



POLICY & PROCEDURES

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ARTICLE 1

FLORIDA SWIMMING ORGANIZATION

1.1 Organization

Florida Swimming, Inc. is one of 59 Local Swimming Committees (LSC) with responsibility under United States Swimming, Inc. (USA Swimming or USA-S) to manage swimming competition. Florida Swimming (FL) is the portion of the State of Florida east of the Apalachicola River and including Gulf County, except for the counties of Palm Beach, Broward, Miami-Dade, Monroe, and the part of Hendry east of Route 833.

Vision: Dream, Believe, and Achieve

Mission Statement: Florida Swimming serves the competitive swimming community by providing an environment where our members can achieve their greatest dreams, in and out of the pool.

1.2 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 interests when they arise and strict non-participation in any evaluation process relating to the matter in question.

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

The business of USA-S is to be conducted in observance of both the spirit and letter of applicable federal and state laws.

USA-S properties, services, opportunities, authority and influence are not to be used for private benefit.

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.

1.3 Member Code of Conduct

Membership in USA/Florida Swimming is a privilege that comes with responsibility. Members, both athlete and non-athlete will be held to the standards detailed in the USA Swimming Rulebook, Articles 304 (Code of Conduct), 305 (Minor Athlete Abuse Prevention Policies) and 306 (Child Abuse Reporting Requirements). The privilege of membership may be withdrawn or denied at any time when a member or prospective member's conduct is inconsistent with the mission of the organization or the best interest of the sport and those who participate in it.

Parents, both those who are members and those who are not, are expected to conduct themselves in a way that reflects well upon the Florida Swimming organization, including, but not limited to exhibiting good sportsmanship, using appropriate language, and displaying respectful behavior at swim meets, practices and any other swimming related activities.

ARTICLE 2 MEMBERSHIP

2.1 Members - 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 below. Membership is for a calendar year, although applications received between September 1 and December 31 are valid until December 31 of the following year.

2.2 Registration

.1 Club

- a. FL Annual dues are \$300.00.
- b. Membership is maintained on the USA-Swimming website and requirements as determined by USA-Swimming.

.2 Affiliated/Organization/Seasonal Group

- a. An Affiliated Group membership is available to any group interested in the sport of competitive swimming.
- b. Annual dues are \$200.00.
- c. Organizations do ***not*** have coach and athlete members.
- d. The Seasonal Club membership is only valid from April 1 to August 28 of each year.

.3 Athlete

- a. Premium Athlete
 - .1 Year-round membership valid until December 31, 2024.
 - .2 Year-round participation in USA Swimming sanctioned meets and the ability to qualify and participate in LSC Championships, Sectionals, Zones, Futures, Junior Nationals, National Championships, U.S. Olympic Team Trials – Swimming and the Olympics.
 - .3 Eligible to be selected for the National Junior Team and National Team Development Programs.
 - .4 Eligible to be selected or qualify for USA Swimming national and regional camps.
 - .5 Times are stored in the USA Swimming SWIMS database, allowing athletes to qualify for competitions, monitor improvement, and participate in recognition programs.
 - .6 Eligible to serve on national and local committees.
 - .7 Requirements if 18 and over:
 - .8 Annual completion of Athlete Protection Training (APT)
 - .9 Current background check (National Team and National Junior Team athletes)
- b. Seasonal Membership
 - .1 Membership is valid for up to 150 consecutive days. This period is set by your LSC.
 - .2 USA Swimming meet participation up to and including LSC Championship meets, but not the Zone Championship level.
 - .3 If an athlete wishes to participate past their expiration date or compete in competitions higher than the LSC Championships (E.g.: Sectionals, Futures, Junior Nationals or National Championships), the athlete will need to pay the difference between their Seasonal Membership

and Premium Membership. The difference must be submitted before the 150 days of the Seasonal Membership has expired.

.4 Requirements if 18 and over:

.5 Annual completion of Athlete Protection Training (APT)

c. FLEX Membership

.1 Introductory membership for athletes 12 years old and under, geared towards practice and participation with any USA Swimming club.

.2 Includes two (2) sanctioned swim competitions per membership year. Flex members may not compete at or above the LSC Championship meet.

.3 If an athlete wishes to swim more than two (2) meets per year, the athlete will need to pay the difference to upgrade to a Premium Membership. The difference must be paid before the Flex Membership has expired.

d. Outreach Athlete

.1 The purpose is to make membership available to athletes who might otherwise not be able to afford regular membership.

.2 Outreach Athlete membership requires a fee of \$5.00.

.3 Guidelines for Outreach membership are:

.4 Eligible for food stamps,

.5 Eligible for free or reduced price school lunch programs or

.6 Eligible for similar need based programs, proof of which must be submitted with application and fee.

e. Transfers

.1 An athlete transferring from one club to another, from representing a specific club to unattached status, or from one LSC to another, can submit a FL Transfer/Release form or can initiate a transfer through the membership account on the USA-S account. There is a \$5.00 transfer fee charged to the new club.

.2 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.

.4 Non-Athlete Members

a. Any individual interested in the purposes and programs of Florida Swimming may become a Non-Athlete member. All Non-Athlete members must satisfactorily complete and maintain the membership requirements set forth by USA Swimming.

b. Memberships include:

1. Coach

2. Provision Coach

3. Junior Coach

4. Official

5. Junior Official

6. Other/Administrative

.5 Membership Fees

a. Registration fees are set annually by the Board of Directors. A portion of all Individual registration fees is sent to USA Swimming according to the fees established by the USA Swimming House of Delegates.

b. Any fee increase in the LSC portion of the membership fee must be presented and approved by the Florida Swimming House of Delegates.

c. Current registration fees are posted on the Florida Swimming website.

2.3

Insurance

.1 Club

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

.2 Organization (Affiliated Group)

a. USA Swimming provides NO insurance coverage to Organization/Affiliate members

.3 Individual

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

2.4 Voting membership

- .1 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

2.5 Group Members

- .1 Group Membership is divided into two categories, Club Members and Affiliated Group Members.
- .2 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.
- .3 Voting Assignments - Club Member and Representatives named under the provisions of article 507.1.3 are entitled to vote as follows:
 - a. Full Membership Club Members - One (1) vote.
 - b. Affiliated Group Members - Voice, but no vote

2.6 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.

ARTICLE 3 FINANCIAL

3.1 Deposits and Records

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

- .1 Promptly record all incoming monies into the bookkeeping system of the Corporation.
 - a. 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.
 - b. Any documents accompanying monies for deposit will be separated and appropriately handled or filed.
 - c. All deposits will be made into the Corporation's general account.
 - d. Deposits will be made in a timely fashion as deemed necessary by the office personnel, but no less than once per week.
 - e. Receipted deposit tickets will be maintained pending receipt of the monthly statements from the bank.
- .2 Reconcile each of the Corporation's banking accounts each month. The Treasurer or Finance Vice Chair will review reconciliation quarterly.
- .3 For any check outstanding more than sixty (60) days, office personnel will contact the payee to determine the status of the check.

- .4 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.

3.2 Disbursements

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

3.3 Reports

- .1 At each FL Board of Directors meeting, the Finance Vice Chair will prepare a financial statement; this statement will be presented to the Executive Committee or Board of Directors and ratified by the FL BOD.
- .2 An outside accounting firm will prepare the Corporation's annual tax returns, based on the approved financial statements.
- .3 The Corporation's financial statements and tax returns will be reviewed by the Finance Vice Chair.

3.4 Payments to vendors

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

3.5 Purchasing

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

ARTICLE 4 FL TRAVEL

4.1 FL General

- .1 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 not provided at the meeting.
 - e. Airport parking will be funded at the lowest economy rate at the respective airport
 - f. Relevant tolls shall be funded, when appropriate.
 - g. Receipts are required for all FL travel expenses.

4.2 USA Swimming Workshop and Annual Business Meeting Reimbursement Policy

- .1 Florida Swimming seeks to maximize effective participation and influence at USA Swimming House of Delegates and workshop meetings, fully engage our members in USA Swimming and provide

educational opportunities within our LSC. To effectively meet these goals, this policy outlines the Florida Swimming financial support structure for USAS meetings.

- .2 When USA Swimming House of Delegates is held in person, FL shall send all of its voting delegates appointed, designated, or elected to the Florida Swimming House of Delegates or the Board of Directors.
- .3 Florida Swimming shall send its members who are USA Swimming Committee members whose committee meets at the meeting or workshop (excluding athletes), and any individual appointed by the President of USA Swimming as Voting Delegate of the USA Swimming House of Delegates.
- .4 The Board of Directors shall send to workshops or meetings appropriate Committee Chairs or representatives for whom there is a designated “track” at the meeting, and if within the budget, such ISI staff as needed to fulfill these policies objectives.
- .5 The Florida Swimming office will not arrange airline transportation but will arrange lodging for convention delegates. Travelers must communicate their itinerary to the office, via email 30 (thirty) days prior to the activity (or as soon as appointed, if less than 30 (thirty) days prior to the activity). Traveler should include arrival and departure times and dates.
- .6 The Florida Swimming office will pay convention and/or meeting fees, and issue per diems prior to departure. A per diem allowance based on the budgeted amount of \$50.00 (fifty dollars) per full day will be issued to those attending 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.

4.3 FL National Funding - Requirements for Athlete, Coach and Official Funding

- .1 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.
- .2 A Swimmer must have current registration in FL at the time of any funded travel.
- .3 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.
- .4 The length of registration will determine the amount of travel assistance for National level MEETS, as follows:
 - a. First full 12-month continuous registration year in FL – 25% of allowance.
 - b. Second 24-month continuous registration year in FL – 50% of allowance.
 - c. Third 36-month continuous registration year in FL – 100% of allowance.
 - d. Requests for funding must be received in the FL office prior to December 15th of the year of participation. Late acceptances must be approved by the FL BOD.

4.4 Level of Support

- .1 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.
- .2 Support level will be provided on the basis of priority beginning with the highest-level meet.
- .3 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
 1. 2 meet attendance limit per 19&Over athlete; no meet attendance limit for 18&Under athlete
- .4 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/Coaches/Officials will receive \$25 a day

- d. Receipts will need to be provided for all expenses
- .5 Florida Swimming will not issue support for entry fees, relays, and time trials.

4.5 **General**

- .1 Participation in a USA-S National meet is defined as competing in at least one individual event at the specified meet. Relay only swimmers will not receive funding.
- .2 Swimmers who are disqualified from an event for either a stroke or turn violation or a false start may count that event for participation.
- .3 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.)
- .4 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.

4.6 **Waivers / Appeals**

- .1 In extenuating circumstances, certain eligibility or participation requirements may be waived.
- .2 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.
- .3 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.

4.7 **FL Travel Teams**

- .1 The Southern Zone Age Group Championship 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. The team selection of the Florida Swimming Age Group Zone Team is the responsibility of the Age Group Chair. The Age Group Chair will select the Head Coach, Assistant Coaches, Team Manager and assist with the selection of Parent Chaperones (if needed). Team athlete size and age groups are determined by the Southern Zone.
- .2 The Southern Zone Open Water Championship Meet consists of swimmers from the Southern Zone to compete in an LSC open water championship. The Open Water Chair will select the Head Coach, Assistant Coaches and Team Manager. The FL Open Water Championships will be the primary source for team selection to the FL Open Water Zone Team but the ultimate selection decision is at the discretion of the Open Water Chair and Open Water Zone Head Coach.
- .3 Travel will be determined by the FL Age Group Chair and Committee with agreement of the General Chairman.
- .4 Florida Swimming shall provide financial support for the Southern Zone Championship teams as provided for in the Florida Swimming Age Group Budget. Support for the team shall include payment of the uniform – exclusive of swimwear, administrative entry costs for the teams, travel and lodging expenses of the coaching staff and team manager as presented in the Age Group Budget.

4.8 **FL/FG Sunshine State Showcase (formerly FL/FG All Star Meet)**

- .1 Sunshine State Showcase consists of athletes from Florida Swimming and Florida Gold Coast. Meet structure and athlete selection is determined by the FL and Florida Gold Coast Age Group Chairs. Florida Swimming athlete eligibility is based on participation in the FL Spring Age Group Championships. FL is responsible for registration of FL athletes.

4.9 **Foreign Athletes/Travel**

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

- .1 Approval is needed from USA-S and the foreign Federation involved prior to travel and competition.
- .2 Members will contact the FL office for forms and instructions.
 - a. **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.
 - b. **Foreign Travel Permit Request** - Clubs and members 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.

- c. **Invitation to Foreign Athletes/Teams** - Clubs and members 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.
- .3 FL office will contact USA Swimming with documentation and USA Swimming will contact federations.

ARTICLE 5 GENERAL RULES FOR SWIM MEETS & COMPETITIONS

5.1 LSC-hosted meets

- .1 The Technical Planning Committee will develop a calendar of swim meet dates each year, for approval of the BOD HOD, as follows.
- .2 Dates for key meets and meets open for bid will be provided to all member clubs. Bids for sponsorship including deposit (\$50.00) will be received by a specific date.
- .3 Key meets will be scheduled with the following priority:
 - a. National Championships
 - b. US Open
 - c. Sectional Championships
 - d. FL Senior Championships
 - e. FL FLAGS Championships
 - f. FL LC Championship Invitational
 - g. FL "B" Championships
- .4 HOD will award dates.
- .5 The meet calendar will be published on the FL website.
- .6 LSC Championship (Senior, FLAGS, Spring Area meets) meet weekends will be protected unless meet includes events or age groups that are not included in the LSC Championship.
- .7 Southern Zone Sectional Championship meet weekends will be protected unless meet includes alternate format (course, P/F vs. TF) not included in the Sectional meet.

5.2 Florida Swimming Championships

- .1 The Executive Director, along with the Senior and Age Group Chair, will approve the time standards and format of each respective meet and publish the time standards on the FL website by the Monday following HOD.
- .2 The Executive Director shall provide the official meet information letter to the host team and FL no later than 120 days prior to the scheduled LSC Championships Meet.
- .3 The Executive Director and/or the Championship Entry Person shall serve as Technical Director for each Championship and shall:
 - .4 Receive and verify all entries through USA-S OME.
 - .5 FL shall provide all awards for FL LSC Championships.
 - .6 The Officials Committee shall appoint a Head Referee and select other officials in compliance with Section 10.3.1 of the FL Policies & Procedures Manual.
 - .7 The General Chair shall appoint a Meet Committee consisting of:
 - a. General Chair or Designee, who shall serve as chair.
 - b. Age Group/Senior Chair or designee (whichever is applicable);
 - c. Officials Chair or designee.
 - d. Two coaches from different participating teams, designated by the Coaches Association.
 - e. Two swimmers from different participating teams.
 - f. Executive Director or designee.
 - g. Head Referee or designee.
 - .8 The duties of the Meet Committee shall be:
 - a. Give their names to the Head Referee prior to the start of the meet.
 - b. Must be available during the course of the meet.
 - c. To act in an advisory capacity to the Meet Referee concerning weather problems.
 - d. To evaluate the meet, meet management and meet officials.

- e. To resolve at meet site any protest filed under Article 34 that normally would be referred to the General Chair or his/her representative.
- .9 All LSC championships are open only to FL registered swimmers, however to enter the FLAGS meet an athlete must have residency within the LSC for 60 days, unless this time period is waived by the FL BOD.
- .10 In FLAGS and Senior Championship meets a team may enter a relay for every two individual qualifiers in each respective sex/age group. Each team is allowed two (2) relay entries per event.
- .11 All LSC policies for control of monies will be observed.
- .12 Usual anticipated income is based on the following:
 - a. Entry Fees for FL Championship Meets is determined by FL HOD and published in the FL Rules & Regulations.
 - b. Admissions and program sales
 - c. Advertising
 - d. Merchandise sales
- .13 Usual anticipated expenditures include, but are not limited to, the following:
 - a. Facility rental and associated costs
 - b. Printing and reproduction
 - c. Postage
 - d. Awards (Obtained and paid by FL)
 - e. Hospitality
 - f. Telephone
 - g. Lodging for key officials (Meet Directors, Head Referee, etc.)
 - h. Merchandise for resale

5.3 Club-hosted meets

LSC Non-LSC Championship meets will be scheduled as follows:

- .1 Florida Swimming will publish a date in August of each year that Meet Bid Forms will be due in to the Florida Swimming Office for the following year.
- .2 Meet Bid Forms must be filled out completely and be sent in to the Florida Swimming Office with the current deposit by the current year's published deadline.
- .3 All Meet Bids received by the current year's published deadline shall be listed in the Florida Swimming Meet Schedule.
- .4 Meet bids received after the deadline will be added to the scheduled if:
 - a. no other meets have been scheduled in the same Area on the same dates
 - b. the meet host(s) of the previously scheduled meet(s) in the Area agree to allow the meet to be scheduled
 - c. the meet is scheduled as Closed Competition as defined by USA Swimming.
 - d. the meet is a different type of meet from the meet(s) that have been scheduled, such as:
 - e. Age Group vs. Senior
 - f. Beginners, B or Restricted Meet vs. Open Competition
 - g. Qualifying Meet vs. Non-Qualifying Competition
 - h. Dual or Tri Meets vs. Open Competition.
 - i. Invitational (Closed) Meet vs. Open Competition
 - j. Meets with different events being offered
- .5 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:
 - a. Swimmers or team in a specific league.
 - b. Swimmers from host club and outside the Area of the current host team.
 - c. Swimmers from host club and a group of not more than 4 invited teams.
 - d. "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.
- .6 An applicant whose application has been denied by Florida Swimming shall have the right to appeal the denial to the Zone Sanction Appeal Panel as stated in the USA Swimming Rule Book, Section 202.3.

5.4 Entries & Fees

- .1 Incoming entries should be entered on a "first come/first served" basis, unless the meet is a closed/invitational meet.
- .2 Prior to deadline
 - a. 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.
 - b. The Referee should take whatever action is necessary to include those swimmers in the proper events at the meet.
 - i. If appropriate, the event should be re-seeded.
 - ii. Alternatively, the swimmer may be willing to swim in any "open" lane, including an open lane in the first heat.
- .3 After the deadline
 - a. 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.
 - b. 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.
 - c. When accepted in this way, such entries are "official" and swimmers are eligible for all awards.
- .4 Entry Fees are determined by FL HOD and published in the FL Rules & Regulations.

5.5 Deck Entries

- .1 Deck entries are for athletes already entered into a meet.
- .2 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).
- .3 Any deck entry participant must meet all applicable meet entry requirements, including:
 - a. Meeting the time standard for the event if appropriate.
 - b. The participant may not exceed the allowable number of events for the day.
- .4 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.")
- .5 Meet hosts may charge up to \$10.00 entry fee for deck entries.
- .6 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.
- .7 Host will maintain all published meet communications on host website (psych sheet, timelines, heat sheets, hotel information, etc.).
- .8 Excluding LSC Championships, Florida Swimming will only post meet announcements, meet events file, meet results .zip file and meet results PDF file.

5.6 Sanction Violations for Club Run Meets

- .1 Meet Hosts are required to comply with the provision of USA Swimming Rules and Regulations, Article 202.2, as well as additional FL Guidelines.
- .2 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.

VIOLATION	PENALTY
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	Board of Review*

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

5.7 Falsification of entry times

- .1 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.

5.8 Non-Conforming Times

- .1 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.)
- .2 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.
- .3 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.
- .4 All Meet entries should be submitted using an actual time swum in the course in which the time was achieved.
- .5 Non-conforming times will be entered after all conforming times.
- .6 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.

5.9 Four Hour Rule

- .1 Background - USA Swimming Rule 205.3.1F 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.”
- .2 The “4 Hour Rule” will apply to any FL sanctioned meet with swimmers 12 years and younger in a session.
- .3 FL Championship Meets are exempt from the “4 Hour Rule.”

5.10 Procedure:

- .1 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.
- .2 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:
 - a. Split the session (i.e., add an extra session). The session may be split by age-group or by segregating specific events.
 - b. Eliminate all relays from the session.
 - c. Eliminate the last entries received.
 - d. 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.
 - e. Limit the number of heats in specified events.
 - f. Eliminate a complete event(s).
 - g. 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.
- .3 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.
- .4 Any changes should be approved by the FL Sanctioning Chairman and Meet Referee.
- .5 Whatever action is taken to reduce the time, all teams competing in that session must be notified of the change in format.
 - a. This notice must be by direct contact - e.g., via a phone call or return response requested of email sent.
 - b. A notice by mail is not acceptable.
- .6 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.
- .7 Another possibility for handling large meets is to consider a “deck seed” meet.
 - a. These meets involve significantly more work and equipment - especially in order to stay within the required time limit.
 - b. Another consideration is that this type of meet is unfamiliar to most age-group swimmers.

5.11 Scratch Rule

- .1 **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.
- .2 **Deck-seeded Events**
 - a. 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.
 - b. 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.
 - c. 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.
 - d. 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.
 - i. Such swimmer(s) shall be placed in an open lane in the slowest heat.
 - ii. 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.
- .3 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.

5.12 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.
- .2 (**Note:** Such swimmers may compete in Time Trials associated with the Meet.)
- .3 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.
- .4 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.
- .5 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).

5.13 Exceptions for Failure to Compete

- .1 No penalty shall be applied for failure to withdraw or compete in an individual event if:
- .2 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.
- .3 The Referee is notified in the event of illness or injury and accepts the proof thereof.
- .4 It is determined by the Referee that failure to compete was caused by circumstances beyond the control of the swimmer.

5.14 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.

5.15 Relay scratch rule

- .1 **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.
- .2 **Relays Seeded at the Meet and/or Finals when Preliminaries have been swum**
 - a. 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. 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.*

5.16 Deck Seeding/Check In Requirements

- .1 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.
- .2 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.

5.17 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 Meet results for Time Trials must be provided in publication order.

ARTICLE 6 TYPES OF MEETS

6.1 Sanctioned Meets

- .1 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.
- .2 Sanctioned meets must be conducted under current USA-S technical and administrative rules.
- .3 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:
 - a. Swimmers or team in a specific league.
 - b. Swimmers from host club and outside the Area of the current host team.
 - c. Swimmers from host club and a group of not more than 4 invited teams.
 - d. "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.
- .4 Application for sanction must be accompanied by a copy of the complete meet information and meet events file, appropriate DEI Statement, and copy of Necessary Accommodation Form. ([Southern Zones DEI Statements](#)) ([Accommodations Form](#))

- a. If meet bid was accepted at HOD - Application must be submitted at least **30** days prior to the start of the meet to the FL office, if meet is added to schedule after HOD - application must be submitted at least 10 business days prior to the start of the meet to the FL Office. Failure to meet these requirements will result in a \$10 increase in sanctioning fee.
- b. 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.
- .5 FL requires that the following information regarding finances be submitted by every organization receiving a sanction within 14 days after the meet:
 - a. Meet Financial Summary Report
 - b. All event surcharges related to the sanctioned event.
 - c. 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.
- .6 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.
- .7 Times - Times achieved at a Sanctioned Meet are considered Official times for all purposes.

6.2 Approved Meets

- .1 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.
- .2 Requirements for an Approved Meet are set by USA-S but approval of such meets is granted by FL.
- .3 Host organizations do not have to be members of USA/FL.
- .4 Application for sanction must be accompanied by a copy of the complete meet information and meet events file.
 - a. Application must be submitted at least 10 business days prior to the start of the meet to the FL office.
- .5 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.
- .6 FL requires that the following information regarding finances be submitted by every organization receiving a sanction within 14 days after the meet:
 - a. Meet Financial Summary Report
 - b. All event surcharges related to the sanctioned event.
 - c. 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.
- .7 Times achieved at a Approved Meet are considered Official times for all purposes.

6.3 Observed Meets

- .1 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.
- .2 USA-S certified officials **must** observe individual swims and provide verification that the swimmer has complied with current USA Swimming Rules.
- .3 Times - 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.

6.4 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)	No Fee
Dual meet – under 2 hours (sanction/approval)	No Fee
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

ARTICLE 7 OPEN WATER

7.1 Mission Statement

- .1 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.

7.2 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.

7.4 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.

7.5 Administration

- .1 All rules, regulations, and policies regarding pool events apply equally to open water events and as published in the USA Swimming Rulebook.

7.6 Open Water Meets

- .1 Entry Fees will be determined by host.
- .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.

7.7 FL Open Water Swimming Championships

- .1 FL will conduct Open Water Championships in Age Group and Senior Classifications.
- .2 Bids to host FL Open Water Championships are accepted by August 31st for the next calendar year and are voted on by the FL House of Delegates meeting.

ARTICLE 8 OFFICIALS

8.1 General Requirements for All Certified Officials

- .1 All certified officials must be current non-athlete members of USA Swimming, subject to the USA-S Code of Conduct
 - a. All officials must have successfully completed the USA-S Level II Background Check as part of the membership process.
 - b. All officials must have successfully completed the USA-S Athlete Protection Training Program as part of the membership process.
 - c. All officials must have successfully completed the CDC or NHFS Concussion Protocol Training.
 - d. 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.
- .2 Certified Officials shall be assigned to one of the six Florida Swimming (FL) Areas based on the address of the applicant's team.
 - a. In the event that the applicant is unattached, assignment will be based on the mailing address of the applicant's residence.
 - b. Certifications must be recommended by the respective Area Representative to the LSC Official Chair, or designee, for that official.
- .3 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).

8.2 Officials Duties/Responsibilities for Meet Operations

- .1 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.
- .2 Check-In
 - a. All officials and apprentices should arrive at the venue prior to the start of the officials briefing unless excused by the Meet Referee
 - b. All officials should sign the Officials Meet Sign-in Sheet to assure credit for attendance at the meet
- .3 Officials briefings - All sessions of meets should be preceded by an officials' briefing to include:
 - a. Assignment of officials/apprentices
 - b. Jurisdiction of officials
 - c. Rules and Stroke briefing
- .4 Conduct of the Meet
 - a. The Meet Referee shall be ultimately responsible for the conduct of the meet; the Meet Referee shall:
 - b. Clearly instruct the other officials in their expectations and their duties for the meet;
 - c. Verify the work of the Scoring Room and Administrative Official as regards the determination of the swimmers' official times;
 - d. Monitor the conduct of the meet to be aware of any problems or errors that may occur;
 - e. Promptly answer all questions about procedures, official times, disqualifications, etc.
 - f. Be proactive in solving problems.
 - g. 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.
- .5 Post-Meet – the Meet Referee or their designee shall:
 - a. 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.
 - i. To receive credit for a session, an official or apprentice must work a majority of the events contained in that session.

- ii. 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.
- b. 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.

8.3 Officials' Committee Member Duties & Responsibilities

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

8.4 Nominating Committee

- .1 Shall consist of no less than 3 and no more than 5 volunteer members of the current Committee membership.
- .2 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.
- .3 Shall appoint a Chair from among their membership.
- .4 Shall conduct the election of the Officials' Committee Chair in compliance with the FL Rules & Regulations.
- .5 The current Officials' Committee Chair shall not be a member of the committee.

8.5 Official's Positions – Requirements for Certification and Advancement

- .1 Requirements for Certification for all Officials' Positions with USA Swimming.
 - a. All individuals that wish to Officiate at a USA Swimming Swim Meet must be a USA Swimming Official as defined by USA Swimming.
 - b. Florida Swimming will offer a membership level of Junior Official so that individuals that meet the requirements set by USA Swimming can become Officials.
- .2 Chief Judge
 - a. 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
- .3 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.
- .4 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.
- .5 All officials must satisfy the recertification requirements as outlined by USA Swimming.

8.6 **Officials at LSC Championship Series Meets or other LSC-hosted meets**

- .1 To provide the appropriate officiating level at FL Championship swim meets, the LSC Championship Meet Coordinator shall:
 - a. With input from the Area Reps, identify and recruit potential Lead Team Officials as designated in Section 10.3.3 below for these meets;
 - b. Submit the potential Lead Team Officials to the Chair and Vice Chair for approval;
 - c. Invite to serve and confirm the approved potential Lead Team Officials for these meets.
- .2 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.
- .3 Assigned Officials (Meet Referees, Administrative Referees, Team Lead Chief Judge, and Head Starters) shall have a minimum six (6) months, five (5) meets, and fifteen (15) sessions experience in their assigned position or higher.
- .4 Assigned Lead Team Chief Judge shall:
 - a. Meet the experience requirement above or
 - b. Hold current National N2 Chief Judge Certification.
- .5 The assigned Meet Referee must:
 - a. Have previously worked at least one (1) FL Championship Meet at each of the other assigned positions (Team Lead Chief Judge and Administrative Referee)
 - b. Hold current National N3 Deck Referee Certification to be assigned to the Southern Zone South Sectional Championships held under FL Sanction.
- .6 These provisions will apply to all FL sanctioned FL Senior Championships, Age Group Championships, Southern Zone South Sectional Championships and All Star Championships.
- .7 The appointed Lead Team Officials are required to be present at the entire meet.
- .8 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.
- .9 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 Sunshine State Showcase (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
- d. Team Lead Chief Judge
 - i. Two Assistant Administrative officials
 - ii. 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:
- .10 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.
- .11 If a "Comp Room" is not available, the expense for the room shall be part of the meet expenses of the host team.
- .12 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.
- .13 The mileage rate shall be the IRS prevailing standard mileage.
- .14 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
- .15 These other expenses (e.g., mileage, food and incidental) will be reimbursed by FL upon submission of the approved Reimbursement Form.

8.7 National Funding

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

ARTICLE 9 DIVERSITY/OUTREACH

9.1 Florida Swimming, Inc's Outreach and Diversity Initiative:

- .1 FL is committed to promoting inclusion by creating opportunities for people of all ethnicities and socioeconomic 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.

9.2 FL Outreach and Diversity Committee

- .1 The primary function of the FL Outreach and Diversity Committee shall be to establish and encourage the development of policy, programs and initiatives aimed at encouraging affiliated clubs within FL and 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 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 Outreach and Diversity Committee Members.
- .4 Applications for Committee membership may be found on the FL website.
- .5 All appointments to the committee are approved by the FL Executive Board.

9.3 Outreach Membership Policy

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

ARTICLE 10 JOB DESCRIPTIONS

10.1 General Chair

- .1 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.

10.2 Administrative Vice Chair

- .1 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.
- .2 Duties include, but may not be limited to:
 - a. Serve as liaison to Official's Committee
 - b. Serve as liaison to Athlete's Committee
 - c. Serve as Chair to Governance Committee

10.3 Senior Vice Chair

- .1 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.
- .2 Duties include, but may not be limited to:
 - a. Developing Senior Time Standards
 - b. Developing Meet Announcement for Florida Swimming Senior Championships
 - c. Selecting Florida Senior Awards
 - d. Consulted on the appropriate National level support from the LSC for athletes, coaches and officials.

10.4 Age Group Vice Chair

- .1 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.
- .2 Duties include, but may not be limited to:
 - a. Developing Age Group Time Standards
 - b. Developing Meet Announcement for Florida Age Group Championships
 - c. Developing Meet Announcement for Harry Meisel B Championships
 - d. Organizing/Selecting Florida All-Star Team
 - e. Organizing/Selecting Florida Age Group Zone Team
 - f. Selecting Florida Age Group Awards

10.5 Secretary

- .1 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.

10.6 Technical Planning Committee Chair

- .1 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.

10.7 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). 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.
 - d. 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.
 - e. 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.
 - f. Cause to be appropriately segregated any special purpose or restricted fund or accounts. 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.
 - g. In general, have oversight of all duties incident to the corporate treasury.
 - i. 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.
 - ii. 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.

10.8 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.

10.10 Athlete Representatives

- .1 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.

10.11 Coach Representative

- .1 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.
- .2 Duties include, but may not be limited to:
 - a. Selection of Hall of Fame/Legends of Florida inductees
 - b. Assist with the Annual Awards Banquet
 - c. Assist with LSC Clinic and Camps
 - d. Attend Annual House of Delegates, Workshops and Other USA Swimming meetings

10.12 Safe Sport Chair

- .1 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:
 - a. Voting board member
 - b. Update FL on USA Swimming safe sport requirements
 - c. Encourage participation in the LSC
 - d. Responsible for increasing awareness

10.13 Official's Chair

- .1 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:
 - a. Voting board member
 - b. Head the officials Committee
 - c. Help with design and operation of all championship meets
 - d. Selection of meet officials for championships
 - e. Act as liaison between the officials and Technical Planning, Board of Directors and House of Delegates
 - f. Assist in the recruitment of new officials.

10.14 Diversity, Equity, and Inclusion Chair

- .1 The Diversity, Equity, and Inclusion 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:
 - a. Voting board member
 - b. Update FL on USA Swimming DEI requirements
 - c. Encourage participation in the LSC
 - d. Responsible for increasing awareness
 - e. Keep Board of Directors, Technical Planning, House of Delegates and membership aware of programs and camps being offered by USA Swimming.

10.15 Open Water Chair

- .1 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:
 - a. Voting board member
 - b. Design and implement FL open water events and championships.
 - c. Consult on any open water events in the State
 - d. Plan the Open water championships, zone championships, and any other regional events held in FL.
 - e. Help with selection process for championship teams from FL.
 - f. Act as a liaison between USA Swimming open water and FL.

10.16 Area Representatives

- .1 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:
 - a. Shall chair Area caucus at the HOD
 - b. Determine 2 year area representatives

ARTICLE 11 POLICIES

11.1 Media Credential

- .1 All media outlets Sport Directors and/or Sport Editors/Managers ARE REQUIRED to request media credentials for Florida Swimming events.
- .2 Credentials will be issued based on job function (photographer, reporter). Credentials are transferable only if accompanied by the same media outlet's photo ID. Transfer of credential to a non-staff member will result in forfeiture of the credential and removal from the deck.
- .3 ONLY staff of bona fide media outlets and host-approved/hired event photographers will be issued event credentials. Non-host team photographers, parents or team-hired photographers will not be issued event credentials and will not have deck access.
- .4 These credentials will be valid only for the meet date(s) requested.
- .5 Media representatives are required to check in at deck entrance and display their media outlet ID and event credential at each session of championship events, regardless of whether they will be working on deck.
- .6 Media is asked to remain in designated media areas of the pool deck. Designated areas will be made available upon check in of event.
- .7 It is understood that no flash photography may be used at the start of any race. Media will not obstruct the view of any spectators, coaches or officials, and interviews must be conducted only in designated areas.
- .8 No cameras (including cell phone cameras) or other recording devices are allowed behind the blocks at any time.
- .9 Credentials for website-only outlets reporting for news and editorial purposes shall be granted at the discretion of Florida Swimming provided they meet the following requirements and pending available space at the venue:
- .10 The dissemination of editorial content must be the primary purpose of the site and the site must demonstrate a record of sustained, original news on swimming and/or Olympic sports.
- .11 If a local news site, the site must demonstrate a record of sustained, original news content on local sports and/or news.
- .12 Credentials will not be issued to representatives whose sites exist solely as a platform for posting unoriginal content (press releases, etc.).
- .13 The sole use of social media platforms does not constitute news and editorial coverage.
 - a. Media representatives will respect the safety of the participants, competitors and facility. Representatives will work within media areas and guidelines designated by Florida Swimming while covering Florida Swimming events. It is also understood that media credentials can be revoked for any future Florida Swimming events for non-compliance.

11.2 Conflict of Interest

Florida Swimming Inc. (FL) is a nonprofit, tax-exempt organization. Maintenance of its tax-exempt status is important both for its continued financial stability and for public support. Therefore, the IRS as well as state regulatory and tax officials view the operations of as a public trust, which is subject to scrutiny by and accountable to such governmental authorities as well as to members of the public.

Consequently, there exists between FL and its board, officers, and management employees and the public a fiduciary duty, which carries with it a broad and unbending duty of loyalty and fidelity. The board, officers, and management employees have the responsibility of administering the affairs of FL honestly and prudently, and of exercising their best care, skill, and judgment for the sole benefit of FL. Those persons shall exercise the utmost good faith in all transactions involved in their duties, and they shall not use their positions with FL or knowledge gained therefrom for their personal benefit. The interests of the organization must be the first priority in all decisions and actions.

Persons Concerned:

This statement is directed not only to directors and officers, but to all employees who can influence the actions of FL. For example, this would include all who make purchasing decisions, all persons who might be described as "management personnel," and anyone who has proprietary information concerning FL.

Areas in which Conflict May Arise:

Conflicts of interest may arise in the relations of directors, officers, and management employees with any of the following third parties:

- Persons and firms supplying goods and services to FL.
- Persons and firms from whom FL leases property and equipment.
- Persons and firms with whom FL is dealing or planning to deal in connection with the gift, purchase or sale of real estate, securities, or other property.
- Competing or affinity organizations.
- Donors and others supporting FL.
- Agencies, organizations, and associations which affect the operations of FL.
- Family members, friends, and other employees.

Nature of Concerning Interest:

A conflicting interest may be defined as an interest, direct or indirect, with any persons or firms mentioned in Section 3. Such an interest might arise through:

1. Owning stock or holding debt or other proprietary interests in any third party dealing with FL.
2. Holding office, serving on the board, participating in management, or being otherwise employed (or formerly employed) with any third party dealing with FL.
3. Receiving remuneration for services with respect to individual transactions involving FL.
4. Using FL's time, personnel, equipment, supplies, or good will for other than FL-approved activities, programs, and purposes.
5. Receiving personal gifts or loans from third parties dealing or competing with FL. Receipt of any gift is disapproved except gifts of a value less than \$50, which could not be refused without discourtesy. No personal gift of money should ever be accepted.

Interpretation of this Statement of Policy:

The areas of conflicting interest listed in Section 3, and the relations in those areas which may give rise to conflict, as listed in Section 4, are not exhaustive. Conflicts might arise in other areas or through other relations. It is assumed that the directors, officers, and management employees will recognize such areas and relation by analogy.

The fact that one of the interests described in Section 4 exists does not necessarily mean that a conflict exists, or that the conflict, if it exists, is material enough to be of practical importance, or if material, that upon full disclosure of all relevant facts and circumstances it is necessarily adverse to the interests of FL.

However, it is the policy of the board that the existence of any of the interests described in Section 4 shall be disclosed before any transaction is consummated. It shall be the continuing responsibility of the board, officers, and management employees to scrutinize their transactions and outside business interests and relationships for potential conflicts and to immediately make such disclosures.

Disclosure of Policy and Procedure:

Transactions with parties with whom a conflicting interest exists may be undertaken only if all of the following are observed:

1. The conflicting interest is fully disclosed;
2. The person with the conflict of interest is excluded from the discussion and approval of such transaction;
3. A competitive bid or comparable valuation exists; and
4. The board has determined that the transaction is in the best interest of the organization.

Disclosure in the organization should be made to the chief executive officer (or if she or he is the one with the conflict, then to the board chair), who shall bring the matter to the attention of the board. Disclosure involving directors should be made to the General Chair, (or if she or he is the one with the conflict, then to the Administrative Vice Chair who shall bring these matters to the board).

The board shall determine whether a conflict exists and in the case of an existing conflict, whether the contemplated transaction may be authorized as just, fair, and reasonable to FL. The decision of the board on these matters will rest in their sole discretion, and their concern must be the welfare of FL and the advancement of its purpose.

11.3 Whistle Blower

Florida Swimming Inc. (FL) expects directors, officers, committee members, volunteers, and employees to observe high standards of business and personal ethics in the conduct of their duties and responsibilities. Employees and representatives of FL must practice honesty and integrity in fulfilling responsibilities and comply with all applicable laws, regulations, and USA Swimming and FL policies.

Reporting Responsibility

It is the responsibility of all directors, officers, committee members, volunteers, and employees to report violations or suspected violations in accordance with this Whistleblower Policy.

No Retaliation

No director, officer, committee member, volunteer, or employee who in good faith reports a violation or suspected violation shall suffer harassment, retaliation or adverse employment consequence. An employee who retaliates against someone who has reported a violation in good faith is subject to discipline up to and including termination of employment. This Whistleblower Policy is intended to encourage and enable employees and others to raise serious concerns within FL prior to seeking resolution outside the organization.

Reporting Violations

Employees are to share their questions, concerns, suggestions or complaints with someone who can address them properly. In most cases, an employee's supervisor is in the best position to address an area of concern. However, if you are not comfortable speaking with your supervisor or you are not satisfied with your supervisor's response, you are encouraged to speak with the General Chair or Administrative Vice Chair of FL whom you are comfortable in approaching. Directors, officers, committee members, supervisors and managers are required to report suspected violations to the Administrative Vice Chair.

Compliance Officer

The Administrative Vice Chair is responsible for investigating and resolving all reported complaints and allegations concerning violations and, at his/her discretion, shall advise the Executive Director or Finance Committee. The Administrative Vice Chair is required to report to the Finance Committee at least annually on compliance activity.

Accounting and Auditing Matters

The Finance Committee shall address all reported concerns or complaints regarding corporate accounting practices, internal controls or auditing. The Administrative Vice Chair shall immediately notify the Finance Committee of any such complaint and work with the committee until the matter is resolved.

Acting in Good Faith

Anyone filing a complaint concerning a violation or suspected violation must be acting in good faith and have reasonable grounds for believing the information disclosed indicates a violation of the law, regulations, and/or FL policies. Any allegations that prove not to be substantiated and which prove to have been made maliciously or knowingly to be false will be viewed as a serious disciplinary offense.

Confidentiality

Violations or suspected violations may be submitted on a confidential basis by the complainant or may be submitted anonymously. Reports of violations or suspected violations will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation.

Handling of Reported Violations

The Administrative Vice Chair will notify the sender and acknowledge receipt of the reported violation or suspected violation within five business days, if possible. It will not be possible to acknowledge receipt of anonymously submitted violation reports. All reports will be promptly investigated and appropriate corrective action will be taken if warranted by the investigation.

11.4 Document Retention

Florida Swimming Inc. (FL) takes seriously its obligations to preserve information relating to litigation, audits, and investigations.

The information listed in the retention schedule below is intended as a guideline and may not contain all the records FL may be required to keep in the future. Questions regarding the retention of documents not listed in this chart should be directed to the Executive Director.

From time to time, the Executive Director may issue a notice, known as a “legal hold,”suspending the destruction of records due to pending, threatened, or otherwise reasonably foreseeable litigation, audits, government investigations, or similar proceedings. No records specified in any legal hold may be destroyed, even if the scheduled destruction date has passed, until the legal hold is withdrawn in writing by the Executive Director.

File Category	Item	Retention Period
Corporate Records	Bylaws and Articles of Incorporation	Permanent
	Corporate resolutions	Permanent
	Board and committee meeting agendas and minutes	Permanent
	Conflict-of-interest disclosure forms	4 years
Finance and Administration	Financial statements (audited)	7 years
	Auditor management letters	7 years
	Payroll records	7 years
	Check register and checks	7 years
	Bank deposits and statements	7 years
	Chart of accounts	7 years
	General ledgers and journals (includes bank reconciliations)	7 years
	Investment performance reports	7 years
	Equipment files and maintenance records	7 years after disposition
	Contracts and agreements	7 years after all obligations end
	Correspondence — general	3 years
	Invoices (to members, customers, from vendors)	7 years
	Member registration forms	2 years
	Member transfer forms	3 years

	Club charter information	3 years
Insurance Records	Insurance Summary for USA Swimming Local Swimming Committees (LSC's)	7 years
	Reports of Occurrence received by the LSC office	7 years
Real Estate	Deeds	Permanent
	Leases (expired)	7 years after all obligations end
	Mortgages, security agreements	7 years after all obligations end
Tax	IRS exemption determination and related correspondence	Permanent
	IRS Form 990s	7 years
	Charitable Organizations Registration Statements (filed with Florida Attorney General)	7 years
Human Resources	Employee personnel files	Permanent
	Retirement plan benefits (plan descriptions, plan documents)	Permanent
	Employee handbooks	Permanent
	Workers comp claims (after settlement)	7 years
	Employee orientation and training materials	7 years after use ends
	Employment applications	3 years
	IRS Form I-9 (store separate from personnel file)	Greater of 1 year after end of service, or three years
	Withholding tax statements	7 years
	Timecards	3 years
Technology	Software licenses and support agreements	7 years after all obligations end

11.5 Electronic Documents and Records

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

11.6 Emergency Planning

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

11.7 Document Destruction

The Executive Director is responsible for the ongoing process of identifying its records, which have met the required retention period, and overseeing their destruction. Destruction of financial and personnel-related documents will be accomplished by shredding.

Document destruction will be suspended immediately, upon any indication of an official investigation or when a lawsuit is filed or appears imminent. Destruction will be reinstated upon conclusion of the investigation.

11.8 Compliance

Failure on the part of employees to follow this policy can result in possible civil and criminal sanctions against FL and its employees and possible disciplinary action against responsible individuals. The Executive Director and Administrative Vice Chair will periodically review these procedures with legal counsel or the organization's certified public accountant to ensure that they are in compliance with new or revised regulations. The Executive Director will periodically report to the Board of Directors on compliance with this policy.

11.9 Update the Table of Documents

When new items are identified by law, by USA Swimming, by FL, or by staff, the Executive Director will update the document retention policy.