

**FLORIDA**

**SWIMMING, INC.**

**POLICY MANUAL**

*(This FL manual is a "living" document that is  
subject to updates on a regular basis.)*

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## **Chapter 1**

### **FL Organization**

The Divisional Organization of Florida Swimming, Inc. (FL) of USA Swimming, Inc. (USA-S) including officers, standing committees and area representatives, is defined in the FL By-Laws. A description of each position and its responsibilities is included in the By-Laws.

#### **1.1 Vision**

To provide an organization that will develop and support USA Swimming, Inc. programs in the Florida LSC (hereinafter, FL) for the benefit of athletes, coaches, parents, and the general community.

#### **1.2 Mission Statement**

It is our mission as the governing body for FL, Inc of USA Swimming, Inc. to:

1. Provide and maintain an effective means of communication and information retrieval for member clubs.
2. Support members in the preparation of athletes for national and international caliber competition.
3. Support members in the organization of developmental competitive swimming programs through all levels of age group competition.
4. Develop a community of skilled USA-S certified officials.
5. Assist with the education of athletes, coaches and parents.
6. Support the development of programs of diversity and disability in competitive swimming.
7. Operate in a fiscally responsible manner.

#### **1.3 Strategies**

1. Develop a functional Board of Directors with updated bylaws.
2. Develop an active senior swimming committee.
3. Develop an active age group swimming committee.
4. Develop an active officials committee.
5. Develop an active coaches association for the promotion of education of athletes, coaches and parents.
6. Develop an active communications committee.
7. Develop an active diversity and disability committee.
8. Develop an active finance committee chaired by the treasurer.

#### **1.4 Statement of Principles, Ethical Behavior, Conflict of Interest**

Those who choose to serve USA Swimming (USA-S), whether as volunteers or paid professionals, are held to a high standard of conduct. As guardians of Olympic ideals, they assume an obligation to subordinate individual interests and to the interests of the Olympic Movement. What may be considered acceptable conduct in some businesses may be inappropriate in Olympic service.

Those who serve USA-S 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 conflict of interest as well as to avoid even the appearance of a conflict of interest.

While no set of guidelines can guarantee acceptable behavior, the principles which guide behavior in this area are 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 USA - Swimming/Florida Swimming must also accept the burdens of public disclosure and public scrutiny.

The mixture of volunteer work, business interests and/or governmental activity often create potentially conflicting interests. What is required is disclosure of conflicting interest when they arise and strict non-participation in any evaluation process relating to the matter in question.

## Chapter 1

The following are guidelines for acceptable conduct. Each individual or circumstance must determine their acceptable conduct.

1. The business of USA-S is to be conducted in observance of both the spirit and letter of applicable federal and state laws.
2. USA-S properties, services, opportunities, authority and influence are not to be used for private benefit.
3. All individuals who participate with USA-S 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 and voting on the matter involved. This includes the award of contracts, the purchase of goods and services, the award of contracts for professional services and the allocation of USA-S resources for individual use.

### **1.5 Athletes Code of Conduct (*Form to be designed and updated by the LSC*)**

1. The use by all athletes of illegal drugs or alcohol is prohibited. Those found guilty of use while participating in a meet (including travel to and from such) shall be denied FL Travel Funds for that particular season, and shall face the possibility of not receiving future travel funds based upon the ruling of the FL Board of Review.
2. Athletes causing willful destruction of another's property or of the facilities and/or its property, while participating in a meet (including travel to and from such) shall be denied FL Travel Funds as stated in the above paragraph, and shall pay the cost of damages.
3. If an athlete is not presently eligible for FL Travel Funds he shall be fined a minimum of \$100.00 and a maximum of costs involved.
4. Persons found suspect of the above shall appear with their parents and coach before the Board of Review at a scheduled hearing to determine the extent of the Travel Fund Denial.
5. Behavior unbecoming to a member, who has signed a team FL Code of Conduct, will be dealt with quickly whether the incident is related to an athlete, coach or parent.

## Chapter 2

### Membership

Clubs, Organizations, Affiliated Groups, Athletes, Seasonal Athletes, Outreach Athletes and Non-athletes may become members of FL/USA-S by completing the requirements set forth in the Registration Section 2.1 of this Policy Manual.

#### 2.1 Registration

##### 1. Group Membership

###### a. Club

- i. Applications for Club Membership may be obtained from the FL Office.
- ii. Annual dues are \$300.00.
- iii. Membership is for a calendar year, although applications received between September 1 and December 31 are valid until December 31 of the following year.
- iv. The affiliations of at least one athlete member, one Safety Coordinator, one Athlete Representative, one Club Delegate and one properly credentialed USA-S Coach are required for Club Membership.
- v. A Club is entitled to compete in its own name and up to four letter club code.
- vi. RENEWALS ONLY - If the Club Charter Application and dues are not received in the Florida Swimming office by the 2<sup>nd</sup> Friday of December, club will be charged \$100 Late Fee.

###### b. Affiliated/Organization/Seasonal Group

- i. An Affiliated Group membership is available to any group interested in the sport of competitive swimming.
- ii. Applications for Organization Membership may be obtained from the FL Office.
- iii. Annual dues are \$200.00.
- iv. Membership for an Affiliate Group or Organization received between September 1 and December 31 are valid until December 31 of the following year.
- v. Organizations do ***not*** have coach and athlete members.
- vi. The Seasonal Club membership is only valid from April 1 to August 28 of each year. USA-S/FL Seasonal Athlete membership in FL includes submitting the current year USA-S membership form and/or batch file and current year fee.

##### 2. Individual Membership\*

###### a. Athlete

- i. Athlete registrations are valid January 1 through December 31.
  - (1) Registrations filed between September 1 and December 31 are good through December 31 of the following year.
- ii. Individual Athlete membership in FL, includes submitting the current year USA-S athlete membership form and/or batch form and current year fee.
- iii. To participate in sanctioned FL meets, swimmers must be current members of USA Swimming.
- iv. Swimmers may compete for their club or as an Unattached swimmer member.
- v. Applications are available from the FL website or the FL office.
- vi. Transfers
  - (1) 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 FL Transfer/Release form signed by the athlete and/or parent, there is a \$5.00 transfer fee charged to the new club.
    - (a) The purpose of this form is to record the affiliation intent of the swimmer.
    - (b) USA Swimming rules (203.3) require that 60 days must pass from the date of last competition representing the prior club before a swimmer may represent a new club in competition. USA-S Seasonal Athlete membership are not able to be transferred.
  - (2) FL Release/Transfer forms are available for each Club, from the FL website or from the FL office and should be returned to the office.
  - (3) There is a \$5.00 fee for completing a FL Release/Transfer form charged to the new club.
  - (4) Indication of an Athlete's intent to transfer to another club (through receipt of registration materials from the new club, for instance) will be cause to unattach the Athlete pending receipt of the proper FL Release/Transfer Forms.

###### b. Outreach Athlete

## Chapter 2

- i. Outreach Athlete membership is available to qualified athletes in accordance with USA-S guidelines.
  - ii. The purpose is to make membership available to athletes who might otherwise not be able to afford regular membership.
  - iii. Outreach Athlete membership requires a fee of \$5.00.
  - iv. Other than the original fee, an Outreach member is not distinguishable from an Athlete member.
  - v. USA-S guidelines for Outreach membership are:
    - (1) Eligible for food stamps,
    - (2) Eligible for free or reduced price school lunch programs or
    - (3) Eligible for similar need based programs, proof of which must be submitted with application and fee.
- c. **Non-Athlete**
- i. **Coach Members**
    - (1) To be a Coach member of USA Swimming, an individual must be a Non-Athlete member and must:
      - (a) Present the current safety credentials required by USA Swimming (502.4.3). Photocopies of the front and back of coach credentials (current CPR, USA-S Background Screening, Athlete Protection Training and Red Cross Safety Training for Swim Coaches, Foundations of Coaching) must be submitted along with the registration form and fee.
      - (b) Present proof of satisfactory completion of the USA Swimming coach education requirement of Foundations of Coaching 101 for all first year coach membership. And Foundations of Coaching 201 and Rules and Regulations for all second year coach membership (*Exemption: Individuals who can provide proof of coach membership in the 1998 or prior registration year shall not be required to complete the education requirements*)
    - (2) Coach Membership Cards
      - (a) *Valid To Date* - Coach membership will be valid until December 31, or until the first expiration date of a Coach Safety credential (CPR, USA-S Background Screening, Athlete Protection Training or Safety Training for Swim Coaches), whichever occurs first. The *Valid To* date is printed in large bold characters on the face of each Coach membership card.
      - (b) *Expired Valid To Date* Cards - If the required safety credentials are not provided before the passage of the *Valid To* date, the coach loses all coach privileges and authorities. The individual will not be permitted on deck at a meet and risks lapsed insurance coverage for the host club.
      - (c) Reinstatement - Coach status will be reinstated on submission of valid and current safety credentials.
      - (d) Membership cards will be offered to Non-athlete members for a fee.
  - ii. **Non-Athlete, Non-Coach Members**
    - (1) Any person interested in the purposes and programs of FL is eligible to be a Non-Athlete member.
      - (a) Deck Officials (i.e., Referee, Starter, Stroke & Turn Judge and/or Administrative Official) must be Athlete or Non-Athlete members of USA-S.
      - (b) Safety Marshals must be Non-Athlete members of USA-S.
      - (c) Voting Members of the House of Delegates and Club Representatives to the House of Delegates must be members of USA-S.
    - (2) Non-athlete registrations are valid January 1 through December 31. Applications received between September 1 and December 31 will be valid through December 31 of the following year.
    - (3) Registration forms may be obtained from and returned to the FL Office. USA-S Non-Athlete membership in FL includes submitting the current year USA-S membership form and current year fee with copies of all required certifications.

## Chapter 2

### 2.2 Insurance

#### 1. Club

USA Swimming provides insurance coverage to Clubs subject to compliance with USA Swimming regulations.

#### 2. Organization (Affiliated Group)

USA Swimming provides **NO** insurance coverage to Organization/Affiliate members

#### 3. Individual

Individual membership in FL includes USA-S membership and liability and secondary medical insurance coverage.

### 2.3 Voting membership

#### 1. General

In accordance with the Bylaws of FL, Inc. the following USA-S members are eligible to vote at any House of Delegates meeting:

- a. One Chartered Club Member Representatives
- b. Members of the FL Board of Directors
- c. FL Athlete Representatives to the FL BOD
- d. FL Area Representative
- e. FL At-Large House Members

#### 2. Group Members

- a. Group Membership is divided into two categories, Club Members and Affiliated Group Members.
- b. Club Members are further defined for voting purposes as a *Full Membership Club*. A full membership club is a Club Member (year round participation) in which all athletes and coaches of the organization are individual members in good standing of FL and USA-S.
- c. Voting Assignments - Club Member and Representatives named under the provisions of article 507.1.3 are entitled to vote as follows:
  - i. Full Membership Club Members - One (1) vote.
  - ii. Affiliated Group Members - Voice, but no vote

### 2.4 Meetings

#### 1. House of Delegates

- a. FL House of Delegate meeting is held within a month of the USA Swimming National Convention.
- b. Items for consideration and unapproved minutes will be sent to all members of the House of Delegates fifteen (15) days prior to the meeting. Any items not on the published agenda must be approved by a 75% majority of those present and voting, for addition to the agenda, and require a subsequent 75% majority for adoption

#### 2. Board of Directors

- a. FL Board of Directors meetings are held 3 to 5 times a year.
- b. Items for consideration and unapproved minutes will be sent to all members of the FL Board of Directors fifteen (15) days prior to the meeting. Any items not on the published agenda must be approved by a 75% majority of those present and voting, for addition to the agenda, and require a subsequent 75% majority for adoption.

## Chapter 3

### Financial

Financial controls and procedures serve as a system of checks and balances to protect the Corporation and its staff and volunteers from a risk.

#### 3.1 Office internal controls

##### 1. Deposits and Records

Office Personnel shall have the following duties and responsibilities for deposits of the Corporation:

- a. Promptly record all incoming monies into the bookkeeping system of the Corporation.
  - i. Prepare for deposit all checks received by stamping each check with the approved bank stamp and recording each item on a bank deposit slip or similar listing.
  - ii. Any documents accompanying monies for deposit will be separated and appropriately handled or filed.
  - iii. All deposits will be made into the Corporation's general account.
  - iv. Deposits will be made in a timely fashion as deemed necessary by the office personnel, but no less than once per week.
  - v. Receipted deposit tickets will be maintained pending receipt of the monthly statements from the bank.
- b. Reconcile each of the Corporation's banking accounts each month. The Treasurer or Finance Vice Chair will review reconciliation quarterly.
- c. For any check outstanding more than sixty (60) days, office personnel will contact the payee to determine the status of the check.
- d. For any deposited check returned for insufficient funds or closed account, there will be a charge of twenty dollars (\$20.00); any club or individual who fails to make good on the check and pay the service charge will be referred to the FL Board of Review for action.

##### 2. Disbursements

- a. Physical control of all checks will be with FL office personnel.
- b. All invoices and reimbursement requests to be paid will be processed through the FL office.
  - i. Each reimbursement request will be accompanied by original receipts or similar documentation.
  - ii. No payments will be processed without original invoices, receipts or similar documentation.
  - iii. Approval for payments will be deemed granted if the requested amount is within the approved budget and not yet spent or appropriated.
  - iv. FL office personnel will be responsible for preparing checks based on received invoices and reimbursement requests.
- c. Approved FL representatives, traveling on approved FL business, will receive mileage based upon current corporate rate.

##### 3. Reports

- a. At each FL Board of Directors meeting, the treasurer will prepare a financial statement; this statement will be presented to the Executive Committee or Board of Directors and ratified by the FL BOD.
- b. Following the close of the fiscal year, an annual income statement will be prepared and presented for approval in the same manner to the FL House of Delegates.
- c. The Treasurer will prepare the Corporation's annual tax returns, based on the approved financial statements.
- d. The Corporation's financial statements and tax returns will be reviewed annually.

##### 4. Payments to vendors

- a. Vendors must submit an itemized invoice for payment.
- b. All payments will be issued from the FL Office.

##### 5. Purchasing

- a. When purchasing FL equipment or supplies estimated to cost over a total of \$1,000, an authorized agent will obtain bids.
- b. Whenever possible, at least two of these bids will be solicited from vendors located within the LSC boundaries.

#### 3.2 FL Travel Funding

##### 1. General Travel Funding



## Chapter 3

Reasonable travel, lodging and other relevant expenses will be provided for FL designated representatives at meetings, workshops, seminars, conventions and other relevant activities, when approved by the appropriate FL Officer or Committee Chair, and funds for such travel have been provided in the FL budget. This includes travel to the USA Swimming (USA-S) annual convention, the Southern Zone meeting, and to clinics, workshops and conferences sponsored by USA-S.

- a. Travel funding for automobile travel (driver only) will be based on the current IRS business organization mileage rate  
(*Note: Funding for automobile travel shall not exceed the lowest generally available airfare to the meeting site.*)
- b. Air travel shall be at the lowest generally available airfare to the meeting site (at the time the travel is authorized or approved) from a reasonably convenient airport.
- c. Lodging expenses will be based on double occupancy (whenever appropriate).
- d. A *per diem* allowance of \$50 per day will be provided except when meals are provided at the meeting.
- e. Airport parking will be funded at the lowest economy rate at the respective airport, not to exceed \$10/day.
- f. Relevant tolls shall be funded, when appropriate.
- g. Receipts are required for all FL travel expenses.
- h. Travel, meal and lodging expenses covered by any other organization are not eligible for funding by FL

### GUIDELINES

- a. If FL members/delegate prefer to make their own arrangements, they will be funded for airfare at the lowest available fare (based on 4-week advance purchase), round trip, from the departure city to the activity location. The original airline ticket stub must be mailed to the office as a receipt.
- b. Any fee for a change and/or cancellation to an issued ticket is the responsibility of the member/delegate, unless such change is at the request of FL.
- c. The FL office will also fund convention and/or meeting fees, room reservations, parking, etc. (when applicable) and issue the daily *per diems*.

## 2. Convention Funding Policy

- a. The intent of this policy is to cover reasonable travel, lodging and *per diem* expenses for voting members of FL (FL) attending the USA Swimming (USA-S) National Convention.
  - i. The lodging funding shall be on a pro-rata basis and will depend on the length of stay at the convention.
  - ii. A *per diem* allowance of \$50 per day for those attending the USA-S Convention will be provided to cover food and miscellaneous expenses; the *per diem* may be prorated on arrival/departure days based on actual travel times to and from the convention.
- b. The General Chair, Administrative Vice-Chair, Senior Vice-Chair, Age Group Vice-Chair, Senior Coach Representative, Senior & Junior Athlete Representative and Executive Director will receive funding for their travel and lodging expenses.
- c. If any of the above delegates are unable to attend and an alternate representative attends in their place, said alternate shall receive funding for their travel and lodging expenses.
- d. The General Chair may extend convention expenses to others attending the USAS Convention representing FL.
- e. The General Chair, with the advice and consent of the Board of Directors, may appoint additional delegates to attend the USA-S Convention when additional votes are made available to FL, and those voting delegates shall receive funding for their travel and lodging expenses.
- f. In addition, those FL members who have a vote at the Convention by reason of a National or International position with USA-S, shall be funded for their travel and lodging expenses, provided that the representative is not funded by USA-S and is also currently active with FL (other than only as a Club Coach.)
- g. FL delegates may leave the convention after adjournment of the House of Delegates meeting on the last day of the convention.
  - i. Delegates returning on Saturday evening are responsible for any airfare or other penalties which may result from their early departure.

## Chapter 3

- ii. FL will not be responsible for additional expenses incurred by the delegate on the last day, such as late check-out, airline ticket change fees, etc.
- iii. Travelers taking a “red eye” flight and arriving after midnight are not entitled to the *per diem* allowance for the morning of their arrival.

### 3. Zone All-Star Travel

Travel will be determined by the FL Age Group Chair and Committee with agreement of the General Chairman.

### 4. Seminars and Workshops

- a. FL will provide transportation, meals and lodging for various seminars and workshops hosted by USA-S.
- b. Delegates must meet the criteria for attendance and be appointed by the appropriate committee chair or General Chair.

#### **GUIDELINES**

1. Make your own flight arrangements and hotel accommodations; you will be reimbursed for your travel at the lowest available fare round trip, from your departure city to your destination. Your original ticket stub for flight and room must be mailed to the office as your receipt.
2. Any fee for a change and/or cancellation to an issued ticket is the responsibility of the delegate.
3. The FL office will issue per diems (if indicated) and pay registration fees prior to departure.

## Chapter 4

### FL National Funding

#### 4.1 Athlete/Coach/Official National Funding

##### 1. Requirements for Athlete, Coach and Official Funding

- a. Athlete Funding will be provided to a swimmer for only two (2) meets during the year. Coach/Club/Official funding will also be provided for only two (2) meets during the year.
- b. Registration
  - i. A Swimmer must have current registration in FL at the time of any funded travel.
  - ii. A Swimmer must have been registered with FL for at least the last twelve (12) consecutive months. The funds must not exceed the amount spent.
  - iii. The length of registration will determine the amount of travel assistance for National level MEETS, as follows:
    - (1) First full 12 month continuous registration year in FL – 25% of allowance;
    - (2) Second 24 month continuous registration year in FL – 50% of allowance;
    - (3) Third 36 month continuous registration year in FL – 100% of allowance
    - (4) Requests for funding must be received in the FL office prior to December 15<sup>th</sup> of the year of participation. Late acceptances must be approved by the FL BOD.
- c. Level of Support
  - i. The Senior Chairman, Executive Director and Finance Vice Chair shall recommend the amount of the support payments made to individual swimmers/coaches who attend national competition and other competitions to be approved by the FL BOD.
  - ii. Eligibility for support will be based on Article 27 of the FL Rules and Regulations.
  - iii. Support level will be provided on the basis of priority beginning with the highest level meet.
  - iv. National competitions supported include:
    - a. Olympic Trials
    - b. Senior Nationals (Summer)
    - c. Senior Nationals (Winter)
    - d. US Open
    - e. Junior Nationals (Summer)
    - f. Junior Nationals (Winter)
    - g. Open Water Nationals
    - h. Open Water Junior Nationals
    - i. Futures
      - 2 meet attendance limit per athlete
- v. Support will include
  - a. Transportation – includes air fare (does not include upgrades) and rental car or mileage (based on current IRS standard mileage rate)
  - b. Accommodations – based on average hotel rates and set at 50% maximum of that rate for dates of competition plus one
  - c. Food – Athletes ONLY will receive \$25 a day
- vi. Receipts will need to be provided for all expenses
- vii. Florida Swimming will not issue support for entry fees, relays, and time trials.

##### 2. General

- Participation in a USA-S National meet is defined as competing in at least one individual event at the specified meet.
- a. Swimmers who are disqualified from an event for either a stroke or turn violation or a false start may count that event for participation.
  - b. Swimmers who are disqualified for failure to swim a deck-seeded event after they have checked in, or who fail to swim at Finals in an event for which they have qualified, except when such non-participation is for medical reasons, may not count that event (i.e., a swimmer may not scratch from Finals in an event for which they have qualified and count that event toward participation.)
  - c. Swimmers who are disqualified for unsportsmanlike conduct or because of a violation of a safety rule may receive travel support only after review and approval by the FL Board of Directors.
  - d. Waivers / Appeals
    - i. In extenuating circumstances, certain eligibility or participation requirements may be waived.

## Chapter 4

- ii. An appeal, in writing, should be submitted by the Club representative (or Unattached swimmer) to the FL office to be referred to the FL Board of Directors.
- iii. Appeals to any decision regarding National Support may be made by the Club representative (or Unattached swimmer) to the Board of Directors by submitting a letter to the FL Office.

### 3. Foreign Athletes/Travel

USA Swimming coordinates international travel and exchanges for athletes and clubs.

- a. Approval is needed from USA-S and the foreign Federation involved prior to travel and competition.
- b. The following forms can be found in the registration section of the Forms Index.
  - i. **Notification of Membership in USA Swimming.**  
When a member of a FINA Federation applies for membership in USA Swimming, he/she must complete the *Notification of Membership in USA Swimming* form. This form should be sent to the FL office.
  - ii. **Foreign Travel Permit Request.**  
LSCs and clubs wishing to compete abroad must complete the *Foreign Travel Permit Request* form and submit it plus the foreign federation invitation and the meet information to the FL office.
  - iii. **Invitation to Foreign Athletes/Teams.**  
LSCs and clubs wishing to invite foreign athletes or teams to participate in a meet must complete the *Invitation to Foreign Athletes/Teams* form and submit the form and the meet information to the FL office.

## Chapter 5

### FL All-Star Teams

The Southern Zone All-Star Meet is the premier age group meet of the season. Outstanding swimmers from all over the Southern Zone, representing their LSCs, compete for top honors. It is a great privilege to be selected to represent FL (FL) at this meet.

#### 5.1 Short Course - Athletes

##### 1. Meet regulations

*(Add Information here)*

##### 2. Athlete eligibility

*(Add Information here)*

##### 3. Florida Swimming/Florida Gold Coast Dual Meet

*(Add Information here)*

#### 5.2 Short Course - Staff

The short course All-Star team will be accompanied on the trip by a Team Manager, Head Coach, Assistant Coaches and chaperones.

##### 1. Coaches

###### a. Head Coach

- i. Applications for the Zone Head Coach position are available on the FL website and must be submitted to the FL office by deadline printed. The candidate should have prior experience as a Age Group coach
- ii. The Zone Head Coach will be selected from the qualified applicants by the FL Age Group Chairman.
- iii. The responsibilities of the Zone head coach are:
  - (1) Serve as Head Coach at Southern Zone meets.
  - (2) Actively encourage other coaches to apply for the Zone Team coaching staff.
  - (3) With the Age Group Chair and the Coaches Rep, select the assistant coaching staff.
  - (4) Assign each coach (self included) responsibility for one age group.
  - (5) Participate with the coaching staff and Age Group Chair in selecting the team and team captains.
  - (6) Inform staff of duties and expectations before and during the meet.
  - (7) Supervise staff in contacting and informing prospective team members of their selection.
  - (8) Be present throughout the entire meet.
  - (9) Conduct team meetings as needed.
  - (10) Organize distribution of certificates and pins after the meet.
  - (11) Submit summation report to the zone manager at the conclusion of the each meet.

###### b. Assistant coaches

- i. Applications for Zone Assistant Coach positions are available on the FL website and must be submitted to the FL office.
- ii. The assistant coaching staff should be a mix of veteran Zone coaches and those for whom this will be their first Zone experience.
- iii. The Zone assistant coaching staff will be selected in January by a committee consisting of the FL Age Group Chair and the Zone Head Coach.
- iv. The responsibilities of the Zone coaching staff are:
  - (1) Become familiar with the swimmers in their assigned age group before team is selected.
  - (2) Assist the Head Coach in selecting team and team captains and informing prospective team members of their selection.
  - (3) Be responsible for assigned age group beginning when team is selected and continuing throughout Zone Meet.
  - (4) Coordinate responsibilities with the chaperone for your age group.
  - (5) Be present throughout the entire meet.

## Chapter 5

### 2. SZSS Meet Team Manager

- a. *(Insert selection criteria & process information here)*
- b. Responsibilities of the team manager are:
  - i. Work with the Zone Team Head Coach throughout the year
  - ii. Hotel accommodations: number and type rooms, rooming lists, any other facility considerations, generally booked one year in advance of meet.
  - iii. Food: arranging meals and any special needs (diabetics, allergies, religious considerations)
  - iv. Transportation: from hotel, at meet location, between hotel & facility, home again
  - v. Processing entry to be sent to the host team with head coach.
  - vi. Organizing packets for swimmers, coaches, chaperones
  - vii. Arranging for facility for practice/meeting after team is selected.
  - viii. Arranging for practice at meet.
  - ix. Assigning chaperones.
  - x. Emergencies.
  - xi. Be accessible to parents and answer questions.
  - xii. Budget & accounting for monies received and disbursed.
  - xiii. Prepare post meet report, including financials for Board of Directors.

### 3. SZSS/Dual Meet Chaperones

- a. Parents wishing to become chaperones for the All-Star teams should submit their name to the FL office in writing.
- b. Parents are not permitted to chaperone their own child's age group.
- c. Final selection of chaperones will be made after the All-Star and Zone teams have been chosen by the Age Group Chairman.

## Chapter 6

### General Rules for Swim Meets & Competitions

#### 6.1 LSC-hosted meets

1. Usual anticipated income is based on the following:
  - a. Entry Fees for FL Championship Meets
    - i. FL Age Group (FLAGS) Individual - \$15.00 & Relay - \$20.00
    - ii. Sr. Meets – Individual - \$15.00 & Relay - \$20.00
  - b. Admissions and program sales
  - c. Advertising
  - d. Merchandise sales
2. Usual anticipated expenditures include, but are not limited to, the following:
  - a. Facility rental and associated costs
  - b. Printing and reproduction
  - c. Postage (FL Office)
  - d. Awards
  - e. Hospitality
  - f. Telephone
  - g. Lodging for key officials (Meet Directors, Head Referee, etc.)
  - h. Merchandise for resale

#### 6.2 Club-hosted meets

1. **Entries & Fees**
  - a. Incoming entries should be entered on a "first come/first served" basis, unless the meet is a closed/invitational meet.
  - b. Entry Fees:
    - i. Individual Timed final: \$5.50/Relay \$6.00 – Facility \$10.00
    - ii. Individual Prelim/Final:\$8.50/Relay \$10.00 – Facility Fee determined by host
    - iii. Deck Entries: \$10.00
2. Host teams may have the option of adding up to \$3.00 per swimmer for the heat sheets.
3. Host will maintain all published meet communications on host website (psych sheet, timelines, heat sheets, hotel information, etc.).
4. Excluding LSC Championships, Florida Swimming will only post meet announcement, meet events file, meet results .zip file and meet results PDF file.

#### 6.3 Penalties

1. **Sanction Violations for Club Run Meets**
  - a. Meet Hosts are required to comply with the provision of USA Swimming Rules and Regulations, Article 202.2, as well as additional FL Guidelines.
  - b. These penalties will be imposed on all meet hosts that violate one or more of these requirements. All future meets will be suspended if the penalties are not paid promptly.

<b>VIOLATION</b>	<b>PENALTY</b>
Re-posting of meet info for web	\$20 flat fee
Failure to make required corrections to meet information	Board of Review*
Late submission of “splash” fees	\$100 flat fee
Blatant or repeated failure to follow meets rules and regulations established by USA Swimming and/or FL Swimming	Board of Review*

**\*Board of Review has the right to impose penalties, up to and including loss of sanction.**

2. **Falsification of entry times**

FL may require any club to provide proof of time for any entry into an LSC-hosted meet. Failure to provide proof will result in a fine imposed by the appropriate committee.

## Chapter 6

### 6.4 Meet and Safety Directors

The Sanction Request Form for each Meet must include the name of a certified Meet Director and Safety Director who will be responsible for that Meet.

### 6.5 Entries

#### 1. Acceptance of Entries

- a. Prior to deadline
  - i. Any entry which was submitted properly and prior to the Meet Entry dead-line, but which was left out of the Meet Program must be considered to be an Official Entry to the meet.
  - ii. The Referee should take whatever action is necessary to include those swimmers in the proper events at the meet.
    - (1) If appropriate, the event should be re-seeded.
    - (2) Alternatively, the swimmer may be willing to swim in any “open” lane, including an open lane in the first heat.
- b. After the deadline
  - i. Entries which are received after the Meet Entry deadline may be accepted by the meet director at their discretion when unusual or extenuating circumstances exist.
  - ii. In general, “late entries” should not be accepted more than one or two days after the deadline, and only when such entries can be accepted and entered into the meet before the final meet program has been printed.
  - iii. When accepted in this way, such entries are “official” and swimmers are eligible for all awards.

#### 2. Deck Entries

- a. For meets hosted by local clubs, deck entries may be accepted on the day of the meet provided that the meet information has indicated that Deck Entries would be allowed.
- b. Acceptance of a Deck Entry should not prolong the meet ( i.e., entry should only be in an open lane and no additional heats should be created).
- c. Any deck entry participant must meet all applicable meet entry requirements, including:
  - i. Meeting the time standard for the event if appropriate.
  - ii. The participant may not exceed the allowable number of events for the day.
- d. Any meet host wishing to allow deck entries at a meet must state it clearly in the meet information, including specific information about how to enter and on what basis the decision to allow entries will be made. (i.e., “space available.”)
- e. Meet hosts may charge up to \$10.00 entry fee for deck entries.
- f. Swimmers entering as deck entries must meet all of the same applicable USA-S and FL rules as those swimmers who entered by the entry deadline.

#### 3. Non-Conforming Times

- a. A Non-conforming (FL) time is defined as an Entry Time recorded in a course venue other than the course in which the Meet being entered will be swum (i.e., a time recorded in a 25-yd pool used for entry into a Long Course Meet.)
- b. All entry times – whether Conforming or Non-conforming – must be achieved in a USA-S Sanctioned, Observed or Approved Meet or a FL Accepted Meet.
- c. Non-conforming times must be accepted for entry to all FL Sanctioned meets.

**Exception:** FL may limit entry to FL hosted Championship Meets (i.e., FLAGs, Senior, etc.) to entry times achieved in the current season Meet course – i.e., SCY and SCM for the SC Spring Meets, or LC only for the LC Summer Meets. See below for additional information.
- d. All Meet entries should be submitted using an actual time swum in the course in which the time was achieved.
- e. Non-conforming times will be entered after all conforming times.
- f. If it becomes necessary for Meet Management to limit the number of heats in any event, it should be mentioned in the meet information and swimmers entered with conforming times should have preference over those entered with Non-conforming times.



## Chapter 6

### 6.6 Rules

#### 1. Four Hour Rule

- a. **Background** - USA Swimming Rule 204.3.1F reads: "With the exception of championship meets the program in all other age group competition below the A time level shall be arranged to allow the events for swimmers 12 years and younger to be completed in four (4) hours or less for a timed finals session or in a total of eight (8) hours or less per day for a preliminaries and finals meet."
- b. The "4 Hour Rule" will apply to any FL sanctioned meet with swimmers 12 years and younger in a session.
- c. FL Championship Meets are exempt from the "4 Hour Rule."
- d. **Procedure:**
  - i. For all meets subject to the "4 Hour Rule," a time line must be run for each session using the Computer meet program (e.g., Hy-Tek Meet Manager); a 30-second interval must be used between heats.
  - ii. All sessions which project to be longer than the 4-hour limit based on the above required time line must be shortened by one of the following actions before the meet entry deadline date:
    - (1) Split the session (i.e., add an extra session). The session may be split by age-group or by segregating specific events.
    - (2) Eliminate all relays from the session.
    - (3) Eliminate the last entries received.
    - (4) Note: Notice should be included in the Meet Information that when the 4 hour time limit is reached for any session, no further entries will be accepted for that session.
    - (5) Limit the number of heats in specified events.
    - (6) Eliminate a complete event(s).
    - (7) Reduce the number of permitted events for each swimmer - e.g., events per swimmer reduced from 5 to 4 per day. This must be applied to all swimmers in the session.
  - iii. The meet information must include the directive that the Meet Director reserves the right to limit events, heats, swimmers or adjust the format to conform to the 4 hour rule before the entry deadline date.
  - iv. Any changes should be approved by the FL Sanctioning Chairman and Meet Referee.
  - v. Whatever action is taken to reduce the time, all teams competing in that session must be notified of the change in format.
    - (1) This notice must be by direct contact - e.g., via a phone call or return response requested of email sent.
    - (2) A notice by mail is not acceptable.
  - vi. Whenever an event is designated to be either eliminated or to limit the number of heats in that event, those events should be communicated to the FL Office.
  - vii. Another possibility for handling large meets is to consider a "deck seed" meet.
    - (1) These meets involve significantly more work and equipment - especially in order to stay within the required time limit.
    - (2) Another consideration is that this type of meet is unfamiliar to most age-group swimmers.

#### 2. Scratch Rule

- a. **Individual scratch rule**
  - i. **Pre-Seeded Event** - Any swimmer not reporting for and/or competing in an individual pre-seeded Timed Final event or pre-seeded Preliminary event (when Finals are scheduled) shall not be penalized.
  - ii. **Deck-seeded Events**
    - (1) Swimmers entered in an individual event that is deck-seeded, in whole or in part, must check-in for that event in order to be seeded.
    - (2) Check in for deck-seeded events shall normally close for seeding no earlier than thirty (30) minutes before the scheduled start of the event, unless noted differently in the Meet Information.
    - (3) Any swimmer who has positively checked in for a deck-seeded individual event and then does not swim that event will be barred from the next individual event in which the swimmer is entered, whether on the same or later meet day, unless the swimmer has notified the Referee or Clerk of Course prior to the closing of the event that the swimmer wishes not to be seeded.

## Chapter 6

- (4) A swimmer who is entered in a deck-seeded event but who has neither positively checked-in nor scratched from the event may still swim the event by reporting to the Referee before the start of the first heat of the event.
    - (a) Such swimmer(s) shall be placed in an open lane in the slowest heat.
    - (b) Each meet host shall have the option as to whether additional heats will be created, if necessary to accommodate such swimmer(s); such notice shall be included in the Meet Information.
  - (5) At FL hosted or FL Championship meets, swimmers who would be seeded in the fastest heat (by virtue of the psych listing) when such heat is scheduled to swim at a Finals session do **not** have the option to "not to be seeded" and then elect to swim in a slower heat.
- iii. **Scratching from Finals**
    - (1) Any swimmer qualifying for a Finals heat ("A" Final, "B" Final, etc.) in an individual event who then fails to compete in Finals shall be barred from further competition in the Meet, including Relays, except as noted below.  
(*Note:* Such swimmers may compete in Time Trials associated with the Meet.)
    - (2) In the event of withdrawal or barring of a swimmer from competition, the Referee shall fill the Finals heats, when possible, with the next qualified swimmer(s). When the Finals heats have not been contested, the heats shall be re-seeded (if appropriate) unless reseeding will result in unnecessary delays in the meet.
    - (3) First and second alternates shall be announced with the Finals qualifiers. These alternates shall not be penalized if unavailable or if they choose not to compete in the Finals.
    - (4) When the "B" and/or "C" Finals have already been contested, the remaining Finals heats shall be swum with empty lanes (as appropriate) and without reseeding for the empty lane(s).
  - iv. **Exceptions for Failure to Compete** – no penalty shall be applied for failure to withdraw or compete in an individual event if:
    - (1) A swimmer qualifying for a Finals heat notifies the Referee or Clerk of Course within thirty (30) minutes after announcement of the Finals qualifiers for that event that the swimmer (a) wishes to scratch, or (b) may intend to scratch and further confirms their intention to scratch within thirty (30) minutes after the announcement of the results of that swimmer's last event in the Preliminary session; failure to confirm such intention will result in the swimmer being seeded into the Finals of the event.
    - (2) The Referee is notified in the event of illness or injury and accepts the proof thereof.
    - (3) It is determined by the Referee that failure to compete was caused by circumstances beyond the control of the swimmer.
  - v. **Declared False Start**
    - (1) A swimmer may take a Declared False Start in an individual Preliminary or Timed Final event by reporting to the Referee prior to the start of the race.
    - (2) Such declaration shall be treated as a Disqualification.
    - (3) At Finals, a Declared False Start or deliberate Delay of Meet False Start (or other action perceived to be an intentional non-compete) is not permitted and will be regarded as a failure to compete and subject to the penalties stated in the previous section.
- b. **Relay scratch rule**
    - i. **Pre-seeded Events** - Any relay team entered in a pre-seeded relay event that fails to compete in or report for that event shall not be penalized.
    - ii. **Relays Seeded at the Meet and/or Finals when Preliminaries have been swum**
      - (1) Any relay team entered in a relay event that is seeded at the Meet, in whole or in part, that has been checked in and the swimmers' names declared for that event, or has qualified for the Finals as a result of Preliminaries competition, must swim the event unless the Referee or Clerk of Course is notified before the seeding of that event that the relay team wishes to scratch.

## Chapter 6

- (2) A relay team member failing to appear ready to swim for such relay event shall be barred from that relay team member's next individual event in which they are entered; relay team members who do appear ready to swim shall not be penalized.

*Exception: Relay teams or team members who give acceptable notification to the Referee of illness or injury or that failure to compete was caused by circumstances beyond the control of the swimmer, shall not be penalized.*

### 3. Deck Seeding/Check In Requirements

- a. In meets with deck seeded events, swimmers will report to the check-in desk by the announced check-in time for that event and to confirm their intention to swim or scratch from the event.
- b. When the announced check-in time has passed, the Meet Director or their designated representative will seed the event with those swimmers who have indicated their intention to swim the event.

## 6.7 Awards

The award structure designated below is intended to be a guideline for various types of meets.

### 1. Mini Meets

- a. Large Ribbons (rosettes) for top three places.
- b. Standard ribbons to 16<sup>th</sup> place.
- c. Heat winner ribbons (optional)**BB, C Meets**
- d. Ribbons to 6<sup>th</sup> or 8<sup>th</sup> place (based on number of lanes in the pool).

### 2. A, BB/C Meets

- a. "A" entry times: Medals to top 3 places with ribbons to 6<sup>th</sup> or 8<sup>th</sup> place (based on the number of lanes in the pool.)
- b. "BB" entry times: Large rosettes to top three with ribbons to 6<sup>th</sup> or 8<sup>th</sup> place (based on the number of lanes in the pool.)
- c. "C" entry times: Ribbons to 6<sup>th</sup> or 8<sup>th</sup> place (based on the number of lanes in the pool.)

### 3. Special A Meets (FLAG's, MIDS, Etc.)

Medals to 8<sup>th</sup> place.

### 4. East/West Championships

Medals to 3<sup>rd</sup>, ribbons to 8<sup>th</sup>.

### 5. Senior Meets

- a. Medals 1<sup>st</sup> to 3<sup>rd</sup>.
- b. Three girls and three boys high point awards
- c. Team High Point (combined)

## 6.8 Time Trials

1. Time Trials require a separate sanction, even when held in conjunction with a scheduled meet.
2. Sanctioning requirements are the same as for any other meet.
3. Time Trials must be officiated by at least one referee and one starter, both of who must be FL certified officials.
4. Swimmers must currently be registered with USA Swimming as of the day of the time trials.
5. If the Time Trials are held in conjunction with another sanctioned meet:
  - a. Swimmers do not need to meet the general entry criteria of the meet to swim time trials.
  - b. Swimmers are not required to be entered in that meet, unless the meet information states that they must be entered in the meet.
  - c. Entries for time trials will be accepted if time permits.
  - d. Time Trial results must be separate from the meet results, with the separate sanction number listed.
6. Time Trials information must be included in the meet or Time Trials announcement.
7. Time Trials entry forms are available from the FL office.
8. Meet results for Time Trials must be provided in publication order.

## Chapter 7

### Types of Meets

#### 7.1 Sanctioned Meets

##### 1. Definition

- a. As the local administrative arm of USA Swimming, FL is authorized to issue the sanction for all swimming competition and benefits, exhibitions, clinics and entertainment involving competitive swimming within its geographical boundaries.
- b. Sanctioned meets must be conducted under current USA-S rules.

##### 2. Requirements and Conditions

- a. Sanctions may only be issued to USA Swimming group members or LSCs and their subdivisions.
- b. A sanction cannot be issued to any organization or person whose interest in amateur athletic competition is purely commercial or where the event is promoted purely for profit or advertising value.
- c. Sanctions issued to one organization cannot be transferred to another organization; FL may deny further sanctions to any organization violating this provision.
- d. No further sanction shall be given to any organization that has failed to satisfy expense obligations to the athletes or to award prizes as stated on its entry blank until the obligations are satisfied or the prizes awarded.
- e. Bids for meet dates must state whether the meet will be "Open" to all registered swimmers or "Closed" to all, but specified swimmers as follows:
  - i. Swimmers or team in a specific league.
  - ii. Swimmers from host club and outside the Area of the current host team.
  - iii. Swimmers from host club and a group of not more than 4 invited teams.
  - iv. "Open" meets may be "Closed" after sanctioning is complete, the Meet Announcement and the Meet Events file have been posted to FL Website, and when entries are full. Host club must contact FL Office with notification.
- f. Application for sanction must be accompanied by a copy of the complete meet information and meet events file, including "USA-S Hold Harmless clause", "Condition of Sanction" statement, "Camera Zone" statement and a statement of the nature of prizes to be awarded.
  - i. Application must be submitted at least 10 business days prior to the start of the meet to the FL office.
  - ii. Meet registration file must be submitted no less than 3 business days prior to the start of the meet or the Meet Host will receive a \$100 fine.
- g. FL requires that the following information regarding finances be submitted by every organization receiving a sanction within 14 days after the meet:
  - i. Meet Financial Summary Report
  - ii. All event surcharges related to the sanctioned event.
  - iii. Meet hosts shall be required to check coach's/official's certifications at sign-in and return a copy of the Check-in Sheets back to the LSC with their Meet Results.  
Failure to comply shall result in a \$100 fine to the Host Club.
- i. No sanction to hold any athletic event of any kind shall thereafter be issued to an organization that has failed or refused to file with FL any statement or affidavit required under any subdivision of this section until the statement or affidavit is filed or until such time as the LSC may determine.
- h. No swimmer, who is not a member as provided in Article 302 of USA Swimming Rules, will be allowed to compete or participate.
- i. All persons acting in any coaching capacity in a sanctioned event must be coach members of USA-S.
- j. All meet directors, referees, starters, administrative officials and stroke and turn judges serving in an **official** capacity in a sanctioned event **must** be members of USA-S/FL.
- k. Meet information, entry blanks and meet programs must contain the statement "Held under the sanction of USA Swimming / FL."
- l. Conduct of the sanctioned event shall conform in every respect to all technical and administrative rules of USA Swimming.

3. **Times** - Times achieved at a Sanctioned Meet are considered Official times for all purposes.

#### 7.2 Approved Meets

##### 1. Definition

- a. An Approved Meet (see USA Rulebook, Article 202.4) is a competition conducted in accordance with USA Swimming technical rules but where all athletes are not members of USA-S.

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- b. Requirements for an Approved Meet are set by USA-S but approval of such meets is granted by the LSC.
  - c. Host organizations do not have to be members of USA/FL.
- 2. Requirements**
- a. Approvals may be issued to either USA Swimming member clubs or non-member clubs or organizations for meets conducted in accordance with USA Swimming technical rules.
  - b. Both USA-S athlete members and non-USA-S athlete participants may compete in an Approved Meet.
  - c. A written application for recognition of an Approved Meet should be submitted to FL prior to the competition.
  - d. Application for approval shall be accompanied by complete meet or event information and fee.
  - e. There must be the required number of USA-S officials, certified by FL, present to observe and certify that the conduct of competition and all times achieved in such competition were in conformance with all applicable USA-S technical rules including, but not limited to, the following:
    - i. Individual stroke and relay rules,
    - ii. Entry limit per day,
    - iii. False start rule,
    - iv. Requirements for official time/performance,
    - v. Timing resolution (including table) and
    - vi. Minimum standards for facilities
  - f. The organization requesting approval must permit USA-S officials, if applicable, to be on the deck at both ends of the course where they can properly view strokes and turns.
  - g. No approval for domestic competition will be issued to any organization or person whose interest in amateur athletic competition is purely commercial, or where the event is to be promoted solely for the profit or the advertising value to be derived there from. Any income derived from approved events must be used for the further promotion of swimming, for an approved charity, or for the general welfare of the promoting organization as a whole.
  - h. Approvals issued to one organization cannot be transferred to another. FL may deny further approval to any organization violating this provision.
  - i. No approval will be given to any organization which has failed to satisfy expense obligations to athletes or to award prizes as stated on its entry blank or event information until the obligations are satisfied or the prizes awarded.
  - j. Complete meet results shall be submitted to FL within fourteen (14) days of the completion of the Meet.
- 3. Times**
- a. Times achieved by member athletes may be used for entry into any USA-S competition.
  - b. The times achieved by Member Athletes at an Approved Meet may be used for National Times Verification purposes and consideration for National Top 16, FL Top10, FL records, and FL Zone Team.

### 7.3 Observed Meets

#### 1. Definition

- a. An Observed Meet (see USA Rulebook, Article 202.5) is a meet held under rules other than those of USA Swimming, but from which certain times can be used for entry into any USA-S Meet.
- b. USA-S certified officials ***must*** observe individual swims and provide verification that the swimmer has complied with current USA Swimming Rules.

#### 2. Requirements

- a. The Meet must be a season-culminating Championship (i.e., League, Conference, District, Sectional, Regional or State championship) or be specifically approved by the USA Swimming Program Operations Vice President through application to the National Times Coordinator.
- b. A time trial held in conjunction with the meet that is officiated in accordance with the same standard as the championship meet may also be observed.
- c. An application to have a Meet recognized as an Observed Meet must be submitted to the FL Office at least ten (10) days prior to the Meet.
- d. USA Swimming observers approved or assigned by the FL Administrative or Officials' Chair must be present at the Meet.
  - i. Observers must be currently certified at Stroke & Turn level or higher.

## Chapter 7

- ii. At least two (2) observers are required at each session; observers may not work as regular officials at the meet.
  - iii. Names of the officials must be included on the application.
  - iv. A sufficient number of observers must be present on the deck to adequately verify compliance with USA-S Rules.
  - e. The Meet Director shall provide an opportunity for each swimmer or coach to designate which swims are to be observed before the start of each session.
    - i. Prior to the start of the competition, the observers shall be notified of the individual swims that are to be observed.
    - ii. Alternatively, with the approval of FL, the observers may be asked to "observe" the entire meet.
  - f. In order for an "observed" swim to be recognized by USA-S, the observed swimmer must be a current member of USA-S at the time of the swim.
  - g. A time achieved as an observed swim in compliance with USA-S rules as stated in the USA Swimming Rules and Regulations, will be considered an official time for the swimmer and will be acceptable for National Time Verification purposes.
- 3. Times**
- a. A time achieved as an observed swim in compliance with USA-S rules as stated in the USA Swimming Rules and Regulations, will be considered an official time for the swimmer and will be acceptable for National Time Verification purposes.
  - b. The times achieved as an Observed swims may be used for National Times Verification purposes and consideration for National Top 16, FL Top10, FL records, and FL Zone Team.

### 7.4 Fees for Sanctioned, Approved, Observed Meets

Fees for all FL Sanctioned or Approved meets or events shall be as shown in the following table:

Type of meet	Fee
1 day meet (sanction/approval)	\$30.00
2 or more day meet (sanction/approval)	\$50.00
Intra squad (sanction/approval)	\$30.00
Dual meet (sanction/approval)	\$30.00
Closed invitational (1 day, sanction/approval)	\$30.00
Closed invitational (2 or more days, sanction/approval)	\$50.00
Open water (one day)	\$30.00
Camp, exhibition, swim-a-thon	\$.00
Time trials (associated with sanctioned meet only, each)	\$30.00
Observed Meet	\$50.00

## Chapter 8

### Open Water

#### 8.1 Mission Statement

The FL Open Water Chairman shall be responsible to the FL Board of Directors for the planning and implementation of the FL Open Water program.

#### 8.2 Goals

1. Provide Direction and Control to the FL Open Water Program.
2. Encourage and support Open Water Swimming activities from international events to local events in FL.

#### 8.3 Objectives

1. Provide technical advice and support to clubs running open water events.
2. Recommend approval (or denial) of sanctions for FL Open Water Events.
3. Conduct of the FL Open Water Championships, both age group and senior Championship events.
4. Conduct training, orientations, and seminars for open water officials, safety authorities, FL Personnel and the general public when available.

#### 8.4 Administration

All rules, regulations, and policies regarding pool events apply equally to open water events unless exceptions are noted in the policy manual.

#### 8.5 Open Water Meets

1. Entry Fees
  - a. Individual fee
  - b. Relay\* fee  
**Note:** Relay Team shall be the times of the first three swimmers added together to determine the first place relay team.
2. Sanctions are required for all Open Water Meets.
3. Surcharges need not be submitted for Open Water sanctioned meets to FL.
4. All applications to host FL Open Water events must comply with the following time line.
  - a. Submit requested meet date to the FL Office a minimum of thirty (30) days in advance.
  - b. Host club submits Sanction application, draft meet information and appropriate application fees to FL Office.
  - c. This information must clearly specify if there will also be non-sanctioned events and/or Masters events conducted simultaneously with this sanctioned swim, and that the FL sanction will not apply to those classifications.
  - d. The meet information for those non-sanctioned and/or Masters events be included for review to ensure that no inference of USA Swimming or FL sanction can be drawn.

#### 8.6 FL Open Water Swimming Championships

FL will conduct Open Water Championships in Age Group and Senior Classifications.

## Chapter 9

### Safety

A Safety Director's Manual is maintained at the FL Swimming Office or on USA-S web site. Contact the FL Office for further information.

## Chapter 10

### Officials

#### 10.1 General Requirements, Meet and Committee Duties & Responsibilities

1. General Requirements for All Certified Officials
  - a. All certified officials must be current non-athlete members of USA Swimming, subject to the USA-S Code of Conduct
    - i. All officials must have successfully completed the USA-S Level II Background Check as part of the membership process.
    - ii. All officials must have successfully completed the USA-S Athlete Protection Training Program as part of the membership process.
    - iii. All officials must have successfully completed the CDC or NHFS Concussion Protocol Training.
    - iv. All officials must renew the Level II Background Check and Athlete Protection Training Program prior to the expiration date(s) shown on their non-athlete registration card.
  - b. Certified Officials shall be assigned to one of the six Florida Swimming (FL) Areas based on the address of the applicant's team.
    - i. In the event that the applicant is unattached, assignment will be based on the mailing address of the applicant's residence.
    - ii. Certifications must be approved by the respective Area Representative for that official.
  - c. Officials newly certified at each Certification Level (Stroke & Turn Judge, Starter, Administrative Official or Deck Referee) are ineligible to volunteer at any FL Championship Series (FLAG's, Senior Championships, All Star Dual Meet) or higher level meet (i.e. Sectionals) in any newly achieved position prior to working a minimum of fifteen (15) sessions in at least five (5) different meets in that position. This requirement may be waived by the Official's Chair on a per meet basis.
  - d. Any Non-Athlete/Official in good standing who serves at least 8 sessions during the prior season at Florida Swimming sanctioned meets shall have their current membership registration fees reimbursed to the paying entity (club or individual).
2. Officials Duties/Responsibilities for Meet Operations
  - a. Prior to the start of the meet, the Meet Referee and any official choosing to work at the meet should read the Meet Announcement including the Order of Events and be aware of the host team's stipulations for the conduct of the meet.
  - b. Check-In
    - i. All officials and apprentices should arrive at the venue prior to the start of the officials briefing unless excused by the Meet Referee
    - ii. All officials should sign the Officials Meet Sign-in Sheet to assure credit for attendance at the meet
  - c. Officials briefings - All sessions of meets should be preceded by an officials' briefing to include:
    - i. Assignment of officials/apprentices
    - ii. Jurisdiction of officials
    - iii. Rules and Stroke briefing
  - d. Conduct of the Meet
    - i. The Meet Referee shall be ultimately responsible for the conduct of the meet; the Meet Referee shall:
      - ii. Clearly instruct the other officials in their expectations and their duties for the meet;
      - iii. Verify the work of the Scoring Room and Administrative Official as regards the determination of the swimmers' official times;
      - iv. Monitor the conduct of the meet to be aware of any problems or errors that may occur;
      - v. Promptly answer all questions about procedures, official times, disqualifications, etc.
      - vi. Be proactive in solving problems.



- vii. All other officials shall perform their assigned duties in a manner consistent with the USA-S rules for swimming competitions and, should any problems or other unusual situation arise, immediately report the details of such to the Meet Referee.
- e. Post-Meet – the Meet Referee or their designee shall:
  - i. Enter all officials, as well as their number of sessions worked in each position, into the USA-S OTS system within 72 hours of the meet’s conclusion; For purposes of determining sessions worked at a meet, a session shall consist of all scheduled strokes completed by all age groups in a particular segment of a meet regardless of how many sessions a segment of a meet may be divided.
    - (1) To receive credit for a session, an official or apprentice must work a majority of the events contained in that session.
    - (2) Incomplete sessions caused by weather or other conditions beyond the control of the meet officials may be credited at the discretion of the Meet Referee based upon the actual length of the session and the circumstances of the meet.
  - ii. FL Meet Referee report to be sent to the FL Treasurer and Vice-Chair of the Officials’ Committee within 72 hours of meet’s conclusion.

### 3. Officials’ Committee Member Duties & Responsibilities

- (a) Chair – In addition to the duties contained in the FL Bylaws, Rules & Regulations and elsewhere herein, the Chair shall:
  - i. Represent FL officials at designated USA Swimming Functions and
  - ii. Have the final approval on all actions taken on behalf of the Committee.
- (b) Vice Chair
  - i. Serves as the main point of contact for the Area Representatives and other Committee members;
  - ii. Fulfills the Chair’s duties in their/her absence;
  - iii. Assists all Committee members with their duties;
  - iv. Serves on Committee subcommittees and task forces as appointed by the Chair.
- (c) Area Representatives
  - i. Serves as the point of contact for the local officials;
  - ii. Assists in the recruitment, training and retention of officials in their Area;
  - iii. Recommends approval of officials’ certifications in their Area to the Apprenticeship Coordinator;
  - iv. Recommends officials for appointment as Team Lead officials at LSC Championships;
  - v. Serves on Committee subcommittees and task forces as appointed by the Chair.
- (d) Coordinator
  - i. Serves on Committee subcommittees and task forces as appointed by the Chair
- (e) Past Chair – Shall serve as an advisor and mentor to the Committee and its members.

### 4. Nominating Committee

- i. Shall consist of no less than 3 and no more than 5 volunteer members of the current Committee membership.
- ii. Shall be selected no less than sixty (60) days prior to the Annual HOD meeting in years that require the election of the Committee Chair.
- iii. Shall appoint a Chair from among their membership.
- iv. Shall conduct the election of the Officials’ Committee Chair in compliance with the FL Rules & Regulations.
- v. The current Officials’ Committee Chair shall not be a member of the committee.

## 10.2 Official’s Positions – Requirements for Certification and Advancement

- 1. Requirements for Certification for all Officials’ Positions in FL
  - a. Meet the minimum age as designated for each position prior to beginning the certification process for that position.
  - b. Attendance at an Apprentice Training Clinic
    - i. Apprentice Training Clinics may be held in conjunction with a swim meet or at any location
    - ii. Apprentice Training Clinics shall be taught by Certified Clinic Instructor (CCI) or Area Representative where required.

- iii. Officials Clinic Report Form shall be completed and sent to the Area Representative by the Clinic Instructor
    - c. Completion of the required exam/test for the appropriate position with the required minimum score for the position.
    - d. Completion of an “apprenticeship” for the appropriate position
      - i. Apprenticeship may not begin prior to attending the appropriate clinic and successfully completing the appropriate exam(s).
      - ii. Upon completion of the apprenticeship, the candidate must also satisfactorily complete a final review(s) by Meet Referee of final meet or other designated individual.
    - e. Individual must hold current USA-S Non-Athlete Membership prior to certification.
    - f. All certifications shall be verified and approved by the Area Representative of the FL Area to which the new official will be assigned.
    - g. All certifications shall expire on the last day of the year coinciding with the next re-certification date of all FL officials.  
Exception: Officials newly certified in the final year of a re-certification cycle shall not be required to complete re-certification in that cycle
    - h. FL Certification record will be available electronically via USA-S’s Officials’ Tracking System (OTS) to:
      - i. All certified officials
        - (1) Upon approval of the Area Representative once they have met the requirements for certification.
        - (2) The record will specify the official’s area and level(s) of certification.
      - ii. All apprentice officials
        - (1) Once the introductory clinic and any necessary testing requirements have been met for each apprentice certification level as indicated in the OTS system.
        - (2) The record will specify the official is eligible to apprentice at the specified level.
2. Stroke & Turn Judge
  - a. Minimum age of eighteen (18).
  - b. Completion of a Stroke & Turn clinic taught by a Certified Clinic Instructor (CCI) for this position prior to beginning the apprenticeship.
  - c. Completion of the Stroke & Turn exam with a minimum score of 80%.
  - d. Prior to beginning the Apprenticeship, the individual must register with USA-S by completing either the Apprentice Official Registration Application or the USA-S Non-Athlete Membership Registration process.
    - i. The Apprentice Official Registration shall only be valid for a period of sixty (60) days.
    - ii. The individual must have completed the current year USA-S Non-Athlete Membership prior to the expiration of the Apprentice Official Registration period.
    - iii. If the individual has not attained full USA-S Non-Athlete membership prior to the expiration of the Apprentice Official registration period of sixty (60) days, the individual's apprenticeship shall be suspended until the USA-S Non-Athlete Registration is complete, at which time the apprenticeship may be completed.
    - iv. All individuals must have attained full USA-S Non-Athlete membership to be certified as a Stroke & Turn Judge.
  - e. Completion of Apprenticeship
    - i. Completion of a minimum of fifteen (15) hours apprentice time on deck
    - ii. Mentored/instructed by two (2) or more different certified Stroke & Turn officials that each have a minimum of one (1) year certification as a Stroke & Turn Judge.
    - iii. Completed at a minimum of two (2) different meets.
    - iv. Apprenticeship must be completed within one (1) year of completion of the clinic.
  - f. Completion of Graduation Review Outline with the Meet Referee.
  - g. Approval of the Meet Referee of the final meet apprenticed by the official.
3. Starter
  - a. Minimum age of eighteen (18)
  - b. Completion of Starter clinic taught by a CCI for this position prior to beginning the apprenticeship.
  - c. Completion of the Starter and the Timer exams with a minimum scores of 80% on each.
  - d. Prior to beginning the Apprenticeship, the individual must complete a minimum of twelve (12) sessions worked as a certified Stroke and Turn Judge or Chief Judge at a minimum of three (3) different meets.

- e. Completion of Apprenticeship
    - i. Completion of a minimum of twenty (20) hours apprentice time on deck
    - ii. Mentored/instructed by three (3) or more different certified Starters
    - iii. Completed at a minimum of three (3) different meets and at least five (5) sessions.
  - f. Completion of the Starter Review with the Meet Referee.
  - g. Approval of the Meet Referee of the final meet apprenticed by the official.
- 4. Deck Referee**
- a. Minimum age of twenty one (21)
  - b. Completion of Deck Referee clinic taught by a CCI for this position prior to beginning the apprenticeship.
  - c. Completion of the Referee and Clerk of Course exams with minimum score of 80% for each exam.
  - d. Prior to beginning the Apprenticeship, the individual must have:
    - i. Completed one (1) year as a certified Stroke & Turn Judge and certified Starter;
    - ii. Obtained certification as a Starter
    - iii. Worked a minimum of fifteen (15) sessions on deck as a certified Stroke & Turn Judge and
    - iv. Worked a minimum of five (5) sessions on deck as a Starter.
  - e. Completion of Apprenticeship
    - i. Completion of a minimum of twenty (20) hours deck apprentice time.
    - ii. Mentored/instructed by three (3) or more different certified Deck Referees
    - iii. Completed at a minimum of three (3) meets and at least five (5) sessions
  - f. Completion of the Deck Referee Review with the Meet Referee.
  - g. Approval of the Meet Referee of the final meet apprenticed by the official.
- 5. Meet Referee**
- a. Minimum age of twenty one (21).
  - b. Currently be certified as an Administrative Official or obtain that certification concurrent with Meet Ref Certification.
  - c. Prior to beginning the Apprenticeship, the individual must complete a minimum of twelve (12) sessions worked as a certified Deck Referee at a minimum of three (3) different meets.
  - d. Completion of Clinic, Test and Apprenticeship
    - i. For a candidate holding current Administrative Official certification, the candidate shall:
      - (1) Complete Meet Referee Clinic taught by a CCI for this position prior to beginning the apprenticeship;
      - (2) Complete the Timing Judge exam with minimum score of 80%
      - (3) Complete a minimum of twenty (20) hours apprentice time working with the Meet Referee and shall not include time spent on deck in any other assigned position ( i.e., Deck Referee, Starter or S&T Judge);
      - (4) Be mentored/instructed by two (2) or more different certified Meet Referees;
      - (5) Completed at a minimum of three (3) different meets and at least five (5) sessions;
  - e. Certification is made by the Meet Referee of the final meet apprenticed by the official and forwarded to the Area Representative for final approval and then to Officials Chair/Vice Chair.
- 6. Administrative Official**
- a. Minimum age of eighteen (18)
  - b. Completion of Administrative Clinic taught by a CCI for this position prior to beginning the apprenticeship.
  - c. Completion of the Administrative Official exam with a minimum score of 80%.
  - d. Prior to beginning the Apprenticeship, the individual must register with USA-S by completing either the Apprentice Official Registration Application or the USA-S Non-Athlete Membership Registration process.
    - i. The Apprentice Official Registration shall only be valid for a period of sixty (60) days.
    - ii. The individual must have completed the current year USA-S Non-Athlete Membership prior to the expiration of the Apprentice Official Registration period.
    - iii. If the individual has not attained full USA-S Non-Athlete membership prior to the expiration of the Apprentice Official registration period of sixty (60) days, the individual's apprenticeship shall be suspended until the USA-S Non-Athlete Registration is complete, at which time the apprenticeship may be completed.
    - iv. All individuals must have attained full USA-S Non-Athlete membership to be certified as an Administrative Official.
  - e. Complete an Apprenticeship:

- i. Completion of a minimum of fifteen (15) hours apprentice time;
  - ii. Mentored/instructed by two (2) certified Administrative Official or Administrative Referee that have a minimum of one (1) year certification as an Administrative Official or Administrative Referee;
  - iii. Completed a minimum of two (2) different meets.
  - iv. Apprenticeship shall include a minimum of two (2) sessions each with the automatic timing system and scoring/computer system operators.
  - v. Approval of the Meet Referee of the final meet apprenticed by the official.
- 7. Chief Judge**
  - Minimum age of eighteen (18).
  - b. Completion of a Chief Judge clinic taught by a Certified Clinic Instructor (CCI) for this position prior to beginning the apprenticeship.
  - c. No exam is required for this position.
  - d. Prior to beginning the Apprenticeship, the individual must complete a minimum of twelve (12) sessions worked as a certified Stroke and Turn Judge at a minimum of three (3) different meets.
  - e. Completion of Apprenticeship
    - i. Completion of a minimum of twelve (12) hours apprentice time on deck
    - ii. Mentored/instructed by two (2) or more different certified Chief Judge or Deck Referee officials that have a minimum of one (1) year certification as a Chief Judge or Deck Referee.
    - iii. Completed at a minimum of two (2) different meets.
    - iv. Apprenticeship must be completed within one (1) year of completion of the clinic.
  - f. Completion of Graduation Review Outline with the Meet Referee.
  - g. Approval of the Meet Referee of the final meet apprenticed by the official
- 8. Open Water Judge**
  - a. Minimum age of eighteen (18).
  - b. Be a currently certified Stroke & Turn Judge.
  - c. Completion of an Open Water Clinic.
  - d. Completion of the Open Water Judge exam with a minimum score of 80%.
  - e. Participate in one session of a USA Swimming sanctioned open water event in the role as an observed apprentice for Open Water Judge.
  - f. Approval of the Open Water Meet Referee where the apprenticeship took place.
- 9. Open Water Referee**
  - a. Minimum age of twenty-one (21).
  - b. Be a currently certified Open Water Judge and Deck Referee (Pool)
  - c. Completion of an Open Water Referee Clinic.
  - d. Completion of the Open Water Referee exam with a minimum score of 80%.
  - e. Participate in three sessions of USA Swimming sanctioned open water event(s) in the role as an observed apprentice for Open Water Referee.
  - f. Approval of the Open Water Meet Referee where the final apprenticeship session took place.
- 10. An official certified by another LSC will receive FL certification in like position(s) upon completing all of the following requirements:**
  - a. Establishment of residence within the territory of Florida Swimming;
  - b. Provision of evidence of current valid Official's certification(s);
  - c. Completion of a minimum of one (1) session apprenticeship with Area Officials Representative or their designee for the highest level position for which certification is sought;
  - d. Achievement of a score of 80% or better on the current recertification exam for the highest position for which certification is sought.
- 11. Certified Clinic Instructors**
  - a. Certified Clinic Instructors (CCI) for Stroke & Turn Judge, Chief Judge, Starter and Deck Referee shall be appointed by the Area Representative for the Area in which he/she resides with the approval of the Officials' Chair.
    - i. Initial term shall not exceed two (2) years and shall expire in conjunction with the term of the Area Representative for the area in which he/she resides.
    - ii. Once appointed, Certified Clinic Instructors for Stroke & Turn Judge, Starter and Deck Referee may be reappointed to multiple consecutive two (2) year terms upon the

recommendation the Area Representative for the area in which he/she resides with the approval of the Officials' Committee.

- b. Certified Clinic Instructors for Administrative Official, Meet Referee, Open Water Judge, and Open Water Referee shall be appointed by the Officials' Chair with the advice and consent of the Officials' Committee.
  - i. Initial term shall not exceed two (2) years and shall expire in conjunction with the term of the appointing Officials' Chair.
  - ii. Once appointed, Certified Clinic Instructors for Administrative Official and Meet Referee may be reappointed to multiple consecutive two (2) year terms upon the recommendation the Officials' Chair with the approval of the Officials' Committee.
- c. All Certified Clinic Instructors shall have maintained Meet Referee certification for a minimum of six (6) months and be actively working as an official in their local area.
- d. Certified Clinic Instructors shall be permitted to conduct clinics in compliance with the then current clinic requirements and utilizing the materials approved by the Officials' Committee.
- e. Certified Clinic Instructor status may be suspended or revoked at any time upon the recommendation any Officials' Committee member with the approval of the Officials' Committee.
  - i. Any Certified Clinic Instructor that fails to recertify as a Meet Referee shall have their CCI status suspended until such recertification is attained.
  - ii. Any Certified Clinic Instructor that is determined to NOT be actively working in the local area is subject to having their CCI status revoked by the Officials' Chair with the approval of the Officials' Committee.

## 12. Recertification

- a. All officials shall be required to be recertified based on a three (3) year cycle.
- b. All officials must satisfy the following recertification requirements:
  - i. Attend a triannual recertification clinic conducted beginning no earlier than March 1 of the year to coincide with officials' certifications expiring at the end of that year.
    - (1) Shall be given by the Officials Chair or their designee
    - (2) Shall be offered at FL Championship Series events as designated by the Officials' Chair or such other sites to be determined by Officials Chair and Area Representatives
  - ii. A minimum of six (6) sessions per year worked.
    - (1) A minimum of two (2) of the sessions worked each year must be as a Stroke & Turn Judge.

Exception: Officials seeking recertification as an Administrative Official ONLY will not be required to work as a Stroke & Turn Judge; all other requirements shall still apply.
    - (2) A minimum of two (2) of the sessions worked must have been at the "highest" position for which recertification is sought.

Exception: Officials seeking recertification as a Meet Referee may include sessions worked as a Deck Referee to meet the "highest" position requirement herein; all other requirements shall still apply.
  - iii. Completion of any required exam as specified by the Officials' Committee with a minimum score of 80% for each exam such exam.

## 10.3 Officials at LSC Championship Series Meets or other LSC-hosted meets

### 1. Appointment of Officials

- a. To provide the appropriate officiating level at FL Championship swim meets, the LSC Championship Meet Coordinator shall:
  - i. With input from the Area Reps, identify and recruit potential Lead Team Officials as designated in Section 10.3.3 below for these meets;
  - ii. Submit the potential Lead Team Officials to the Chair and Vice Chair for approval;
  - iii. Invite to serve and confirm the approved potential Lead Team Officials for these meets.
- b. Assigned officials shall have been recommended by their Area Representative or have previously worked one of the FL Championship series meets in an assigned position.
- c. Assigned Meet Referees, Administrative Referees, Head Starters and Administrative Officials shall have a minimum six (6) months, five (5) meets, and fifteen (15) sessions experience in their assigned position or higher.
- d. Assigned Lead Team Chief Judge shall:
  - i. Meet the experience requirement for the Administrative and Meet Referee as above or
  - ii. Hold current National N2 Chief Judge Certification.

- e. The assigned Meet Referee must:
  - i. Have previously worked at least one (1) FL Championship Meet at each of the other assigned positions (Team Lead Chief Judge and Administrative Referee)
  - ii. Hold current National N3 Deck Referee Certification to be assigned to the Southern Zone South Sectional Championships held under FL Sanction.
- f. These provisions will apply to all FL sanctioned FL Senior Championships, Age Group Championships, Southern Zone South Sectional Championships and All Star Championships.
- g. The appointed Lead Team Officials are required to be present at the entire meet.
- 2. All other officials shall have worked a minimum fifteen (15) sessions at five (5) different meets in the position(s) assigned. Officials Check-In sheets at LSC Championships will include a check box for officials to affirm that the requirement has been met.
- 3. Assigned Lead Team Official Positions
  - a. FL Senior and Age Group (FLAGS) Championships
    - i. Meet Referee
    - ii. Administrative Referee
    - iii. Team Lead Chief Judge
    - iv. Assistant Administrative officials or Head Starter
  - b. FL All Star Meet
    - i. Meet Referee
    - ii. Administrative Official/Referee
    - iii. Team Lead Chief Judge
  - c. Southern Zone South Sectional Championships held under FL Sanction
    - i. Meet Referee
    - ii. Administrative Referee
    - iii. Head Starter
    - iv. Team Lead Chief Judge
    - v. Two Assistant Administrative officials
- 4. Reimbursement of Lead Team Officials - The above designated Lead Team officials and any assigned National Evaluator(s) shall be, at their discretion, reimbursed for their travel expenses as follows:
  - a. Appropriate accommodations in the form of a hotel/motel room shall be provided to them at such FL Meets when the meet is not in the local area of the Lead Team Official.
  - b. If a "Comp Room" is not available, the expense for the room shall be part of the meet expenses of the host team.
  - c. Assigned officials shall be compensated based upon the prevailing Meals & Incidental (M&EI) per diem rate allowed under IRS rules for the location and date of the meet for all meals and incidental expenses not provided by the host team, broken down to amounts for breakfast, lunch, dinner and incidental expenses.
  - d. The mileage rate shall be the IRS prevailing standard mileage.
  - e. Incidental expenses (supplies, copies, etc.) shall be reimbursed for the actual amount of the expense as evidenced by original receipts submitted by the Lead Team Official
  - f. These other expenses (e.g., mileage, food and incidental) will be reimbursed by FL upon submission of the approved Reimbursement Form.

#### **10.4 Reinstatement**

- 1. Reinstatement
  - a. Reinstatement for the failure to fulfill recertification requirements shall be achieved by:
    - (1) Completing the appropriate recertification test with a score of 80% or better
    - (2) Such other requirements determined by the Area Representative and/or Officials Chair

#### **10.5 National Funding**

- 1. Official National Meet Funding will follow procedure and guidelines as established in Chapter 4 – National Meet Funding of FL Swimming's Policy and Procedures.

## Chapter 11

### Diversity/Outreach

#### 11.1 Florida Swimming, Inc's Outreach and Diversity Initiative:

1. FL is committed to promoting inclusion by creating opportunities for people of all ethnicities and socio-economic backgrounds to gain knowledge, experience and to participate in the sport of swimming.
2. The primary purpose of FL's Outreach and Diversity initiative(s) shall be to increase multicultural, ethnic, and socioeconomic diversity and to foster an inclusive environment at all levels of the competitive swimming sport as well as water safety.

#### 11.2 FL Swimming Outreach and Diversity Committee

1. The primary function of the FL Swimming Outreach and Diversity Committee shall be to establish and encourage the development of policy, programs and initiatives aimed at encouraging affiliated clubs within FL Swimming, Inc., its community partners and related organizations to create, offer and/or expand opportunities, designed to introduce the sport of competitive swimming as well as promote water safety programs, to underrepresented groups in the overall community.
2. Committee Membership shall include representatives from the Coaches and/or staff of affiliated FL Swimming Clubs, Community Partners, Parents/Guardians of participating youth and 20% of the committee's membership shall be comprised of Athletes.
3. USA Swimming Membership shall be required of all FL Swimming Outreach and Diversity Committee Members.
4. Applications for Committee membership may be found on the FL Swimming, Inc. website.
5. All appointments to the committee are approved by the FL Swimming, Inc. Executive Board.

#### 11.3 FL Swimming, Inc.'s Outreach Membership Policy:

- a. FL Swimming shall participate in the USA Swimming Outreach Program and offer membership registration at the USA-S fee of \$5.00 to eligible athletes.
- b. **The criteria for eligibility shall be that the swimmer/family meets one of the following requirements:**
  - i. Individual Free School Lunch Program (does not include schools that participate in Federal Free School Meal Programs)
  - ii. Proof of annual income showing total family/household income (Eligibility Source: Federal Reduced School Lunch Income Eligibility Guidelines 2017-2018)
  - iii. Medicaid
  - iv. SNAP (Supplemental Nutrition Assistance)
  - v. Temporary Assistance to Needy Families (TANF)
  - vi. Homeless Coalition
  - vii. Section 8 Housing

## **CHAPTER 12**

### **GENERAL CHAIR**

The General Chair shall oversee and have general charge of the management, business, operations, affairs and property of FL, and general supervision over its officers and agents; shall call meetings when and where deemed necessary; shall preside at all meetings; and, except as otherwise provided in these Bylaws and with the advice and consent of the Board of Directors, shall appoint committee chairs and members for standing and special committees or coordinators as may be necessary to permit FL to effectively, efficiently and economically conduct its affairs. The General Chair shall report to the Board of Directors all matters within the General Chair's knowledge that the Board of Directors should consider in the best interests of FL.

### **ADMINISTRATIVE VICE CHAIR**

The Administrative Vice Chair shall conduct meetings in the absence of the General Chair and, at the request of the General Chair or in the event of the disability of the General Chair, shall perform all of the duties of the General Chair, and when so acting shall have all of the powers of the General Chair. The Administrative Vice Chair shall chair, and have general charge of the business, affairs and property of the division that administers FL business and affairs. The Administrative Vice Chair shall aid in the development of policy and the coordination of the activities of the officers and committees within the division internally and with other divisions, and committees and coordinators. The Administrative Division shall be responsible for the creation and maintenance of FL's Policies and Procedures Manual.

Duties include, but may not be limited to:

- Serve as liaison to Official's Committee
- Serve as liaison to Athlete's Committee
- Serve as Chair to Governance Committee

### **SENIOR VICE CHAIR**

The Senior Vice Chair shall chair and have general charge of the affairs and property of the Committee that develops and conducts the senior swimming program of FL.

Duties include, but may not be limited to:

- Developing Senior Time Standards
- Developing Meet Announcement for Florida Swimming Senior Championships
- Selecting Florida Senior Awards
- Consulted on the appropriate National level support from the LSC for athletes, coaches and officials.

### **AGE GROUP VICE CHAIR**

The Age Group Vice Chair shall chair and have general charge of the affairs and property of the Florida Swimming Age Group Committee, which develops and conducts the age group swimming program for Florida Swimming.

Duties include, but may not be limited to:

- Developing Age Group Time Standards
- Developing Meet Announcement for Florida Age Group Championships
- Developing Meet Announcement for Harry Meisel B Championships
- Organizing/Selecting Florida All-Star Team
- Organizing/Selecting Florida Age Group Zone Team
- Selecting Florida Age Group Awards

### **SECRETARY**

The Secretary, or a delegate, shall be responsible for keeping a record of all meetings of the House of Delegates and Board of Directors, conducting official correspondence, issuing meeting and other notices and making such reports to FL and USA Swimming as are required by these Bylaws and shall perform the other duties incidental to the office of Secretary. The Secretary, or the staff of FL's permanent office, shall be custodian of the records, and attest the execution of all duly authorized instruments. The Secretary shall cause to be kept at FL's permanent office copies of all minutes, official correspondence, meeting and other notices, and any other records of FL.



## **TECHNICAL PLANNING COMMITTEE CHAIR**

The Technical Planning Committee Chair shall chair and have general charge of the affairs and property of the division that develops, coordinates and conducts a swimming program for all levels of swimming in the Territory, including the development of long-range plans for swimming programs.

## **FINANCE VICE CHAIR**

1. The Finance Vice Chair shall be the chief financial officer of Florida Swimming. The Finance Vice Chair shall have general charge of the affairs and property of the division that includes the Treasury function, the development and implementation of an investment program for Florida Swimming's working capital, funded reserves and endowment funds, and the development and implementation of a marketing and fundraising plan for Florida Swimming.

2. The Finance Vice Chair shall:

- a. Have charge of and supervision over and be responsible for the funds, moneys, securities, and other financial instruments of Florida Swimming.
- b. Prepare an annual and quadrennial budget for Florida Swimming operations and present the budget for approval by the Board of Directors and the House of Delegates.
- c. Cause to be conducted the audit or review required pursuant to Bylaws Article 7.4.2 C (2) & (3).
- d. Authorize the Treasurer to disburse the funds of Florida Swimming by checks or drafts, automated debits, or wire transfers upon the authorized depositories of Florida Swimming and obtain and preserve proper receipts and documents for all moneys disbursed.
- e. Cause the moneys, securities, and other financial instruments of Florida Swimming to be deposited in the name and to the credit of Florida Swimming in such institutions as shall be designated in accordance with Bylaws Article 6.12.
- f. Have the authority to require from the officers, committee chairs, coordinators, staff or agents of Florida Swimming reports or statements providing information as the Finance Vice Chair may deem appropriate with respect to any and all financial transactions of Florida Swimming.
- g. Cause to be appropriately segregated any special purpose or restricted fund or accounts.
- h. Issue regular reports listing the current budget variances by line item, all consolidated expenditures and the current fund and account balances for the fiscal year to date, together with such other items as the General Chair or the Board of Directors may direct.
- i. In general, have oversight of all duties incident to the corporate treasury.

3. The Finance Vice Chair is responsible for the adequacy of Florida Swimming's system of internal financial and accounting controls. The Finance Vice Chair is ultimately responsible for Florida Swimming's compliance with Bylaws Article 7.4.2 and Bylaws Article 8.

4. The Finance Vice Chair shall serve as the Chair of the Finance Committee. The Finance Vice Chair may be authorized to sign on Florida Swimming Bank and Investment Accounts.

## **TREASURER**

1. The Treasurer is the principal receiving and disbursing officer of Florida Swimming.

2. The Treasurer shall:

- a. Oversee and ensure the receipt of all moneys, incomes, fees, and other receipts of Florida Swimming and oversee the payment of all bills, salaries, expenses, and other disbursements approved by the Board of Directors.
- b. Cause to be kept, by Treasurer or person authorized in writing by the Treasurer, correct books of accounts and other financial records of all Florida Swimming's affairs and transactions and such duplicate books of accounts as the Board of Directors or the Finance Vice Chair shall determine.
- c. Upon request, cause such books or duplicates thereof, quarterly financial reports and annual audited financial statements to be exhibited to any member of the Board of Directors, Florida Swimming or USA Swimming.
- d. Ensure that all financial statements and supporting documentation of income and payments is stored electronically as specified by the Finance Vice Chair and that originals are stored and kept according to established record keeping requirements.

3. The Treasurer shall publish monthly a Consolidated Statement of Financial Position (balance sheet) and Statement of Activities Budget Performance (profit & loss) and submit them to the Finance Vice Chair.

## **ATHLETE REPRESENTATIVES**

The Athlete Representatives shall serve as the liaison between the athletes who are members of FL and the Board of Directors and House of Delegates. The Senior Athlete Representative shall chair the Athletes' Committee. Athlete Representatives serve as voting members of the FL Board of Directors.

### **COACH REPRESENTATIVE**

The Coach Representative shall serve as a liaison between the coaches who are members of FL and the Board of Directors and House of Delegates. The Senior Coach Representative shall chair the FL Coaches' Association.

Duties include, but may not be limited to:

- Selection of Hall of Fame/Legends of Florida inductees
- Assist with the Annual Awards Banquet
- Assist with LSC Clinic and Camps
- Attend Annual House of Delegates, Workshops and Other USA Swimming meetings

### **SAFE SPORT**

The Safe Sport Chair shall chair and have general charge of the affairs of the Safe Sport Committee. The duties of that committee include, but may not be limited to:

- Voting board member
- Update FL Swimming on USA Swimming safe sport requirements
- Encourage participation in the LSC
- Responsible for increasing awareness

### **OFFICIALS CHAIR**

The Official's Chair shall chair and have general charge of the affairs of the Official's Committee.

Duties include, but may not be limited to:

- Voting board member
- Head the officials Committee
- Help with design and operation of all championship meets
- Selection of meet officials for championships
- Act as liaison between the officials and Technical Planning, Board of Directors and House of Delegates
- Assist in the recruitment of new officials.

### **DIVERSITY, EQUITY, AND INCLUSION CHAIR**

The DEI Chair shall chair and have general charge of the affairs of the DEI Committee. The duties of that committee include, but may not be limited to:

- Voting board member
- Update FL on USA Swimming DEI requirements
- Encourage participation in the LSC
- Responsible for increasing awareness
- Keep Board of Directors, Technical Planning, House of Delegates and membership aware of programs and camps being offered by USA Swimming.

### **OPEN WATER**

The Open Water Chair shall chair and have general charge of the affairs of the Open Water Committee. The duties of that committee include, but may not be limited to:

- Voting board member
- Design and implement FL open water events and championships.
- Consult on any open water events in the State
- Plan the Open water championships, zone championships, and any other regional events held in FL.
- Help with selection process for championship teams from FL.
- Act as a liaison between USA Swimming open water and FL Swimming

### **AREA REPRESENTATIVES**

In addition to their inherent powers and duties as members of the Board of Directors, the Area Representative Board Members shall have such powers and duties as may be delegated to them by the General Chair, the Board of Directors or the House of Delegates. Area Representatives shall:

- Shall chair Area caucus at the HOD
- Determine 2 year area representatives