 13 – SIERRA NEVADA SWIMMING OUTREACH PROGRAM

- 13.1 ATHLETE ELIGIBILITY
- 13.2 OUTREACH PROGRAM GUIDELINES
- 13.3 REGISTRATION PROCESS

APPENDICES

- 17. SNS Outreach Form

CHAPTER 13 – SIERRA NEVADA SWIMMING OUTREACH PROGRAM

.1 Athlete Eligibility

Outreach membership is a program which offers the year-round USA Swimming registration fee of \$5.00 with \$2.00 additional fee to SNS. This membership operates like the traditional USA Swimming Premium Membership and is valid for the entire season, from September 1 to December 31 of the following year.

.2 Outreach Program Guidelines

To qualify for the Outreach Program, the athlete's family must meet the eligibility requirements of one of the following:

- Calworks
- Covered California/Medi-Cal
- Homeless Coalition
- Family income at or below state poverty level
- Individual Free School Program
- Section 8 Housing
- Snap

Application form can be found on the SN website and is attached as Appendix 17. Please have swimmer or swimmer's family attach paperwork showing that the swimmer qualifies for one of the aforementioned programs on the application.

.3 Registration Process

Qualified Outreach swimmers must be registered with USA Swimming. Swimmers must register for an Outreach Membership at www.swim-smarter.com, applicants may pay for the membership by credit card or by mailing the forms to the SN Registrar.

The completed Outreach Application and proof of eligibility must be emailed to the SN Registrar – markbrown15@gmail.com.

Both of the above must be completed before the swimmer's Outreach Membership can be processed.

CHAPTER 14 – AWARDS AND RECOGNITION

- 14. AWARDS COMMITTEE
- 14.1 ATHLETE AWARDS
- 14.2 COACH AWARDS
- 14.3 VOLUNTEER/OFFICIAL AWARDS

APPENDICES

- 19. SNS Scholar Athlete Recognition Memo

CHAPTER 14 – AWARDS AND RECOGNITION

14. Awards Committee

The awards committee will finalize all awards by the end of August for the specified awards below. Each award has a list of criteria for utilizing for considering the award recipients. All awards shall be presented at the Annual SNS Awards Banquet.

14.1 Athlete Awards

14.1.1 *Senior Athletes of The Year*

Single awards shall be made annually to the outstanding Senior female and Senior male swimmers. Selection of these athletes will be based on the following criteria to be considered.

- Record holder
- Placement in HS Section
- Placement at CIF State Championships
- Placement at Futures and above meets.

14.1.2 *Age Group Swimmer High Point of the Year*

Age Group Swimmer Awards shall be made annually to the top three boy and girl swimmers in each of the age divisions: 8 and under; 9-10; 11-12, 13-14; 15-16; and 17-18.

Separate awards shall be given for both the short course and long course seasons. The basis for selection shall be tabulation done by the SNS Records Coordinator.

High Point is calculated by reviewing times recorded from 9/1-8/31 in each age group and course (SCY, LCM). All times are ranked 1st through 16th and given points accordingly.

The top three swimmers with the most points are then recognized as the OVERALL Top 3 for the year per course. There could be a total of 72 Award recipients.

Receiving a high point award at one of the LSC Championship Meets does not mean the same thing - as that is just for that single meet and not an OVERALL place scoring.

14.1.3 *Sierra Nevada Swimming Record Breakers*

SNS keeps records in the following age group divisions, both male and female: 8 and under, 10 and under, 11-12, 13-14, 15-16, 17-18. Swimmers who break a record during the swim season 9/1 – 8/31 are recognized at the annual awards banquet.

Records are updated throughout the year and can be found on the SNS website.

14.1.4 *USA Swimming Top Ten*

SNS recognizes swimmers and relay teams who place times in the Top 10 of USA Swimming.

- Single ages are used for this individual award starting with age 11 thru 18 (11, 12, 13, etc.)
- Relay teams are recognized by age group, 11-12, 13-14, 15-16 and 17-18.

14.1.5 SNS Scholar-Athlete Award

SNS participates in recognizing Scholar Athletes every year.

In the Fall, SNS posts an announcement identifying the SNS Scholar Athlete eligibility criteria and encouraging all eligible athletes to apply. **All athletes who apply and meet the SNS designated criteria are recognized as a SNS Scholar Athlete.** If an athlete earns USA Swimming's Scholastic All-America Team Honors for the same academic year, that Athlete does NOT need to send in an application for SNS Scholar-Athlete Award and they will receive this Award automatically.

Once the list of SNS Scholar Athletes is determined, the Athlete's Committee, in conjunction with the Executive Director, determines how to recognize the athletes.

Appendix 19 is the standard notice that is updated by the Executive Director each year and submitted to the LSC.

14.1.6 USA Swimming Scholastic All-America Team

USA Swimming recognizes its athletes for their work in the classroom and pool. Visit the following link to find out program requirements and deadline date to apply:

[Scholastic All-America \(usaswimming.org\)](http://usaswimming.org)

14.2 Coach Awards

The Awards committee will utilize the selection criteria below after Age Group Zones to determine the award recipient. Typically, the criteria will be used to identify the swimmers and then determine the coach of those swimmers.

14.2.1 Age Group Coach of the Year

- Team finish place at 14&Under LSC Championship
- # of USA Swimming Top 10 swimmers
- # of SNS Record Holders
- % of swimmers that qualify for LSC Championships, Western Zones, etc.

14.2.2 Senior Coach of the Year

- # of USA Swimming Top 10 swimmers
- # of SNS Record Holds
- # of 15&over swimmers, qualifiers for Championship meets of Futures, Juniors, Nationals/US Open, Olympic Trials
- % of swimmers that qualify for Championship meets.

14.3 Volunteer/Official Awards

14.3.1 Volunteer of The Year

The awards committee will solicit feedback from each team Coach, Meet Director, and Officials committee to have nominees put forward as a recommendation. Each nominee should have a short paragraph of the nominee's contribution to the LSC. The Awards Committee will then determine recipient based on nominees received.

14.3.2 Sam Uriu Award

The first Sam Uriu Award winner was first picked in 1996 to honor one of the founding members of our LSC, Sierra Nevada Swimming. Sam mentored many Officials to be the best they could be and it was our idea to honor the most deserving Sierra Nevada Stroke and Turn Judge each year, in the memory of Sam Uriu, who passed away very unexpectedly.

To be eligible for the award the recipient could only have been a Stroke and Turn official, have attended a clinic during the year, have at least one-year experience, must be certified as a Stroke and Turn official only, show a dedication to improvement, demonstrate a cooperative attitude, and be involved by working a minimum of 16 sessions.

14.3.3 Barbara & Kenneth Price Service Award

The Barbara and Kenneth Price Outstanding Service Award has been established to recognize the invaluable contributions of volunteer service to Sierra Nevada Swimming. This award is presented annually to one honoree with selection criteria consisting of quality of contribution, level of contributions, and years of volunteer service in elected or appointed positions in their club or LSC. Minimum years of volunteer service will start at 20 years in recognition to the great sport of swimming.