

South Carolina Swimming

Policies and Procedures

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South Carolina Swimming

LSC

Administration

I. LSC Organization

A. Members

The membership of SCSI shall consist of the following:

1. Group Members

Group Members are organizations operating in the Territory which have, upon application, been granted membership in USA Swimming and SCSI and paid the fees established by USA Swimming and SCSI pursuant to Article 2.1 of SCSI Bylaws. An organization may be denied membership by the Membership/Registration Coordinator or the Board of Directors for failure to satisfy the criteria for membership or for any reason for which a Group Membership could be terminated. Any denial of membership may be appealed to the Administrative Board of Review and membership may be terminated by a decision of the Administrative Board of Review or the National Administrative Board of Review. Except for Affiliated Group Members, Group Members in good standing shall be entitled to participate in the program of swimming conducted by SCSI, and competitions sanctioned or approved by USA Swimming, in accordance with SCSI bylaws.

a. Club Members

A Club Member is an organization which is in good standing as a Group Member of SCSI and USA Swimming, has athletes and coaches and participates in the sport of swimming. All athletes and coaches of the organization must be Individual Members in good standing of SCSI and USA Swimming.

b. Affiliated Group Members

An Affiliated Group member is an organization which supports the sport of swimming and the objectives and programs of SCSI and USA- Swimming, which is in good standing as a Group Member of SCSI and SCSI and USA- Swimming, but which does not have athletes or coaches who are all individual members of SCSI or USA Swimming.

c. Seasonal Club Members

A Seasonal Club Member is an organization which has joined SCSI and USA Swimming for one or two periods not longer than 150 days each in a registration year and is in good standing as a Group Member of SCSI and USA Swimming. All Seasonal Club Member coaches must be Coach Members in good standing of SCSI and USA Swimming. All athlete members of seasonal clubs must be Seasonal Athlete or Athlete Members in good standing of SCSI and USA Swimming.

2. Individual Members

Individual Members are individuals involved in the sport of swimming in the Territory who have, upon registration, been granted membership in USA Swimming and SCSI and paid the dues established by USA Swimming and SCSI pursuant to Article 603. Except for Life members, an individual who wishes to register as an unattached member of SCSI and not affiliated with any Club Member of SCSI must reside within the geographical territory of SCSI. An individual may be denied membership by the Membership/Registration Coordinator or by the Board of Directors for failure to satisfy the criteria for membership or for any reason for which

an Individual Membership could be terminated. Any denial of membership may be appealed to the Administrative Board of Review. An individual's status as an Individual Member is subject to the Individual Member's continued satisfaction of the criteria for membership and compliance with the individual's responsibilities under these Bylaws, the USA Swimming Rules and Regulations, the rules, regulations, policies, procedures and codes of conduct and ethics of SCSJ and USA Swimming and may be terminated by a decision of the Administrative Board of Review or the National Administrative Board of Review. Except for Affiliated Individual Members and Life Members, Individual Members in good standing shall be entitled to participate in the program of swimming conducted by SCSJ, and competitions sanctioned or approved by USA Swimming, in accordance with SCSJ bylaws.

a. Athlete Members

An Athlete Member is an individual who participates or competes in the sport of swimming and is in good standing as an Individual Member of SCSJ and USA Swimming.

b. Coach Members

A Coach Member is an individual, whether or not affiliated with a Group Member, who has satisfactorily completed all safety and other training required by SCSJ and/or USA Swimming and who is in good standing as an Individual Member of SCSJ and USA Swimming. Any individual desiring to act in any coaching capacity at any competition sanctioned by USA Swimming must be a Coach Member in good standing of SCSJ and USA Swimming.

c. Non-Athlete Members

A Non-Athlete Member is an individual other than a Coach Member or an Athlete Member who is a trainer, manager, official, meet director, Board Member, At-Large House Member, officer, coordinator or committee chair or committee member of SCSJ or a Group Member Representative or alternate and any other individual desiring to participate in the sport of swimming and who is in good standing as an Individual Member of USA Swimming and SCSJ.

d. Seasonal Athlete Members

A Seasonal Athlete Member is an individual who participates or competes in the sport of swimming and has joined for one or two periods of time not longer than 150 days each in a registration year and is in good standing as an Individual Member of SCSJ and USA Swimming.

e. Affiliated Individual Members

An Affiliated Individual Member is an individual interested in the objectives and programs of SCSJ who resides, formerly resided, or formerly participated in the sport of swimming in the Territory and who is in good standing as an Individual Member of SCSJ and USA Swimming.

f. Life Members

A Life Member is an individual who is a life member of USA Swimming and who resides, formerly resided, or participated in the sport of swimming in the Territory and who is in good standing as a member of SCSJ and USA Swimming.

B. Duties and Powers

The duties and powers of the officers and other Board Members as described in SCSI bylaws shall be to attend and participate in all meetings of the House of Delegates and the Board of Directors and as follows:

1. General Chair

The General Chair shall oversee and have general charge of the management, business, operations, affairs and property of SCSI, 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 SCSI 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 SCSI.

2. Secretary

The Secretary, or a delegate, shall be responsible for keeping a record of all meetings of the House of Delegates and Board of Directors, conducting official correspondence, issuing meeting and other notices and making such reports to USA Swimming as are required by I.L of the Policy and Procedures manual and shall perform the other duties incidental to the office of Secretary as specified by the bylaws. The Secretary or staff of SCSI's permanent office shall be custodian of the records and seal of SCSI and attest the execution of all duly authorized instruments. The Secretary shall cause to be kept at SCSI's permanent office copies of all minutes, official correspondence, meeting and other notices, and any other records of SCSI. The Secretary's custody of the minute books and other records shall be as a fiduciary for SCSI and shall end when the Secretary leaves office and shall pass them on to the successor Secretary.

3. Treasurer

The Treasurer shall be the principal receiving and disbursing officer of SCSI. Except as otherwise directed by the Finance Chair and Finance Committee, or the Board of Directors, the Treasurer shall receive all moneys, incomes, fees and other receipts of SCSI and pay all bills, salaries, expenses and other disbursements approved by an authorized officer, committee chair, coordinator, the Budget and Finance Committee, the Board of Directors or the House of Delegates, or required to be paid. When authorized by the Board of Directors, income and expenses may be received and paid by a division, officer, committee or coordinator, provided that the division, officer, committee or coordinator promptly submits to the Treasurer an itemized report, duly attested by the division, officer, committee chair or coordinator and either within the approved budget of such division, officer, committee or coordinator, or authorized by the Board of Directors or the House of Delegates. The Treasurer shall be a member of the Budget and Finance Committee but may not be its chair. The Treasurer shall issue a monthly report listing the current budget variances by line item, all receipts, all expenditures and the current fund and account balances for the month and the preceding month and for the fiscal year to date, together with such other items as the Budget and Finance Committee, the General Chair or the Board of Directors may

direct. The Treasurer shall also provide current monthly bank account statements to the General Chair. The Treasurer shall:

- a. have charge of and supervision over and be responsible for the funds, moneys, securities and other financial instruments of SCSI;
 - b. cause the moneys, securities and other financial instruments of SCSI to be deposited in the name and to the credit of SCSI in such institutions as shall be designated in accordance with Section 6.12 of bylaws or to be otherwise invested as the Budget and Finance Committee or the Board of Directors may direct;
 - c. cause to be appropriately segregated and accounted for any endowment funds, scholarship or award funds and any similar special purpose funds or accounts;
 - d. cause the funds of SCSI to be disbursed by checks or drafts, automated debits or wire transfers upon the authorized depositories of SCSI, and obtain and preserve proper vouchers for all moneys disbursed;
 - e. cause to be kept at SCSI's permanent office, correct books of account and other financial records of all its affairs and transactions and such duplicate books of account as the Board of Directors, the Finance Vice Chair, the Finance Committee or the Treasurer shall determine. The Treasurer's custody of the books and records shall be as a fiduciary for SCSI and custody and fiduciary state shall end when the Treasurer leaves office and passes them on to the successor Treasurer;
 - f. upon request and at reasonable hours cause such books or duplicates thereof to be exhibited to any member of the Board of Directors and upon application and at reasonable hours cause the monthly financial reports and the annual audited financial statement to be exhibited to any member of SCSI or USA Swimming;
 - g. cause SCSI to be in compliance with the requirements of Section 1.L of Policy and Procedures manual;
 - h. have the power to require from the officers, committee chair, coordinators, or agents of SCSI reports or statements giving such information as the Treasurer may determine to be appropriate or helpful with respect to any and all financial transactions of SCSI;
 - i. make the books and records available and otherwise fully cooperate with those conducting the annual audit of accounts of SCSI and cause the preparation and timely filing of all required federal, state and local tax returns, and other financial and tax reports with the applicable government official, and forward a copy of the annual financial statement and audit report and any federal tax return to the Secretary for submission to the Board of Directors and USA Swimming national headquarters in accordance with Sections 1.L of Policy and Procedures manual;
 - j. have the power to appoint one or more assistant treasurers and delegate to them one or more of the Treasury functions, or parts thereof, and in general, perform all the other duties incident to the corporate treasury function.
4. Administrative Vice Chair
- The Administrative Vice Chair shall conduct meetings in the absence of the General Chair and, at the request of the General Chair or in the event of the disability of the General Chair, shall perform all of the duties of the General Chair, and when so

acting shall have all of the powers of the General Chair. The Administrative Vice Chair shall chair, and have general charge of the business, affairs and property of the division that administers SCSi 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, committees and coordinators. The Administrative Division shall be responsible for the creation and maintenance of SCSi's Policies and Procedures manual. The Administrative Vice Chair shall be responsible to see that the Coach Representative elections are held in accordance with the Bylaws.

5. Senior Vice Chair

The Senior Vice Chair shall chair and have general charge of the affairs and property of the Division or Committee that develops and conducts the senior swimming program of SCSi including meet management for all senior swimming meets sponsored by SCSi. The Senior Vice Chair serves a liaison to the Athlete Representatives and shall be responsible to see that the Athlete Representatives elections are held in accordance with the Bylaws.

6. Age Group Vice Chair

The Age Group Vice Chair shall chair and have general charge of the affairs and property of the Division or Committee that develops and conducts the age group swimming program of SCSi including meet management for all age group swimming meets sponsored by SCSi.

7. Finance Vice Chair

The Finance Vice Chair is the chief financial officer of SCSi. The Finance Vice Chair shall chair and 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 SCSi's working capital, funded reserves and endowment funds and the development and implementation of a marketing and fundraising plan for SCSi. The Finance Vice Chair, with the assistance of the Finance Committee, shall prepare an annual budget for SCSi's operations and present the budget for approval by the Board of Directors and the House of Delegates. In addition, the Finance Vice Chair shall cause to be conducted the audit required pursuant to Section 1.L of the Policies and Procedures manual and shall review, or shall cause the Audit Committee to review, the annual audit report and recommend acceptance and appropriate action, if any, with regard thereto by the Board of Directors and the House of Delegates. The Finance Vice Chair is responsible for the adequacy of SCSi's system of internal financial and accounting controls. The Finance Vice Chair is the chair of the Finance and Budget Committees and a member of the Personnel Committee. Together with the Treasurer, the Finance Vice Chair is ultimately responsible for SCSi's compliance with Section 1.L of Policies and Procedures manual.

8. Athlete Representatives

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

9. Coach Representative

The Coach Representative shall serve as a liaison between the coaches who are members of SCSI and the Board of Directors and House of Delegates. The Coach Representative shall chair the Coaches Committee.

10. **At-Large Board Members**

In addition to their inherent powers and duties as members of the Board of Directors, the At-Large Board Members shall have such powers and duties as may be delegated to them by the SCSI Policies and Procedures Manual, the General Chair, the Board of Directors, or the House of Delegates.

C. Offices Combined or Split

1. **Office Held by Two Persons**

Any office other than General Chair, Finance Chair, and Treasurer, may be held jointly by two individual members. This may be accomplished by the Nominating Committee nominating two individual members to serve as co-officers or by the House of Delegates electing two at the time of the election. In the case of Administrative Vice Chair, the House of Delegates at the time of the election shall designate one to be the successor to the General Chair, if no such designation is made, then the person with the longer tenure in such office shall serve as the successor.

2. **Offices Combined**

Any office other than General Chair may be combined with any other office. This may be accomplished by the Nominating Committee nominating a single Individual Member to serve simultaneously as two officers or by the House of Delegates so electing at the time of the election.

D. Assistant and Deputy Officers

The House of Delegates or the Board of Directors may by resolution or SCSI's Policies and Procedures Manual create the office of Deputy to one or more of the elected officials. The resolution or Policy/Procedure of SCSI will define the method of election or appointment and will delineate the duties and powers of the respective deputies, which may include the power to act for the officer when she/he is out of the Territory or temporarily incapacitated.

E. Notices of Meetings

Not less than twenty (20) days' written notice shall be given to each member of the House of Delegates and each Group Member for any annual, regular or special meeting of the House of Delegates, and not less than thirty (30) days' written notice shall be given to each member of the House of Delegates of any proposed amendment of the Bylaws or Policies. Not less than thirty-five (35) days' written notice shall be given to the General Chair and Secretary of proposed Bylaws and Policy amendments that do not originate from the Board of Directors. The General Chair shall submit any proposals received to the Board of Directors for review, and the Secretary shall give thirty (30) days' written notice to each member of the House of Delegates. Notification shall be given according to acceptable methods specified in Section 14.1.3 of the bylaws.

F. Order of Business for Board of Directors Meetings

At all meetings of the Board of Directors the following shall be included in the order of business to the extent applicable. The order in which subjects are taken up may be varied.

Roll Call

Reading, correction and adoption of minutes

Report of Executive Committee

Reports of officers

Reports of committees and coordinators

Presentation of the annual budget and adoption of recommendation to the House of Delegates

Presentation of the annual audit report pursuant to Section 608.5 and adoption of its recommendation to the House of Delegates

Advice and Consent to Appointments

Unfinished (old) business

New business

Approval of applications for Group Membership

Elections (if any)

Resolutions and orders

Adjournment

G. Divisional Organization and Jurisdictions, Standing Committees, and Coordinators

The divisions of SCSA shall each be chaired by a Vice Chair, the Senior Athletes Representative, or the Coaches Representative, whose respective powers, duties, jurisdiction and responsibilities are described in I.B. Under each division Vice Chair there are officers, committees, coordinators and direct responsibilities as follows:

1. Administrative Division - Administrative Vice Chair

Awards Banquet

Bylaws/Rules/Legislation

Club Development

Computer Technology

Equipment

Elections

Fines Administration

Insurance

Legal

Meet Evaluation

Meet Management

Meet Sanctions

Meet Sponsorships

Membership/Registration

Officials

Personnel

Public Relations

Publications/Newsletter

Policies and Procedures Manual

Safe Sport Coordinator

Safety

Secretary

Special Events
Records and Top Times Tabulator
Swimguide/Parents Manual
Safe Sport Coordinator
Secretary

2. Age Group Division - Age Group Vice Chair

Para- Swimming
Age Group
Age Group Program
Age Group Time Standards
All Star Meet
Age Group Camps/Clinics
Zone Team

.3 Senior Division - Senior Vice Chair

Awards
Senior Camps/Clinics
Open Water
Diversity
Senior Committee
Senior Program

.4 Finance Division – Finance Vice Chair

Audit
Budget
Finance
Marketing/Sponsorships
Swim-a-Thon
Tax
Treasurer

.5 Athletes Division - Senior Athlete Representative

Athlete Representatives
Athlete At-Large House and Board Members
Athlete Group Member Representatives
Athletes

.6 Coaches Division - Coach Representative

Coaches Committee

H. Duties and Powers of Non-Officer Chairs and Coordinators

1. Membership/Registration Coordinator

The Membership/ Registration Coordinator shall be responsible for the registration of Group and Individual Members and the transmission of registration information to USA Swimming and shall make the reports required by Section 1.L of the Policies

and Procedures manual, together with such additional reports as may be required by USA Swimming, the Board of Directors or the General Chair.

2. Technical Planning Chair

The Technical Planning Chair shall chair, and have general charge of the business, affairs and property of the Technical Planning Committee, which is responsible for long-range planning regarding the swimming programs conducted by SCSI, the continuing review and development of the SCSI philosophy and for advising other committees and divisions regarding the implementation of that philosophy in the context of SCSI's swimming programs.

3. Officials Chair

The Officials Chair shall chair the Officials Committee which is responsible for recruiting, training, certifying, and supervising officials for SCSI. The Officials Chair shall be either a Meet Referee certified by SCSI prior to February 1, 2024, or equivalent (N2 Deck Referee, N2 Chief Judge and N2 Administrative Official and has been a meet referee for a minimum of two (2) prelim/finals meets.

a. An Officials Chair for the SC-LSC shall be elected by the House of Delegates.

b. The Officials Chair's functions shall include but not be limited to:

- (1) The Officials Chair shall appoint an Officials Committee, which shall consist of at least two other SC-LSC Certified Officials at the Referee level and a student athlete representative.
- (2) Coordinate the activities of the other members of the committee and chair all meetings of the committee or designate an alternate in cases where chair is unavailable to oversee the committee meetings.
- (3) The Officials Chair, or a referee designated by the officials committee, with at least equal certifications of the Officials Chair, shall serve as the Meet Referee for the SC-LSC Short Course and Long Course Championship meets..
- (4) Assist with the SC-LSC certification, recertification, and advancement certification processes of all SC-LSC officials.
- (5) Assist with the USA Swimming National certification and recertification processes for all SC-LSC officials seeking national certifications.
- (6) Oversee, or designate another official to oversee, the entry of officials working each meet session into the USA-Swimming OTS website.
- (7) Maintain records of all officials working national championship meets to help identify candidates for assignment and acceptance/invitation to national championship meets, including the Olympic trials meet.
- (8) Provide regular reports to the General Chair for inclusion in his or her reports to the Board of Directors.
- (9) Participate as a member of the SC-LSC Board responding to questions posed by officials, coaches, swimmers and parents.

4. Rules/Legislation Coordinator

The Rules/Legislation Coordinator shall have general charge of the business, affairs, and property regarding Rules/Legislation, and shall undertake such activities

a. delegated to it by the Board of Directors or the General Chair or

b. undertaken as being in the best interest of the members of SCSI and the sport of swimming.

5. Coaches Committee Chair

The Coach Representative shall chair and have general charge of the business, affairs, and property of the Coaches' committee, which shall undertake such activities delegated to it by the Board of Directors or the General Chair.

a. The Coaches Committee Chair shall be responsible to advise, consent, and direct, the performance of the Sport Development Director to ensure compliance with the goals, vision, and objectives of the position and South Carolina Swimming. The Coaches Committee shall ensure the performance of the duties to be performed by the Sport Development Director. Direct reporting responsibilities of the Sport Development Director to the Personnel Committee will be through the General Chair as chair of the Personnel Committee. The Coaches Committee Chair shall evaluate the performance of the Sport Development Director and report an assessment of that performance to the Personnel Committee.

i. When there is a vacancy in the position of Sport Development Director, the General Chair, with the assistance of the Coaches Committee Chair, shall appoint a sub-committee to seek, interview, and evaluate candidates to fill the position. The sub-committee will then bring a recommendation for hiring to the Board for approval.

6. Safe Sport Coordinator

The Safe Sport Coordinator shall be responsible for the implementation and coordination of, and serve as the SCSI liaison for, the Safe Sport Program established by USA Swimming. The Safe Sport Coordinator shall be a non-athlete member in good standing and shall work with the USA Swimming Safe Sport staff, and the USA Swimming Safe Sport Committee to implement pertinent aspects of the national Safe Sport Program within SCSI. The Safe Sport Coordinator will:

- a. Serve as the primary contact for SCSI to coordinate and oversee the implementation of effective safe sport educational programs for all athlete members, their parents, coaches, volunteers and clubs, as provided by USA Swimming;
- b. Be trained regarding the complaint reporting structure and refer all reports of a violation of the Athlete Protection policies directly to the local club, the General Chair, the USA Swimming Safe Sport staff, and/or other appropriate authority;
- c. Participate in workshops as provided by USA Swimming, collect and share information about what USA Swimming and other LSCs are doing to promote safe sport policies, and disseminate information on LSC best practices;
- d. Serve as an information resource for SCSI clubs and membership, and will help to identify and connect them with local educational partners and resources;
- e. Receive feedback and suggestions on the Safe Sport policies and programs from the SCSI clubs and membership, and provide feedback to the USA Swimming Safe Sport Committee and Safe Sport staff; and
- f. Perform other functions as necessary in the fulfillment of USA Swimming's continuing efforts to foster safe, healthy and positive environments for all its members.
- g. The SafeSport Coordinator or their designee shall be responsible for coordinating safety enhancement and training opportunities as needed, and for

the dissemination of USA Swimming safety education information to all Group Members, athletes, coaches, and officials of SCSI. The SafeSport Committee shall develop safety education programs and policies for SCSI and make recommendations regarding same, and the implementation thereof, to the Senior Chair, Administrative Vice Chair, and the Board of Directors. The Safety Committee Chair shall make the reports required pursuant to Section 1.L of the Policies and Procedures manual.

7. Diversity, Equity, and Inclusion (DEI) Chair

The DEI Chair shall chair and have general charge of the business, affairs, and property of the DEI committee whose primary objective is to increase multicultural, ethnic, and socioeconomic diversity and to foster an inclusive environment at all levels of the sport of competitive swimming. The Diversity, Equity, and Inclusion Committee develops and administers programs which are aimed at encouraging existing clubs and related organizations to expand opportunities to provide a competitive swimming experience to those individuals currently lacking such opportunities. The DEI committee shall also undertake such activities delegated to it by the Board of Directors or the General Chair.

I. Members and Ex-Officio Members of Committees

1. Coaches Committee

The members of the Coaches Committee shall consist of Coach Representative and such additional coach members as may be determined by the Coach Representative, and a sufficient number of Athlete Members to constitute at least twenty percent (20%) of the voting membership of the committee. The Coach Representative shall chair the committee.

2. Officials

The members of the Officials Committee shall be the Officials Chair, who shall serve as chair, and at least two other members each of whom shall be certified officials of SCSI and a sufficient number of athletes appointed so as to constitute at least twenty (20%) of the voting membership of the committee.

3. Personnel Committee

The members of the Personnel Committee shall be the General Chair, who shall serve as chair, the Administrative Vice Chair, the Finance Chair, the Senior Athlete Representative, and the Coach Representative.

4. SafeSport Committee

The members of the Safety Committee shall be the Safety Chair and at least four (4) additional members, of which at least one shall be an SCSI certified official, at least one shall be a Coach Member, and a sufficient number of athletes appointed so as to constitute at least twenty percent (20%) of the voting membership of the Committee.

5. Technical Planning

The members of the Technical Planning Committee shall be the Technical Planning Chair, a sufficient number of athletes so as to constitute at least twenty percent (20%) of the voting membership of the Committee and six (6) additional members of whom at least fifty percent (50%) shall be Coach Members. The Athlete Members and the additional members representing administrative subdivisions shall be appointed by the General Chair with the advice and consent of the Board of Directors.

6. The General Chair or the respective division Vice Chair may appoint the specified additional members and any other members deemed appropriate or necessary for any of the foregoing standing committees except the Athletes, Coaches, and the Personnel Committees. Committee members appointed pursuant to the preceding sentence shall hold their appointments at the pleasure of the appointing officer or successor.

J. Duties and Powers of Standing Committees and Coordinators

1. Athletes Committee

The Athletes Committee shall serve as the primary forum for identifying and bringing issues of Athlete Member interest and concern to the Board of Directors and House of Delegates for discussion and action. The Athletes Committee is obligated to provide athlete education and to assist in ensuring effective participation in elections of the Athlete Representatives. The Athletes Committee is authorized to conduct such events and activities with and on behalf of the athletes in SCSJ as the committee may determine necessary or appropriate

2. Membership/Registration Coordinator

The Membership/ Registration Coordinator is authorized and obligated to conduct the registration of Group and Individual members and supervise the transmission of registration information to USA Swimming and assist in the preparation of the reports as required by Section 1.L of Policies & Procedures manual, together with such additional reports as may be requested by USA Swimming, the SCSJ Board of Directors, the Administrative Vice Chair, or the Finance Committee Chair.

3. Officials Committee

The Officials Committee is authorized and obligated to recruit, train, test, certify, evaluate, retest, recertify and supervise officials for SCSJ and such other activities as may be necessary or helpful in maintaining a roster of qualified, well-trained and experienced officials of the highest caliber. The Officials Committee is also authorized and obligated to issue interpretations of the competitive rules for use by officials, coaches and athletes at meets conducted within the territory of SCSJ. Such interpretations will be issued after consultation with the USA Swimming Rules and Regulations Chair and USA Swimming Officials Chair, as appropriate.

a. The function of the Officials Committee shall include but not be limited to:

- (1) Review (at least annually) the policies and procedures of the SC-LSC pertaining to officials and make recommendations to the Board for any required alterations, as necessary.
- (2) Establish certification and recertification requirements for all SC-LSC's certification categories listed below. Make available, publish and update these requirements on the SC-LSC's website on the Officials page.
- (3) Organize and act as instructors for both the training sessions for new officials and the training sessions for recertification of officials within the SC-LSC.
- (4) Develop, update, and distribute training materials for new and advancing officials training clinics.
- (5) Update the Officials page(s) on the SC-LSC's website.
- (6) Create and submit an annual Officials budget to the SC-LSC Board.
- (7) Receive applications to officiate at LSC Championship meets and select those whom will be accepted to work the meet.

4. Personnel Committee

The Personnel Committee is authorized and obligated to negotiate and set wages, compensation, and other terms of employment of SCSI's staff (whether employees or independent contractors) within established budgetary guidelines and policies and to review and approve the scope of duties delegated to staff.

5. Technical Planning Committee

The Technical Planning Committee shall be responsible for long-range planning for the swimming programs conducted by SCSI and for advice regarding the technical aspects of those programs and of the sport of swimming generally. For each upcoming season, the Technical Planning Committee shall devise a proposed meet schedule in consultation with the Age Group Committee and the Senior Committee. After approval by the Board of Directors, the Committee shall publish the proposed schedule and seek bids from Club Members to host meets. After reviewing the bids received, the Committee shall make recommendations to the Board of Directors and House of Delegates for the adoption of a firm schedule and award of hosting rights to Club Members. The Technical Planning Chair shall coordinate the evaluation, revision and approval of meet announcements in consultation with the Age Group Vice Chair and Senior Vice Chair and other appropriate SCSI officers, chairs and coordinators and shall make recommendations regarding the issuance of sanctions for these meets by the Administrative Vice Chair.

K. Order of Business for Committee Meetings

At all meetings conducted under the authority of this Article, the following shall be included in the order of business to the extent applicable; the order in which subjects are taken up may be varied:

Roll Call

Reading, correction and adoption of minutes

Reports of coordinators, committees and subcommittees

Unfinished (old) business

New business

Resolutions and orders

Adjournment

L. Annual Audit, Reports, and Remittances

1. Minutes

The Secretary shall, within thirty (30) days after each meeting of the Board of Directors and the House of Delegates, transmit a copy of the minutes of the meeting to the respective members and post on the SCLSC website.

2. State and Local Reports and Filings

The Secretary and the Treasurer shall report all necessary item and reporting including any applicable fees required by its state of incorporation and by any other state or municipality in which it operates.

3. Public Availability of Certain Information

SCSI shall cause to be made available at a reasonable location and time determined by SCSI to anyone requesting to see a copy of SCSI's federal income tax and information returns for each of the last three years, and a copy of the materials submitted by USA Swimming to include SCSI in USA Swimming's group exemption ruling as required pursuant to IRS Code section 1.14 and any similar requirements of applicable state or local laws.

4. Annual Audit

An annual audit or review of the accounts, books, and records of SCSI shall be completed within five (5) months after the close of the LSC fiscal year. The audit or review shall cover any federal, state, or local income tax return that SCSI is required to file under the IRS Code or applicable provisions of state or local law, rules or regulations, the balance sheet, the statement of income and expenses, check register and bank statements and other records as is deemed appropriate.

If LSC net assets as of fiscal year-end are \$200,000 or less, the audit or review shall be conducted by the Audit Committee or the Finance Committee. The committee shall issue a report signed by all its members and stating that the financial records and reports of SCSI have been reviewed and fairly present the financial condition of SCSI as of the date of the balance sheet and for the fiscal period of the statement of income and expense and that the report is true and correct to the best of the Committee's knowledge, information, and belief.

If LSC net assets as of fiscal year-end are above \$200,000, the audit or review shall be conducted by an independent auditor who shall be a certified public accountant. The audit or review report shall be in accordance with generally accepted auditing practices applicable to the audit or review.

Per the LSC Affiliation Agreement with USA Swimming and Article 8.3 of the USA Swimming Corporate Bylaws, the required financial reports (e.g., the Financial Assessment Program required of LSC's with Net Assets less than \$200,000, annual closing Balance Sheet, Statement of Income and Expense, corresponding federal income tax return (Form 990) and outcome of audit or review, as applicable) are due to USA-S HQ within five (5) months after the close of the LSC fiscal year. Consistent with Article 8.3, upon submission of a request to extend the time to file its federal income tax return, an LSC may be granted additional time to meet its financial reporting requirements to USA Swimming equal to the extension period provided the LSC submit a copy of the request for extension with the IRS to USA Swimming at the time the extension is filed, and the IRS grants such an extension.

5. Membership and Registration Reports

The Membership/Registration Coordinator shall forward in a timely manner all required reports to the Executive Director of USA Swimming. This report shall be accompanied by a remittance of the appropriate membership and registration fees due to USA Swimming. The Membership/Registration Coordinator shall make periodic summary reports to the General Chair, the Administrative Vice Chair, the Board of Directors and the House of Delegates.

6. Safety Reports

a. Incident/Occurrence Reports

An occurrence report providing all of the information requested by applicable USA Swimming form should be completed (online or printed copy) at the time of the occurrence by the meet director, officer, coach or club officer with copies to USA Swimming national headquarters, the SafeSport Chair and the Administrative Vice Chair and the SCSI office.

b. Reports of Injuries

The SafeSport Chair shall present a report concerning swimming-related injuries within the Territory at each House of Delegates and Board of Directors meeting.

(1) House of Delegates Reports

The report to the House of Delegates shall be written and shall provide in summary form the pertinent information including whether the injured party is a member of SCSI and USA Swimming, the location of the occurrence and a brief description of the incident, the resulting injury and the emergency-care steps taken, together with any recommendation for action by SCSI and its members to reduce the likelihood of a recurrence and the status of that recommendation. The written report shall include a review of the pertinent statistical information provided by USA Swimming national headquarters. A copy of each House of Delegates report shall also be sent to the USA Swimming national headquarters.

(2) Board of Directors Reports

The regular report to the Board of Directors may be a summary addressing primarily any recommendation for action by SCSI and its members.

c. Safety Education

The SafeSport Chair shall be responsible for disseminating safety information flowing from USA Swimming Headquarters and, with the assistance of the Committee members, exploring safety education opportunities and developing a safety education program tailored to SCSI and its members and Territory.

7. Mailing Address

SCSI shall notify in writing USA Swimming national headquarters of any change in its regular mailing address within fourteen (14) days of the change.

8. Reports Generally

SCSI shall make all reports and remittances to USA Swimming as specified in the USA Swimming Rules and Regulations or by the USA Swimming Board of Directors or USA Swimming House of Delegates, in such a manner and on such written forms as may be requested by USA Swimming national headquarters. The General Chair, the Membership/ Registration Coordinator, the Secretary, and the Treasurer shall be collectively responsible for seeing that all required reports and remittances are made.

M. Permanent Office and Staff

1. Office

SCSI should maintain an office in the Territory for the storage and maintenance of the books and records and equipment of SCSI and for other purposes as may be determined by the House of Delegates or the Board of Directors in accordance with

these Bylaws.
SC Swimming
PO Box 460
Six Mile, SC 29682

2. Staff

SCSI shall retain paid staff at the SCSI Office as the Board of Directors may determine to be appropriate or necessary. The staff shall be under the general supervision of the General Chair and the Administrative Vice Chair. With respect to the delegated functions of the officers, committee chairs, and coordinators, the staff shall be responsible to the respective officer, committee chair, or coordinator. The powers and duties of the paid staff shall be established in SCSI's Policies and Procedures Manual or by resolution of the Board of Directors or by delegation approved by the Personnel Committee.

3. Appropriations

The Finance Committee shall include in its proposed budget a line item for the cost of SCSI's office, inclusive of the compensation and benefits costs of the paid staff. Once appropriated by the House of Delegates, the Personnel Committee shall be responsible, together with the General Chair, for the administration of these funds. The compensation of the staff shall, to the extent possible, be treated as confidential.

II. Registration Membership

A. Registration Financial Obligations

1. Club Members

Every Club Member and Seasonal Club Member shall pay an annual or seasonal fee, respectively, consisting of a national club fee established by USA Swimming and a local club fee established by SCSI, together with any other charges, fees, etc. as may be established by SCSI.

2. Affiliated Group Members

The Board of Directors shall establish the annual membership fees and any other charges, fees, etc. for Affiliated Group Members.

3. Athletes

Each Athlete Member and Seasonal Athlete Member shall pay an annual or seasonal fee, respectively, consisting of a national fee established by USA Swimming and a local fee established by SCSI.

4. Coaches

Each Coach Member shall pay an annual fee consisting of a national fee established by USA Swimming and a local fee established by SCSI, together with any other charges, fees, etc. as may be established by SCSI.

5. Non-Athlete Members

Each Non-Athlete Member shall pay an annual fee consisting of a national fee established by USA Swimming and a local fee established by SCSI, together with any other charges, fees, etc. as may be established by SCSI.

6. Affiliated Individual Members

the Board of Directors shall establish the annual membership fees and any other charges or fees etc. for Affiliated Individual Members.

7. Life Members

The Board of Directors shall establish the annual or other membership fees, if any, and any other charges, etc. for Life Members.

8. Failure to Pay

a. Group, Coach, and Non-Athlete Member Obligations

The failure of a Group Member, Coach Member or Non-Athlete Member to pay dues, fees, service charges, fines or penalties imposed by SCSi or USA Swimming, within the time prescribed, as evidenced by a final decision of (i) a court of law, and/or (ii) the SCSi Administrative Board of Review or the National Administrative Board of Review, shall preclude the delinquent member from (a) participating in events sanctioned or approved by USA Swimming, (b) participating in any capacity in the affairs of USA Swimming, SCSi or any other LSC or (c) serving as a Group Member Representative, coach, manager, official, trainer or in any other capacity with any Club Member or Seasonal Club Member or with any group member of any other LSC until the debt is satisfied.

b. Athlete Member Obligations

The failure of an Athlete Member or Seasonal Athlete Member to satisfy any financial obligations to USA Swimming, SCSi or their former LSCs, within the time prescribed, as evidenced by a final decision of (i) a court of law, and/or (ii) the SCSi Administrative Board of Review or the National Administrative Board of Review, shall preclude the delinquent member from (a) competing in any competition sanctioned by USA Swimming, (b) obtaining a reportable time achieved in events swum at any USA Swimming sanctioned, approved or observed meet, (c) participating in any capacity in the affairs of USA Swimming, SCSi or any other LSC or (d) practicing, exercising or otherwise participating in the activities of any Group Member or any group member of any other LSC until the debt is satisfied.

c. Club/Individual Obligations

If a Club Member or a Seasonal Club Member has secured: (i) a final court judgment against an Individual Member for non-payment of financial obligations owed to the Club Member, and (ii) a final decision of the SCSi Administrative Board of Review or the National Administrative Board of Review suspending such Individual Member's membership rights as set forth below, then until the court judgment is satisfied, the Individual Member shall not (a) compete in any competition sanctioned by USA Swimming, (b) obtain a reportable time in events swum at any USA Swimming approved or observed meet, (c) participate in any capacity in the affairs of USA Swimming, SCSi or any other LSC or (d) practice, exercise or otherwise participate in the activities of any Group Member or any group member of any other LSC.

d. Individual/Club Obligations

If an Individual Member has secured a final decision of (i) a court of law, and/or (ii) the SCSi Administrative Board of Review or the National Administrative Board of Review against a Club Member for non-payment of financial obligations (such as a refund of training fees) to the Individual Member, then until the decision or judgment is satisfied, the delinquent or

offending Club Member shall be precluded from (a) participating in events sanctioned or approved by USA Swimming and (b) participating in any capacity in the affairs of USA Swimming, SCSJ or any other LSC, including being represented in the House of Delegates by its Group Member Representative.

e. **Continued Failure to Pay and Termination of Membership**

Continued failure to pay, within a reasonable period of time after a final decision of a court of law, the SCSJ Administrative Board of Review or the National Administrative Board of Review, as determined by the SCSJ Administrative Board of Review or the National Administrative Board of Review, shall be cause for termination of membership.

B. Registration Deadline

The LSC Office shall receive all materials, including payment, required to obtain or /and maintain memberships for any club, athlete, or non-athlete wishing to participate in a meet, by 5 pm Thursday or 5 pm the day before the start of the meet, whichever is earlier.

1. USA Swimming memberships obtained after the deadline must show proof of membership “in good standing” to the Meet Director or Meet Referee (or their designee) to participate in a meet providing that all other parameters in the meet announcement have been followed.
2. Members not in good standing that have been flagged through the pre-meet status report and wish to participate in the meet shall show a USA Swimming membership card “in good standing” or verification from the LSC Registrar to the Meet Director or Meet Referee (or their designee).
3. No paper certifications or pictures of certifications and/or membership will be accepted on deck.

C. South Carolina Registration Fees

1. Athlete \$30.00
2. Coach \$35.00
3. Non-Athlete \$10.00
4. Seasonal Athlete Membership \$10.00

D. Club Fees

1. Club annual registration fees are \$200.00 .
2. An additional \$50 for teams whose prior year’s registered athletes is 1–50.
3. An additional \$100 for teams whose prior year’s registered athletes is 51–125.
4. An additional \$150 for teams whose prior year’s registered athletes is 126+.
5. Registration Chair should make available a list of current USA-Swimming certified officials to the club meet directors via the SC Swimming website with periodic updates.

E. Athlete Fees

1. Athlete registration fees are USA Swimming Fee plus SC Fee.
2. Seasonal athlete registration fees are USA Swimming Fee plus SC Fee.
3. Seasonal membership period will run from April 15th through August 31st.

4. All registration shall be done with an electronic import file. Teams with less than five athletes may continue to register by paper.
5. Copy of the birth certificate must be submitted to the SCLSC office. Birth certificate is required for first time registration and once information is confirmed the birth certificate will be shredded.

F. Coach Fees

Coach annual registration fee is USA Swimming Fee plus SC Fee.

G. Non-Athlete Fees

1. Non-Athlete individual annual registration fee is USA Swimming Fee plus SC Fee.
2. Any vendor(s) and its employees or agents contracted to do photographs, etc. must register as a non-athlete member in good standing with the SCLSC and USA-Swimming and as such, shall have completed all required USA-Swimming background checks and Athlete Protection testing protocols. Vendor(s) and its employees or agents shall present proof of current credentials to meet director, or USA-Swimming official designated to check credentials, prior to start of warm-ups of competition. Vendor shall also wear appropriate badging at all times while on the pool deck.

H. Sustaining Member Fees

Sustaining member registration fee is USA Swimming Fee plus SC Fee.

I. Sports Medicine Fees

Sport Medicine member registration fee is USA Swimming Fee plus SC Fee.

J. Life Membership Fees

Life membership registration fee is USA Swimming Fee plus SC Fee.

K. Outreach Membership Fees

Outreach registration fees are \$7.00 for full membership (\$2.00 SCS fee is included).

When submitting a registration for an Outreach athlete, the registration must be accompanied by a Federal tax transcript for the previous year (first two pages only with SSN covered up)

1. Qualifying outreach members are eligible to have meet entry fees, SC Swimming sponsored team travel trip fees, and SC Swimming select camp fees reimbursed by the LSC provided that the Outreach program policies are followed.

III. Officials

A. Certification Categories

The levels of certification for swimming officials in the SCLSC shall consist of the following:

1. Stroke & Turn Judge
2. Open Water Judge
3. Chief Judge
4. Starter
5. Referee – Open Water
6. Referee
7. Administrative Official**

B. Functions of the SCLSC Relative to Swimming Officials

1. While it shall remain the responsibility of each certified official to track and document sessions worked, the SCLSC should endeavor to track the number of sessions worked. The Meet Referee at each SCLSC Sanctioned Meet shall enter the officials working at each session within the meet and the capacity at which each official served into the Official's Tracking System on the USA Swimming website. Additionally, any critiques on the performance of certified or apprentice swimming officials shall be forwarded in writing to the Officials Chair of the SCLSC. Each official should routinely review their Officials Tracking record on the USA Swimming website for correctness. Each official shall be responsible for adding their education activities and meet session activities not entered by Meet Referee's. It is the responsibility of the Meet Referee to enter all administrative personnel and official's working each session of their meets within three (3) weeks of the meet completion date into the USA Swimming Official's Tracking System. Instructions for Officials Tracking session data entry will be made available on the SCLSC's website under the Officials tab.
2. Each certified official shall be responsible for following the guidelines provided by the Officials Committee for showing proof (e.g., USA Swimming App, Photo of Certification) of their Official's certification issued by USA Swimming. These guidelines will be outlined on the SCLSC's website under the Official's tab.

C. Attire

1. Attire for swimming officials at SCLSC sanctioned meets shall consist of the following:
 - a. White (or mostly white) "athletic" or "tennis" shoes
 - b. White socks
 - c. Navy blue shorts, slacks, or skirts
 - d. White "Polo-style" shirt with a collar. Note: This shirt should be devoid of Team Logos or Team Names.

D. Decertification of an Official

1. Reasons for decertification
 - a. Professional Qualifications: This category relates to matters involving significant deficiencies in the professional qualifications of the official. It relates to the technical aspects of the field of officiating, such as a lack of knowledge of the rules, improper disregard of the rules, etc.
 - b. Professional Misconduct: This category relates to matters involving misconduct in the performance of the official's professional duties that do not rise to the level of acts specifically covered by the Code of Conduct (Article 304.3 of the Rules and Regulations of USA Swimming).
2. Process and outcomes for Professional Qualifications
 - a. If a serious question of professional qualification is brought to the attention of the Chair, to gather all the facts, the Chair may conduct the investigation or may assign the role to another trusted official. It is important that all the facts are discovered and documented to the fullest extent possible, seeking to assess the official's: knowledge of the rules, application of the rules, judgment while on-deck in applying the rules, and professionalism on and off the deck.
 - b. After the investigation, the Chair should schedule a meeting with the official and review in depth the performance of the official. This meeting may, at the Chair's discretion, include other experienced officials or other members of the Officials Committee. The official must be given the facts as gathered by the Chair and the full opportunity to state his or her side of the matter and to make a request for help, should the official choose to do so.
 - c. The goal of all outcomes in investigations regarding qualifications should be to assist the official to improve as an official. For this type of conduct, outcomes should be remedial rather than punitive. Outcomes include:
 - (1) To leave the official in his or her current position but possibly, in the discretion of the Chair, to establish a retraining program to correct any deficiencies, with observation over a series of sessions and/or testing.
 - (2) To reassign the official to a lower position, where the official is qualified (i.e., referee to stroke and turn judge). The Chair should present the official with a program to be performed within a given time frame, providing the official the opportunity to regain his or her position.
 - (3) If an official is unable to or unwilling to complete a retraining program provided for him or her, the Chair may recommend to the Officials Committee that the official be decertified. If there is no recommendation from the Chair, then there will be no de-certification.
 - (4) The Officials Committee makes the final decision on de-certification. The official should be offered a Hearing at which the official has full opportunity to make his or her position to the Committee. A decision to de-certify the official based upon qualification issues should only be made as a last resort.
3. Process and outcomes for professional misconduct
 - a. A complaint alleging misconduct on the part of an official needs to be in writing and submitted to the Officials Chair. The complaint must set out the facts and the misconduct alleged.
 - b. The Chair, or the Chair's designee, shall investigate the allegation and develop all the facts. LSC Officials Chair

- c. Once the investigation is completed, the entire file is delivered to the Officials Committee. The Committee will then schedule a Hearing.
- d. The person who conducts the investigation should not participate in the deliberations or determination of outcome at the hearing. The investigator is the “prosecutor” in this role and should not sit as part of the jury. However, if the penalty is to be de-certification, then the Committee should consider this penalty only if the Officials Chair has recommended it to the Committee, even if the Chair is the investigator.
- e. If the Committee finds no misconduct, then no consequence is given, and documentation of the investigation and hearing shall be destroyed.
- f. If some misconduct is found by the Committee, actions may include the following:
 - (1) To issue a written reprimand which is accompanied by the conditions to be met to correct conduct and possible consequences if they are not. These conditions may include establishing a re-training program.
 - (2) To suspend the official, however, the suspension shall be accompanied by conditions the official must complete during the suspension period before the official can seek to be reinstated.
 - (3) To permanently de-certify the official. This should be for the most serious offenses and should be ordered only if other remedial measures would not resolve or address the situation.

4. Hearings

- a. The conduct of the Hearing need not be as formal, but the proceedings need to be documented with written notes. The official should be given full opportunity to present his or her side of the issue with the approach being primarily remedial unless the facts dictate otherwise.
- b. The Hearing proceedings shall be confidential, and no Committee member shall discuss them outside of the hearing.
- c. The vote of the Officials Committee may be by majority; however, if it is by majority, it must be of all members of the Committee, not just those present and voting.
- d. The final decision should be written, and a copy given to the official. It need not be a formal document and can be in a letter format.
- e. The official shall have the right to appeal any decision imposing penalties on the official, including suspension or de-certification, to the LSC Board of Directors, and the opportunity to appeal should be made known to the official.
 - (1) In the event the SCS Officials Committee’s decision is full decertification of all certifications and/or the official holds any N2 or N3 level certifications for the level being recommended decertifying, the National Officials Committee Chair is to be notified and provided all documentation for review and decision.
 - (2) The LSC General Chair will also be notified of recommendation for decertification and involved in discussions as necessary with the National Officials Committee Chair and LSC Officials Chair.

South Carolina Swimming

LSC

Functions

IV. House of Delegates Meetings

A. Scheduling

No House of Delegates meetings are to be held at South Carolina swim meets.

B. Order of Business for House of Delegates Meetings

At all meetings of the House of Delegates the following shall be included in the order of business to the extent applicable. The order in which the various subjects are taken up may be varied.

- Roll Call

- Reading, correction and adoption of minutes of previous meeting

- Presentation and approval of the annual budget

- Presentation and approval of the annual audit pursuant to I.L., when applicable

- Unfinished (old) business

- Elections (if any)

- New business

- Reports of officers

- Reports of committees and coordinators

- Resolutions and orders

- Adjournment

V. Procedure for Changes to Bylaws and Policy and Procedures Manual

A. Distribution of Legislation Change Form

The Legislative Vice-Chair shall distribute legislation change form to SCLSC office assistant and/or Sports Development Director for distribution to all members of the SCLSC within forty-five (45) days of the first day of the House of Delegates meetings.

B. Submission of Proposed to Legislative Chair

All proposed changes or additions must be submitted using the Proposed Changes to Legislation Form. All original forms must be sent to the Legislative Chairmen not less than thirty-five (35) days prior to the House of Delegates meeting. Proposed changes or additions received within thirty-four (34) to fifteen (15) days prior to the House of Delegates meeting shall require 90% approval of the House of Delegates.

C. Timing for Distribution of Proposed Changes

All proposed changes or additions to the Bylaws and Policy and Procedures Manual must be distributed to each member of the House of Delegates and to each Group Member not less than thirty (30) days prior to the House of Delegates Meeting. Any proposed changes or additions to the Bylaws or Policy and Procedures Manual that are not distributed to each member of the House of Delegates and to each Group Member within fifteen (15) days prior to the House of Delegates Meeting shall be required to be presented as floor motions and shall require 90% approval of the House of Delegates.

VI. All-State Banquet

A. Spending Limits

The Administrative Vice Chair will set the standard and maximum the SCLSC will spend on every expense and gift for All-State recognition.

B. All-State Recognition

1. All-State Recognition is earned by achieving an all-state cut-off time (AAA) in at least two events during the qualifying period.
2. All-State recognition goes to any swimmer that makes the time standards established by the National Adaptive Swimming Committee to attend the Adaptive National Championships. The time standards apply only after the swimmer has been officially classified. The responsibility of reporting this accomplishment lies wholly with the swimmer's head coach.
3. All-State athletes will be recognized if the standards are achieved while registered with SC Swimming at any time during the qualifying period to include both long course and/or short course.
4. All-State athlete eligibility ends at the conclusion of the short course season that ends within the Athlete's Senior High School Academic Year. Athletes attending college for their freshman year shall not be considered for the gift but will be recognized in the program.
5. An athlete will be considered a South Carolina Swimming Graduating Senior if he or she was registered with the LSC for the entire registration year ending on December 31 during which the athlete enters his or her senior (graduation) year of high school.

C. Awards

1. The following swimmers will be recognized in the following manner:
 - a. All-State as defined herein: gift.
 - b. State Champion: recognized in the All-State program.
 - c. Zone Team Members: recognized in the All-State downloadable program.
 - d. State record: Certificate of Recognition.
 - e. First time Sectional/Regional qualifier: 4" × 6" plaque listing events qualified.
 - f. First time Futures qualifier: 4" × 6" plaque listing events qualified.
 - g. Junior National recognition is given to those swimmers obtaining a USAS Junior Championship Time Standard. The times are produced annually by USAS. A 5" × 7" plaque will be given listing events qualified in.
 - h. Senior National Qualifier: National Championship recognition is given to those swimmers obtaining a National Championship Time Standard. The time standards are published annually by USAS. A 6" × 8" plaque will be given listing the events qualified in.
 - i. First time Open Water Nationals qualifier: 4" × 6" plaque listing events qualified.
 - j. Olympic Trials qualifier: Olympic Trial recognition is given to those swimmers obtaining an Olympic Trial Time Standard. Olympic Trial Time Standards are produced by USAS. A 7" × 9" plaque will be given listing the events qualified

in, and will be awarded during the year of the qualifying performance. Subsequent awards will be given for new events, but not repeated qualifications in the same event.

- k. The Distance Award will be awarded to the male and female athlete with the highest USA Swimming power points for a single event. The events considered are the 800 m, 1000 y, 1500 m, and 1650 y. The power point score will be determined using the age as of the day of the swimming performance.
2. Howard Wheeler Memorial Award
 - a. The Howard Wheeler Award is presented annually to the highest ranked 18/Under male and female swimmers and para-swimmers in an Olympic event, in addition to the Men's 800/1000 freestyle events and Women's 1500/1650 freestyle events. Relay lead-offs will be used for selection. Time Trials will not be considered. The SWIMS database will be utilized to choose the highest ranking results or equivalent for the winners. In case of a tie, the swimmer's next highest ranking results will be considered until the tie is broken. The qualifying period will begin April 15th of the current year and conclude April 14th of the year the award is given. All USA-Swimming sanctioned or approved long-course meter and short-course yard competitions will be considered for the award. All NCAA and NJCAA and NAIA sanctioned meets will be excluded from the selection process. The Howard Wheeler Award will be presented annually.
 - b. Howard Wheeler was the coach of Furman University Swim Team from 1979 until 1987. He was active in the South Carolina Swimming Community as head coach of the Paladin Aquatic Club in Greenville. Mr. Wheeler was highly respected in the swimming community in both the state and nation. He died in 1987. The award is named in his honor to reward and recognize the swimmers who strive to be at the top of swimming, just as Mr. Wheeler inspired the many athletes who swam under his team banner and in our state.
 - c. The selection of the Howard Wheeler Award is the responsibility of the Senior Chair.
3. Age Group Coach of the Year overseen by the Coaches Committee
4. Coach of the Year Selected overseen by the Coaches Committee
5. 10&U Program Award to be determined by application of objective criteria established by the Age Group Committee and calculated by a representative of the Coaches Committee, a representative of the age group committee, and a representative of the Sports Performance Committee
6. Jennifer Smith Award (SC Swimmer of the Year)
 - a. The athlete who receives this award should exemplify what a South Carolina swimmer should be. This person is a good sport whether he or she wins or loses. This person is well liked and respected by everyone they come in contact with. This person is a leader and will do what ever is necessary for their team. This person is the South Carolina Swimmer of the Year.
 - b. The recipient will be selected by majority vote of the Athlete's Committee.
7. Jennifer Smith Scholarship
 - a. Scholarship award recipient is selected by an outside, independent company from applications received prior to the deadline.

8. Volunteer of the Year
 - a. Will receive a gift and the Phillips Petroleum Service Award.
 - b. Nominations will be made from individual clubs and presented to the selection committee. The honoree will be elected by secret ballot at the Fall House of Delegates meeting.
9. Outstanding Official award(s) will be selected by and presented by the Officials Committee.

D. Eight and Unders

Any 8 & Under swimmer who successfully completes a 50 of each stroke (freestyle, butterfly, backstroke, breaststroke) plus a 200 Individual Medley and 200 Freestyle, either meters or yards, will be awarded the South Carolina 8 & Under I.M. Tough Award. Coaches must submit proof of the 6 swims to the Age Group Chair, whereupon the coach will receive an award for the swimmer. The proof must be sanctioned/approved meet results.

E. All-State Program

The All-State Banquet program will recognize the swimmers with the top ten times for the 11-12, 13-14, and 15-18 age groups in each event, both long course and short course as of two weeks prior to the recognition.

F. “Ironman” award for 9-10, 11-12 Athletes

The 9-10 year old athletes having legally completed the 50 & 100 of each stroke, the 100 & 200 IM, the 200, 400 and 500 Freestyles at a sanctioned meet shall be awarded the “Ironman” award. The 11-12 year old athletes having legally completed the 50, 100, & 200 of each stroke, the 200 & 400 IM, the 400, 500, 800, 1000, 1500, and 1650 Freestyles at a sanctioned meet shall be awarded the “Ironman” award. Athletes must prove they have completed these events within the completion window of the age group. Athletes may receive one award per age group. These awards shall be acknowledged in the All-State program in conjunction with the 8&under “IM Tough” awards.

VII. USA Swimming Annual Meeting

A. SCSI Delegates to USA Swimming House of Delegates

1. Officer and Representative Delegates

It shall be the duty and privilege of three (3) non-athlete coach members and one (1) non-coach, non-athlete member of the SCSI Board of Directors to attend the USA Swimming Annual Business Meeting as representatives of SCSI and voting delegates to the USA Swimming House of Delegates. The three (3) non-athlete coach members shall be Age Group Vice-Chair, the Senior Vice-Chair, and the Coach Representative. The one (1) non-coach, non-athlete member shall be an Officer of SCSI.

2. Officer Delegate Alternates

If any of the officer delegates are unable to attend, their elected alternates, if any, shall attend in their places. In the event that there are no elected alternates, or the elected alternates are unable to attend, then the General Chair, with the advice and consent of the Board of Directors, shall appoint alternates who shall attend the USA Swimming Annual Business Meeting as delegates representing SCSI.

B. SCLSC Attendees

SCLSC shall send the total allowable votes to the USAS Annual Business Meeting.

Reimbursement will include, meeting registration, transportation, accommodations, plus the IRS per-diem rate.

C. National Committee Member

Any member of the SCLSC that holds a position on a National Committee of USAS and is attending the annual USAS Annual Business Meeting shall be reimbursed by the SCLSC for their meeting registration fee. (Late fee not included.)

South Carolina Swimming

LSC

Swim Meet Operations

VIII. Sanctions: Meet Procedures/Requirements for Conducting a Meet

A. Definitions

1. Sanction: a number issued by SC Swimming to a USA Swimming member club to conduct a meet in conformance with all USA Swimming technical rules. All participants must be members of USA Swimming to participate and USA Swimming/SC Swimming certified officials will be overseeing the event. Refer to USA-Swimming Rules and Regulations.
2. Approval: a number issued by SC Swimming to a USA Swimming member club to conduct a meet in conformance with all USA Swimming technical rules, but not all participants will be members of USA Swimming. Non-member times are not maintained by the USA Swimming national database. Refer to USA-Swimming Rules and Regulations.
3. Time Trials: competition conducted solely for the purpose of achieving a time or times and are offered under a separate sanction number; if achieved times from such competition are to be entered into SWIMS, it must be either sanctioned or approved.
4. Observed Swims: a process for non-USA Swimming groups (high school/colleges) to request that certain participants be “observed” by assigned current USA Swimming certified officials for compliance with USA Swimming technical rules so that member’s times may be used for National meet entry purposes. Refer to USA-Swimming Rules and Regulations.
5. Fees and Fines: All fees and fines accessed in Section VIII are listed in a table in Section IX. All fines and fees are established annually by the HOD.

B. Meet Schedule

1. The preliminary meet schedule of protected dates for the following swimming year calendar (September–August) is developed by Technical Planning. These dates include SCLSC Long and Short Course Age Group and Senior Championships, Open Water Championships, Palmetto Championships, Summer Qualifier Meet, and 8 & Under Championships, fall HOD, and All-State Banquet/HOD. Other protected dates may be established by a vote of the HOD.
2. Technical Planning submits a proposed meet schedule of the protected dates to the spring teleconference meeting of the BOD for a vote two days following Senior Sectionals. On approval of the meet schedule, clubs may bid for those meets and any other meets they wish to host that are not on the protected dates.
3. Acceptance of the meet bids shall be done at the spring HOD meeting.

C. Meet Bidding Procedure

1. Technical Planning will solicit bids for both the protected date meets and all other meets clubs wish to host and be placed on the SC Swimming calendar. Technical Planning will establish a date when all bids must be submitted to Technical Planning.
2. Clubs who wish to host a SC Swimming sanctioned or approved meet to be placed on the approved schedule (VIII.B.1) must follow the meet bidding procedure.
 - a. Submit a completed Bid Form by the established bid submission due date. This form is established and maintained by Technical Planning. This form shall

include proposed dates, type of meet, qualifying standards (if any), in the case of closed invitationals the names of the teams invited shall be listed, and all proposed fees (including, but not limited to, entry fees, facility surcharges, travel fund surcharges, parking fees, spectator fees, heat sheet fees, and any other SCLSC approved fees), and other relevant information about the meet.

- b. Clubs must have a representative (preferably a meet director) attend the Meet Managers Seminar/Workshop held at the Spring Semi-Annual Meeting to host any meet (protected or non-protected) during the following swimming calendar year. Sanctions chair is responsible for the arrangement of the meeting.
- c. Clubs who wish to host a SC Swimming Senior or Age Group Championship meet must meet the following requirements:
 - 1) Provide an automatic timing system with working touchpads for all lanes and for both ends for the Long Course Championships.
 - 2) Provide a secondary semi-automatic timing system of two buttons per lane. For freestyle events 800 and above one button per lane is acceptable.
 - 3) A timing system operator for each course used.
 - 4) Starting blocks at both ends for Long Course Championships.
3. All bids will be assembled and examined for accuracy. Changes can be requested from the bidder before the Technical Planning Committee makes its recommendation. The recommended schedule will be presented to the HOD for acceptance. Where more than one club has bid on a protected meet, that meet can be pulled from the schedule, upon request from the floor. Pulled meets can be considered by the HOD. Then the entire schedule can be approved or rejected after each pulled item has been dealt with and awarded. The accepted annual schedule is then posted on SC Swimming website within 10 days.

D. Non-Bid Meets

1. Non-Bid meets are meets not previously presented to the SC Swimming HOD. Host must follow procedures in Sections VIII.C.2.c and VIII.F.
2. South Carolina Swimming reserves the right to protect their published schedule. Requests for meets outside of the regular bidding and awarding process will be handled on a case by case basis. South Carolina Swimming will not sanction a meet to be held on the same day(s) of a previously scheduled meets without the approval of Technical Planning and the host(s) already scheduled on that/those day(s).
3. Meets may be denied if Technical Planning feels it is not in the best interest of SC Swimming. Requested meets on dates already scheduled will require the approval from the events being hosted on those dates.

E. Meet Information

1. All clubs must follow the Meet Information Template established and maintained by Sanctions. Meet Information Template is available on the SC Swimming website. The following information must be included in the listed order items 1.a through 1.t. All items in quotes must appear as is stated.
 - a. Meet Name in Bold Large Letters
 - b. Dates of Meet
 - c. The statement must be written as “Held under the sanction/approval (if an approved meet) of USA Swimming issued by SC Swimming: Sanction Number

SCXXXX” (“and SCXXXXTT” (if time trials are issued with the meet sanction)) Refer to USA-Swimming Rules and Regulations Article 202.3.9.

- d. “Host Club:” in bold
- e. “Meet Director:” Their name followed by E-mail address + phone number
- f. “Meet Referee:” Their name followed by E-mail address + phone number (meet referee phone number is optional)
- g. “Meet Entries To:” Their name followed by E-mail address + phone number
- h. “Safety Marshal:” Their name.
- i. “Facility:” Facility name and full address including zip code, pool description with features, warm-down area, parking, etc. Meet information shall include information about water depth measured for a distance of 3 feet 3 1/2 inches (1.0 meter) to 16 feet 5 inches (5.0 meters) from both end walls. (Example: The water depth of the competition course is ____ feet measured from one (1) meter to five (5) meters at the starting end of the course and ____ feet measured from one (1) meter to five (5) meters at the turn end of the course). Meet information shall include a statement as to the certification status of the competition course. Refer to USA-Swimming Rules and Regulations.
- j. “Rules: Meet to be conducted in accordance with the current USA Swimming, SC Swimming Policies and Procedures, and information herein.”
- k. Deck changing is prohibited by USA Swimming and South Carolina Swimming. A first offense will result in the disqualification of the offending swimmer from the next scheduled event. The second offense for the same swimmer will result in the disqualification from the remainder of the meet.
- l. “Eligibility:” Your information plus the statement: “Any swimmer entered in the meet must be certified by a USA Swimming member coach as being proficient in performing a racing start or must start each race from within the water. When unaccompanied by a member coach, it is the responsibility of the swimmer or the swimmer’s legal guardian to ensure compliance with this requirement.” Refer to USA-Swimming Rules and Regulations.
- m. “Entry Fees:” Individual events, relays, and time trials fees must be set. Include entry limit.
- n. “Meet Format:” Include information with regards to running the meet. This includes but not limited to: Meet Format, warm-up times procedures, check in procedures, scratch rules in use, seeding procedures, athlete entries total, late entries, relay rules, time trial rules.
- o. “Time of Meet:” Time of meet including warm-up times.
- p. “Entries:” Information that includes athlete eligibility, entry procedure/format, acceptable delivery methods, payment requirement, and entry deadline.
- q. “Awards:”
- r. “Scoring:” Optional unless the meet is scored.
- s. “Timing:” Method of timing and who is providing the timing.
- t. “Coach’s Eligibility:” This is where you list the requirements for the coaches, including that coaches must be coach members of USA Swimming and they must have their credentials visible at all times. Coaches meeting requirements can go here also.

- u. “Other Information:” Other miscellaneous information special to the meet host for example: Officials, meet vendors, host hotels, directions, social events, alternate contact information, etc. all should be contained in this section(s).
 - v. Any vendor(s) and its employees or agents contracted to do photographs, etc. must register as a non-athlete member in good standing with the SCLSC and USA-Swimming and as such, shall have completed all required USA-Swimming background checks and Athlete Protection testing protocols. Vendor(s) and its employees or agents shall present proof of current credentials to meet director, or USA-Swimming official designated to check credentials, prior to start of warm-ups of competition. Vendor shall also wear appropriate badging at all times while on the pool deck.
 - w. Order of Events: New page/s headed by Meet Name, dates, and sanction number then “Order of Events” then list events in order of competition by session, include Warm-up and Competition start times.
 - x. Meet Entry Summary Sheet with Liability Release “In granting this sanction it is understood and agreed that USA Swimming, SC Swimming, host club {include list of others involved in the functioning of this meet} shall be free any liabilities or claims for damages arising by reason of injuries to anyone during the conduct of the event.” Refer to USA-Swimming Rules and Regulations.
2. The entry deadline shall be no earlier than ten days before the first day of the meet, and in the hands of the host team no later than eight days prior to the first day of the meet. The host team's entries must be received at no later than eight days prior to the first day of the meet.
 3. Meet host may accept late mail or phone entries and may double the entry fees for late entries at his/her discretion.
 4. Entry fees for age group and senior events may be:
 - a. Up to \$5.00 for individual events
 - b. Up to \$10.00 for relays
 - c. With no entry fees refunded if an athlete is entered into a meet and fails to swim.
 5. Other fees to be collected with entry
 - a. A fixed amount per swimmer of two (\$2.00) dollars which goes to the SCLSC Travel Fund/Program Fee.
 - b. A fixed amount per swimmer of two (\$2.00) dollars which goes to the SCLSC Sports Development Fee.
 - c. All out-of-LSC registered swimmers entered in a SC Swimming sanctioned meet shall be charged an additional fee of two (\$2.00) dollars to be applied to the SCLSC Travel Fund/Program Fee.
 - d. Entry fees for the eight (8) SC Swimming Championships shall include one (\$1.00) dollar per entrant applied to the Jennifer Smith Scholarship Fund. These meets include Senior and Age Group Long and Short Course, Open Water Championships, Palmetto Championships, and 8 & Under Championships.

C. Pre-Meet Procedures

1. Request for Sanction/Approval/Time Trials
 - a. All meets hosted by a USA-Swimming member club to be considered for submission to SWIMS Database within the boundaries of SC Swimming must

be Sanctioned or Approved by SC Swimming. Refer to USA-Swimming Rules and Regulations.

- b. To obtain a sanction/approval/time trial number the following must be done:
 - (1) Meet announcement/information for meets other than the Senior and Age Group Championship meets must be received by Technical Planning, SCS Office, and Sanctions Chair no less than 60 days before the first day of the start of the meet.
 - (2) Application for Sanction/Approval/Time Trial for meets other than the Senior and Age Group Championship meets must be received by Sanctions Chair no less than 60 days before the first day of the start of the meet.
 - (3) Application fee must be received by SCLSC office for meets other than the Senior and Age Group Championship meets no less than 60 days before the first day of the start of the meet. There is no extra fee for times trials when hosted with an already hosted meet though time trials will receive a separate sanction number. Application fee is established by the HOD and reviewed annually.
 - (4) Meet referee confirmation by email or letter must be received by Sanctions Chair no less than 60 days before the first day of the start of the meet.
 - (5) Items VIII.F.1.b.(1), VIII.F.1.b.(2), VIII.F.1.b.(3), VIII.F.1.b.(4), received by Technical Planning, Sanctions Chair or SCS Office 59 days or less before the first day of the start of the meet requires an additional fee.
 - (6) A meet is properly set up as “Year/ SC/Club Code/ Meet Name.” Complete pre meet back up must be submitted to Sanctions Chair after seeding and prior to start of the meet.

2. Distribution and Posting of Meet Information

- a. Meets may not be distributed to any club or posted on any website until the Sanction/Approval is received.
- b. Sanction/Approval number MUST be included in meet announcement when being posted/distributed/shared.
- c. Final Meet Announcements and Event File* for meets other than the Senior and Age Group Championship meets must be sent to the SCLSC Website for posting no later than 45 days prior to the first day of the meet.
*Event File must be set-up so that the meet name is “Year/SC/Club Code/Meet Name” (example: 2011 SC CAT ABC Meet)
- d. NO changes to meet information (fee, format, or other) may be made after the meet has been sanctioned or approved without the approval of Technical Planning.
- e. Failure to comply with 2.a., 2.b., 2.c., 2.d. will result in a \$100 fine for the host club.

3. Pre-Meet Reconciliation File

- a. To identify improperly or non-registered swimmers, the .sd3/file to be used by USA Swimming for registration reconciliation must be sent to the Sanctions Chair, SC Swimming office and SCLSC SDD no later than the Monday prior to the start of the meet.
- b. All meet files must be corrected based on the results of the Pre-Meet Recon.

- c. If electronic meet management is not being used only a post-meet recon is required.
- d. Failure to comply with 3.a and 3.b will result in a fine.

D. Meet Procedures/Guidelines for Conducting a Meet

1. Any swimmer who is unattached must appear on posted day of meet results as “UNxxx” where the xxx is up to the first three of the athlete’s new club. In final results these athletes must be listed as UN-xx where the xx is the athletes registered LSC (i.e. UN-SC, UN-NC, etc). Any designation other than this is considered improperly representing a club. Failure to comply will result in a fine per athlete. Refer to USA-Swimming Rules and Regulations.
2. Any swimmer who is deck entered into a meet, must provide proof of registration. Acceptable Proof is Deck Pass, a USA Swimming Registration Card or a roster supplied by USA Swimming in the Club Portal.
3. A fine of \$100 per event plus the annual/seasonal SCLSC registration fee will be levied against a club entering an unregistered swimmer into a meet and allowing them to swim.
4. During the meet, no one is permitted on the pool deck as defined by the facility unless they are currently registered with USA Swimming as an athlete, or as a non-athlete in good-standing working the meet. The only exceptions will be for the timers and administrative staff assisting with the current session of the meet and apprentice officials within their 60-day grace period. Violators of this policy shall be removed from the venue.
5. The Meet Director, Safety Marshal, and Meet Referee must ensure all applicable USA Swimming and SC Swimming rules are being followed and that USA Swimming/SC Swimming Safety Warm-up Procedures are observed.
6. Warm-up procedures: Warm-up procedures shall be posted at clerk-of-course, (found in SC Swimming Policies and Procedures). Warm-up times and club lane assignments shall be posted around the pool and available at clerk-of-course for each session.
7. All clubs are required to run meets using software that will generate a .cl2 file for results.
8. Scratch Rule
9. Meet announcements and advance information, for meets other than the LSC Championship meets, shall specify scratch and check-in procedures for individual and relay events and penalties for violation of those procedures as defined by the host club.
10. A Meet Director may not be an individual attending the meet in the capacity of a vendor or an employee of a vendor, the head coach of any club participating in the meet, the administrative official, or the meet referee.

G. Time Trials

Time trials may only be conducted in the following two formats:

1. In conjunction with an existing, sanctioned/approved swim meet. Host club must declare in Application for Sanction that time trials will be offered during the existing meet.
2. Running a Time Trial event requires all rules of SC Swimming Policies and Procedure for conducting a meet apply.

H. Post-Meet

1. Recon File
 - a. Recon file is due to Sanctions and SC Swimming office 36 hours from conclusion of the meet. This is the .cl2/meet results file for team management software or .sd3/file to be used by USA Swimming for reconciliation.
 - b. All meet files must be corrected based on the results of the Pre-Meet Recon. Failure to make corrections will result in a fine.
2. Meet Results
Preliminary export results .cl2/meet results file for team management software must be sent to participating teams, SWIMS facilitator and SCLSC SDD within 36 hours following the conclusion of the meet.

I. Meet Close-Out Documentation

1. Corrected meet results a .cl2/meet results file for team management and a .pdf file for posting, complete meet back-up, financial report, "Team Entry Fee" report to the following committee chairs: General Chair, Administrative Vice Chair, Senior Chair, Age Group Chair, Technical Planning Chair, SWIMS Facilitator, Sanction Chair, Treasurer, SC Swimming Office, Officials Chair and SCLSC SDD within fifteen (15) days of the last day of the meet. If the 15th day falls on a Saturday, Sunday, or the Post Office is closed for any other reason, the report will be considered timely filed if it is postmarked on the next succeeding day on which the Post Office is open to receive and postmark mail. Meet results not corrected from the pre and post-meet recons that were done are considered incomplete and incorrect. Proper format for meet results are in Section VIII.K.
2. Meet Finances and Profit Check
 - a. Meet fees to be paid to SC Swimming are established annually. One of these fees is calculated as 7% of gross income (gross income is defined as gross meet entry fees plus any meet surcharges). Said fees go to SC Swimming General Fund. The following meets are exempt from the 7% income fee: SC Age Group LSC Championship, LC Age Group LSC Championship, SC Senior LSC Championship, LC Senior LSC Championship, and Open Water Championship. Other fees paid at this time to SC Swimming, include the SC Swimming Travel Fund/Program Fee, SC Swimming Sports Development Fee, Out-of-LSC Travel/Program Fund, and Jennifer L Smith Fund when applicable.
 - (1) Meet Profit check is due to SC Swimming Office postmarked within fifteen (15) days of the last day of the meet.
 - (2) Meet Profit check must be labeled with name of meet and as a profit check and/or submitted with the meet financial summary statement and not combined with any other funds.
 - b. Sanctioned/Approved Meets and Time Trials that charge no fees are required to submit a financial report.
 - c. Financial Report form is located on the SC Swimming website and is maintained by Sanctions Chair.
3. Failure to provide the required documentation and check within the 15 day period shall result in a fine. Another fine will be assessed for each week the Meet Closing Documentation is not completed after the 15 day deadline.

J. Proper Meet Results

1. Meet result must follow this format: Year/SC/Club Code/Meet Name on title line, date, location and pool length must appear on every page and the pages must be numbered. Refer to USA-Swimming Rules and Regulations Article 102.27.
2. Any scores, team or individual, if kept, must appear in the meet results.
3. The results of the swimmers' efforts are to be published in the following order (this is publication order):
 - a. All Women's Events
 - (1) Youngest Age Group
 - i. Short to Long Freestyles
 - ii. Short to Long Backstrokes
 - iii. Short to Long Breaststrokes
 - iv. Short to Long Butterflies
 - v. Short to Long Individual Medleys
 - vi. Short to Long Freestyle Relays
 - vii. Short to Long Medley Relays
 - (2) Next Oldest Age Group
 - i. Repeating events as with prior age group.
 - (3) Repeat until all age groups are covered
 - b. All Men's Events: Repeat as for Women's events.
 - c. Time Trials
 - d. Except when limited by meet management software, the appropriate meet, state, region, or other record to include the name of the record holder, the record time, the team and year in which the record was swum.
 - e. Cut-Off time for the event, if applicable.
 - f. Under the heading of individual events swimmers will be listed in the order of their finish as follows:
 - (1) Name
 - (2) Age
 - (3) Club Code
 - (4) Swimmer's preliminary time (Finals only).
 - (5) Swimmer's final time with legal splits.
 - (6) Disqualifications and scratches will be listed as such with no time shown in the event of a disqualification.
 - (7) Appropriate remarks (such as new records).
 - g. For relays the information listed under the heading will include:
 - (1) Order of finish
 - (2) Club Code
 - (3) Team members in order of swim
 - (4) Legal Splits

K. Request for Relief from SC Swimming Policies & Procedures

Any request for relief from SC Swimming Policies & Procedures shall accompany the sanction request. This request for relief shall be submitted to the Board of Directors an additional 30 business days prior to sanction request date. Those requests for relief must be in writing and accompanied by supporting documentation that justifies said request.

L. Amendment by Sanction of Meet Procedures/Requirements

Meet Procedures/Requirements for Conducting a Meet (Section VIII of SCLSC Policy and Procedures) may be amended by Sanctions with Technical Planning's approval without the vote of the HOD ONLY with regard to changes coming from the USA Swimming HOD and changes in the current USA Swimming Rulebook. All other amendments require the proper vote of the HOD.

IX. Fines

A. Fees, Deposits, and Fines

1. Clubs not complying with the above rules and with outstanding requirements and/or fees 30 days from the last day of the meet will be designated as a “club in bad standing.” When a meet is reconciled by the Sanctions Chair the club will be reinstated.
2. All Fees, Deposits, and Fines are determined annually by the HOD.
3. Fees, Deposits, and Fines Table
 - a. Non-member swimmers of USA-Swimming or SC-Swimming who participate in SCLSC approved events are exempt from surcharges which include Travel Fund/Program fee, Sports Development fee and out-of-state fee, if applicable.

Failure to comply with any of the Policy and Procedures documented in Section IV will result in a fine and/or other sanctions by the SC Swimming Board of Directors or its designee.

Item	Amount	Comment	Section
Entry Fee: Timed finals	Not more than \$4.00 an event		VIII.E.4.a
Entry Fee: Prelims/Finals	Not more than \$4.00 an event		VIII.E.4.b
Entry Fee: Relays	Not more than \$8.00		VIII.E.4.c
SCLSC Travel Fund/Program Fee	\$2.00 per athlete		VIII.E.5.a
SCLSC Sports Development Fee	\$2.00 per athlete		VIII.E.5.b
Out-of-LSC Travel Fund/Program Fee	Additional \$2.00 per athlete		VIII.E.5.c
Jennifer L Smith Scholarship Fund	\$1.00 per athlete	State Champs (Short, Long, Open Water), Palmetto Champs, 8 & Under Champs	VIII.E.5.d
Sanction/Approval Application Fee	\$25	Non-refundable	VIII.F.1,b.(3)
Required items not arriving 60 days prior to start of meet	\$100 per item		VIII.F.1.b.(5)
Posted before meet is sanctioned	\$100	Includes distribution to clubs	VIII.F.2.a
Posted without Sanction Number	\$100		VIII.F.2.b
Posting/Event file not 45 days out	\$100		VIII.F.2.c
Unauthorized changes to meet info	\$100		VIII.F.2.d
Pre-Meet recon not Monday prior to meet	\$100		VIII.F.3.a
Pre-meet recon errors not corrected	\$100	Must be correct in day of meet results	VIII.F.3.b
Un-attached athletes improperly representing a club	\$100		VIII.G.3
Unregistered athletes	\$100 per event plus Registration Fee		VIII.G.5
Eligibility Jury/Meet Protest	\$50		VIII.G.11.a
Post-Meet recon not 36 hours out	\$100		VIII.I.a
Post-meet recon errors not corrected	\$100		VIII.I.b

Meet Close Out Documentation	\$100	With-in 15 days from last day of meet	VIII.J.1
Required Documentation submitted to list offices and teams and correct	\$100	Documentation list in VIII.J.1 more than 15 days after end of meet	VIII.J.1
Meet fees received by SC Swimming	\$100	15 days after end of meet postmark	VIII.J.2
Meet Close-Out late	\$100 per week		VIII.J.3
Meet not Closed-out with-in 30 days of the last day of the meet	Designates “Club in Bad Standing”	This will be removed when all late meets are reconciled	VIII.N.1

B. Administrative

1. Any fine not paid with in thirty days (30) of formal notification from the Administrative Vice-Chair, will then hold the Member, Coach, or Club accountable to Section II Failure to Pay. If the fine is unpaid it is subject to accrual from the original date and said accrual must be paid in full if the Board of Review does not find in favor of said Member, Coach or Club. If the fine is not subject to accrual during this period, the fine will be doubled.
2. If SC Swimming advises a club of a clerical error contained within meet closeout information, the said Club will have 5 business days from date of notification to correct the error prior to the fine being levied. The fine will accrue based upon the initial time limit specified.

C. Age Group

A fine of \$300.00 for submission of inaccurate times on a Zone application will be levied on a club once per season with these moneys being credited to the travel fund.

X. Safety

A. Prior to the Meet

1. A Meet Safety Marshal shall be listed in the Meet Information.
 - a. The Meet Safety Marshall listed in the meet information shall be responsible for organizing and ensuring the presence of safety marshals at each session of the meet.
 - b. The Safety Marshall shall not be a coach or official who is working in that capacity during the session.
 - c. Safety Marshal(s) assigned to the session shall be on deck during the warm-up period.
2. The Meet Referee or Meet Director shall announce the beginning of warm-up sessions, signaling that swimmers may enter the pool and commence warm-ups
 - a. The Meet Information shall contain times for the opening of General Warm-up Periods for each session. Warm-ups may not begin prior to these published times unless with the agreement of the meet director, safety marshal and meet referee.
 - b. The Meet Director will assign warm-up lanes, if applicable.
 - (1) Lane assignments should be in writing and posted at the session for viewing by coaches and swimmers.
 - (2) The Meet Referee shall have the option of altering the lane assignments for compelling reasons.
 - c. The Meet Director or Meet Referee will ensure the presence of the Safety Marshal(s) on deck prior to the opening of General Warm-up.
3. Marshals and Coaches shall ensure that no swimmers are allowed in the pool until the pool is opened for General Warm-up, as specified above.
4. Coaches should make sure that all team members are supervised while on deck performing dry land exercises and stretching.
5. Deck changing is prohibited by USA Swimming and South Carolina Swimming. A first offense will result in the disqualification of the offending swimming from the next scheduled even. A second offense for the same swimmer will result in the disqualification from the remainder of the meet.

B. Warm-up Terminology

1. One of the following two formats shall be utilized for the warm-up periods of the meet.
 - a. Assigned lane Warm-up (lanes assigned by team)
 - (1) In this “Team Format”, each team is assigned a lane(s), proportionate to the number of swimmers entered by the team in that session.
 - (2) The coach(es) is/are responsible for supervision and assignment of warm-up style during the specific warm-up phase. If sprints are performed with diving, the coach shall ensure all applicable rules are enforced for the team lane(s).
 - (3) If more than one team shares a lane simultaneously, then there must be agreement as to warm-up style by the coaches during the specific warm-up phase. If there is not unanimous agreement, then sprint drills with diving is not allowed.

C. General/Specific Warm-up (no assigned lanes)

1. During the General Warm Period all lanes will be allocated to Circle Swimming in all lanes.
2. The Meet Referee or his designee shall announce the conclusion of General Warm-up and signal the opening of the Specific Warm-up Period.
3. During the Specific warm-up period, each lane is assigned a function, such as circle swimming, sprint drills with diving, or pace swimming. No swimmers may perform any function other than the function assigned to that lane.
4. Coaches should assign their swimmers to lanes based on the warm-up style desired for that individual swimmer.
5. Coaches should work cooperatively to ensure adequate supervision of all lanes and swimmers. Each sprint lane with diving must have one coach per lane or all diving shall be halted.

D. Warm-up Procedures

1. The Meet Referee or his designee shall announce the conclusion of General Warm-up and signal the opening of the Specific Warm-up Period.
2. Upon the announcement of the Specific Warm-up Period the lanes assigned to “Sprint Drills” and “Pace” shall be cleared. Upon the assignment of at least one coach to supervise lanes for Sprint Drills” and “Pace”, then those lanes may open for continued warm-up.
3. In general, the “Pace” lane(s) should be to one side of the pool and the “Sprint Drill” lanes should be grouped together.
4. Sprint drills shall consist of one (1) length of the pool ONLY following each start for each swimmer. Following the sprint, the swimmers will exit the pool from the far end and walk back to the starting end. Alternatively, with the concurrence of the Meet Referee or the Safety Marshal, if there is an empty adjacent lane available, the swimmers may return in that lane to the start end.
5. During sprint drills, no swimmer shall perform a turn nor swim back any distance toward the starting end. A flip turn with an immediate stop is acceptable.
6. Coaches will supervise all sprint drills making sure adequate distance is allowed between swimmers.
 - a. Coaches will carefully supervise the entry of backstroke swimmers for starts. No one shall be allowed on the starting blocks during the time any swimmer is in the water at the start end or close to the start end. Following an appropriate interval, the coach may signal the next swimmer to mount the starting block.
 - b. Coaches should remain on deck and maintain as much verbal and visual contact possible with their swimmers throughout the warm-up period.
7. No swimmers may enter the water without a registered “coach of record” on deck supervising the swimmer.
8. During warm-up there shall be no headfirst diving into the pool unless it is in a lane designated and utilized as Sprint Drill with one-way starts with diving.
9. During Circle Swimming the swimmers shall enter the pool feet first from the pool deck in a safe, controlled fashion.
10. No stopping should be allowed during circle swimming except at the ends of the pool.

11. Marshals, through the Meet Referee, have authority over the entire warm-up period and the entire swimming venue.
 - a. A swimmer and/or coach may be removed from the pool or deck for interfering with the authority of Safety Marshals.
 - b. Any personnel in the swimming venue shall be corrected and warned for any behavior that is not safe.
 - c. With the concurrence of the Meet Referee, flagrant violations involving safety issues may result in the removal of the offender(s) from the pool, deck or swimming venue.
 - d. No running, pushing, or horse play of any kind will be allowed in any location at the swimming venue, including, but not limited to, the pool, deck, locker rooms, showers, hallways or seating gallery.
 - e. No roughness or intimidation will be allowed by swimmer(s) or team(s) to force other swimmers or teams out of a lane.
12. Any swimmer who is observed to enter the water during General Warm-up period of a sanctioned SCLSC Swim Meet in a manner deemed to be hazardous may be disqualified from their next event by the Safety Marshal or Meet Referee. The swimmer shall be notified of the disqualification at the time of the infraction. No disqualification signal by the official is required for this infraction. Disqualification slips concerning such disqualifications shall be filled out and delivered to the Meet Referee prior to the start of the session.
13. Information notifying Clubs and Coaches of SCLSC regulations concerning warm-up procedures should be included in meet information packets, should be included in meet information and should be discussed during coaches meetings. However, the absence of notification or discussion of these regulations shall not constitute grounds for relieving swimmers of disqualification.

E. “Coach of Record”

1. Each swimmer who is participating in a SCLSC sanctioned age group or developmental meet within the SCLSC shall have a designated “coach of record” on site.
 - a. For swimmers representing their team, the “coach of record” shall be any registered coach from that club in attendance at the session.
 - b. For swimmers who are swimming unattached or for swimmers representing a team with no certified coaching members present at the session, a coach shall be designated as the “coach of record” prior to the beginning of the warm-ups for the session(s).
2. The arrangements designating a “coach of record” should be prospectively (before the meet) made by the coach (or, alternatively, the parent) of the swimmer who shall contact a coach who will be in attendance at the session(s). This coach shall then agree to serve as the “coach of record” at the meet. If there is no prospective agreement made prior to the meet, the swimmer who does not have a coach on deck (or, alternatively, a parent of the swimmer) shall approach the Meet Director concerning this issue upon arrival at the swimming venue.
3. It is the responsibility of the certified coaching staff of each team participating in a SCLSC sanctioned meet to ensure that certified coaching staff are present during the conduct of the meet or to arrange for a “coach of record” as defined above.

F. Safety Reports

1. Incident/Occurrence Reports

An occurrence report providing all of the information requested by applicable USA Swimming form should be completed at the time of the occurrence by the meet director, officer, coach or club officer with copies to USA Swimming national headquarters, the SafeSport Chair and the Administrative Vice Chair and the SCSI office.

XI. Championship Meets

A. Open Water

1. The LSC shall hold a yearly Open Water LSC Championship annually.
2. Individuals will be awarded LSC Championship medals to 10 places in the following events: 10 & Under 1K, 11-12 3K, 13-14 5K, Senior 5K. A swimmer may score in one event.
3. The Open Water State Championship will have the same team awards as are given at the Long Course and Short Course LSC Championships including a rotating trophy.
4. The host club shall define and publish the scratch procedures and penalties in the meet information.

B. Senior and Age Group

1. The LSC shall hold the following Championship meets annually: Short Course Age Group, Short Course Senior, Long Course Age Group, and Long Course Senior.
2. Medals and ribbons for each meet will be provided by the LSC.
3. The LSC will present a High Point Award in each age group and each sex and championship banners to the Men's Team Champions, the Women's Team Champions, and to the Combined Team Champion.
4. Swimmer participation in the SCLSC Short and Long Course Championships shall require the following:
 - a. Be a member in good standing of the SCLSC;
 - b. Shall meet qualifying time standards for individual events or be a member of a qualifying relay team. For all individual events, proof of time is necessary. Entry times will be checked against the SWIMS database. For these events, the host will provide the LSC with a printout of the times that will need to be proved prior to the seeding of the meet. Times that cannot be proven with official meet results will be scratched. The qualifying time period shall be January 1st of the previous year for the LSC Short Course Championship meets, June 1st of the previous year for the LSC Long Course Championship meets, and run through the deadline entry of that particular meet; and
 - c. In all SCLSC Championship Meets, unproven time entries shall be sent to the club by electronic mail (e-mail). The club shall have the opportunity to correct the entry if done so within 24 hours from the email time stamp.
5. Teams hosting championship meets (SC Age Group LSC Championship, LC Age Group LSC Championship, SC Senior LSC Championship, and the LC Senior LSC Championship) may require participating teams to provide timers.
 - a. The number of timers each participating team is required to provide will be based on a proportion to the number of entries submitted for each session and considering the officials who submit their names before the stated deadline. When arranging timers, the host team should consider not only the number of swimmers, but also the session in which the teams' swimmers will be attending. The host team is responsible for supplying all other necessary personnel.
 - b. If a team does not provide the timers assigned at a championship meet, the team will be fined \$100.00 per session and will not be allowed to enter

swimmers in another sanctioned South Carolina Swimming meet until the fine is paid. This can be appealed to the Administrative Review Board and is enforced only if the meet management has properly assigned timers based on the number of swimmers a team has entered in the meet.

6. For Age Group Championships, the order of events will be annually reviewed by the Age Group Chair in consultation with the Senior Chair and the Technical Planning Chair. For Senior Championships, the order of events will be annually reviewed by the Senior Chair in consultation with the Age Group Chair and the Technical Planning Chair. For Palmetto Championships, the order of the events will be annually reviewed by the Age Group Chair, the Senior Chair, and the Technical Planning Chair. The order of events for these Championship meets shall be published by Technical Planning no later than the Fall House of Delegates meeting. For 8&Under Championships, the order of the events will be annually reviewed by the Age Group Chair in consultation with the Technical Planning Chair.
7. Relays: There is no limit as to the number of relays a club may enter.
 - a. A relay may be composed of 4 swimmers whose aggregate time meets the minimum time standard. Aggregate times of each relay's member must be used to prove the relay time.
 - b. A relay may be composed of 4 swimmers that have qualified to participate in the meet in an individual event. No time standard need be met.
 - c. Teams may score and receive awards for up to two (2) relays in each relay event.
 - d. Relay only swimmers must be entered in the meet prior to the meet entry deadline and are subject to all fees. Any relay only swimmers not entered in the meet by the entry deadline are not permitted in the meet.
8. Each meet will be governed by the time standards developed and updated annually by the time standards committee.
9. The meet information and sanction request shall be submitted to the Sanction Chair and the Technical Planning Committee Chair no later than ninety (90) days and published no later than sixty (60) days prior to the first scheduled day of competition. Failure to comply with this requirement will result in a \$100 fine for the host club for each deadline missed.
10. If meet management software allows, the host team must include in the heat sheets where the event appears in prelims and finals: the name, club, and time of the LSC record holder(s) of the event. If omitted by the host team, the host team shall be fined \$100. The LSC record posted is based on the actual event.
11. The meet host shall post a preliminary psych sheet within 72 hours following the meet entry deadline. Coaches will then have 48 hours upon notice of posting to review the psych sheet and notify the host team of any corrections. Coaches cannot change athlete's events or times once entries are received by the host team (except as currently stated in this document where non-conforming times can be changed within 24 hours of notification by the host team to the athlete's coach). Only omissions can be corrected at the published cost of the event.
 - a. Additional individual entries for Short Course and Long Course Championship will be accepted after the entry deadline for times achieved between the entry deadline and the following Sunday. New qualifying events for existing entered swimmers are allowed. Updated qualifying times for events previously entered for

- swimmers are not allowed. Late entries will be processed manually. Coaches must present meet results (prove times) with all late entries by noon on Monday.
12. Swimmers may compete in not more than 8 (eight) individual events.
 13. The number of places awarded and scored for each individual and relay event shall be equal to two times the number of lanes swum in finals.
 14. Prior to the entry deadline, the Meet Referee shall appoint a meet eligibility jury of three persons consisting of one athlete, one coach, and one official to rule on petitions affecting the eligibility of any swimmer to compete or to represent a club.
 - a. All petitions shall be submitted to the eligibility jury in writing. Petitions shall be heard by the jury and decisions rendered if possible before the start of the event(s) affected, but not later than the last night of the meet.
 - b. Until the eligibility jury renders a decision, the swimmer may compete. An announcement shall be made prior to the race. The results of any race conducted under petition shall not be announced, nor prizes awarded, nor points scored until the jury has determined if and how their decision may affect the final scoring or awards.
 - c. The decision of the jury may be appealed by either party to the SCLSC Board of Review. Petitions submitted after the last day of the meet shall be submitted directly to the SCLSC Board of Review. Any such decision of the SCLSC Board of Review shall be published to all participating teams and filed in the SCLSC Office for review by written request.
 15. A Meet Management Committee shall be established by the Meet Referee prior to entry deadline for the meet and convened prior to publication of timelines. This committee will consist of five (5) persons: (a) one athlete designated by the Senior Athlete Representative; (b) the head coach of the host club; (c) the Meet Director; (d) the Meet Referee; and (e) one Board of Directors member, (Age Group Championship: Age Group Chair; Senior Championship: Senior Chair). If the respective chair for the meet is unavailable a Board of Directors member shall be selected in the order of Coaches Representative, Senior or Age Group Chair, and Technical Planning Chair. There shall be no more than two members from the host club. Prior to the beginning of the meet, the Meet Management Committee must convene and make the decisions regarding timeline breaks or any other changes needed to run the meet in the most efficient manner. Once the meet begins, these decisions will revert to the Meet Referee.
 16. The following scratch rule shall apply.
 - a. Each swimmer shall become informed of the meet starting time and shall report to the proper meet authorities promptly upon call. Meet announcements and advance information shall specify check-in and scratch procedures for individual and relay events and penalties for violation of those procedures.
 - b. Swimmers may scratch from an event in which they are entered by following the procedures set forth in the meet announcement.
 - c. Any swimmer not reporting for or competing in an individual timed final event, a pre-seeded preliminary event in which finals will be competed, or a relay shall not be penalized.
 - d. Any swimmer who has been positively checked-in and after the heats have been seeded, and then fails to report will be barred from their next individual event.

The application of this penalty shall pertain to the order in which the events are contested.

- e. Any swimmer qualifying for a final in events in which preliminaries and finals are competed, who fails to swim in that final, shall be barred from all further competition for the remainder of the meet.
- f. Exceptions for failure to compete – no penalty shall apply for failure to report or swim an event if:
 - i. The Referee is notified in event of illness or injury and accepts the proof thereof.
 - ii. A swimmer qualifying for a final based upon the results of preliminaries notifies the Referee within thirty (30) minutes of the announcement of the qualifiers for that final event that they may not intend to compete and further declares their final intentions within thirty (30) minutes following their last individual preliminary event.
 - iii. A swimmer qualifying for a final event, as a result of scratches following announcement of the qualifiers, based upon the results of preliminaries or failure of a qualifier to swim.
 - iv. It is determined by the Referee that failure to compete is caused by circumstances beyond the control of the swimmer.

C. Senior

1. All events will be swum under the USA Swimming designation OPEN events.
2. The host team will recognize the graduating seniors at the short course LSC championships in the heat sheet and also announce their names before session 7. The SCLSC is responsible for the cost of flowers to be presented to the graduating seniors.
3. There shall be three heats competed during the finals session for each preliminary/final event except for 500/400 free and 400 IM where there will only be A and B. The non-scoring C heat shall be comprised only of swimmers aged 16 and under. Swimmers 16 and under may swim in the A or B heats as well. The C heats shall be protected to allow only the next highest qualifying swimmers aged 16 and under to swim in the C heat after the A and B heats have been seeded.
4. The order of finals heats for preliminary/finals events shall be C-B-A.
5. Scratch and Procedures: Swimmers who do not intend to swim an event or must scratch down to the three events per day limit (8 total for the meet) or need to make room for a time trial should scratch by the indicated deadline. Scratch cards should be completed and deposited in the scratch box at Clerk of Course by the appropriate deadline. there will be no penalty for failure to compete in preliminary heats of events 200 m or less.
6. Long Course Bonus Events - Swimmers who have achieved fewer than 5 individual event time standards may supplement their entry with bonus event(s) according to the following:
 - 1 qualifying time will be permitted to enter up to 4 bonus events.
 - 2 qualifying time will be permitted to enter up to 3 bonus events.
 - 3 qualifying time will be permitted to enter up to 2 bonus events.

- 4 qualifying time will be permitted to enter 1 bonus event.
- 5 or more qualifying times are not permitted to enter bonus events.
- Bonus entries will be seeded last
- There will be no qualifying standards for bonus events, however, a provable entry time must be included
- A swimmer may only swim three (3) individual events per day (including time trials), and a total of eight (8) events during the meet.

D. Age Group

1. The Age Group Championships are limited to athletes age 14 years and younger.
2. There shall be two heats competed during the finals session for each preliminary/final event.
3. The order of finals heats for preliminary/finals events shall be B-A.
4. All 10& Under events will swim as timed finals.

E. Palmetto

1. The LSC shall hold, annually, a Palmetto Championship meet.
2. All events will have an entry time maximum of the current Age-group Sectional Championship time standards for individual events classified 10 & Under, 11-12, and 13-14; and the current Senior Sectional Championship time standards for individual events classified SENIOR.
3. Swimmers may compete in not more than 8 (eight) individual events.
4. Swimmer participation shall require the following:
 - a. Be a member in good standing of the SCLSC;
 - b. Swimmers entered in the Senior classification may not swim any individual event in which they have the current Senior Sectional Championship time standard. Any swimmer 14 or younger may not compete in any event, in either their age group or SENIOR, in which the swimmer has the current Age-group Sectional Championship time standard for their age as of the first day of the meet.
5. The format for the meet will be:
 - a. The number of places awarded for each individual and relay event shall be equal to the number of lanes swum in finals.
 - b. The 11-12, 13-14, and Senior events will be preliminary/finals except the 400 Individual Medley and the 500 Freestyle which will be competed as a timed final event with the fastest heat swimming in the finals session. The finals for 11-12 and 13-14 and Senior events shall have two final heats swimming in the order of B-A.
 - c. Relays shall be competed during the preliminary sessions.
 - d. The 10&Under events will all be timed finals. Awards for the 10&Under events will be awarded during the session in which they are competed.
6. The following scratch rule shall apply.

- a. Each swimmer shall become informed of the meet starting time and shall report to the proper meet authorities promptly upon call. Meet announcements and advance information shall specify check-in and scratch procedures for individual and relay events and penalties for violation of those procedures.
- b. Swimmers may scratch from an event in which they are entered by following the procedures set forth in the meet announcement.
- c. Any swimmer not reporting for or competing in an individual timed final event or a pre-seeded preliminary event in which finals will be competed shall not be penalized.
- d. There shall be no penalty for failing to report or compete in a relay event.
- e. In all events where a swimmer has been positively checked-in, after the heats have been seeded, any swimmer who fails to report will be barred from their next individual event. The application of this penalty shall pertain to the order in which the events are contested.
- f. Any swimmer qualifying for a final in events in which preliminaries and finals are competed, who fails to swim in that final, shall be barred from their next individual event. The application of this penalty shall pertain to the order in which the events are contested.
- g. Exceptions for failure to compete – no penalty shall apply for failure to report or swim an event if:
 - i. The Referee is notified in event of illness or injury and accepts the proof thereof.
 - ii. A swimmer qualifying for a final based upon the results of preliminaries notifies the Referee within thirty (30) minutes of the announcement of the qualifiers for that final event that they may not intend to compete and further declares their final intentions within thirty (30) minutes following their last individual preliminary event.
 - iii. A swimmer qualifying for a final event, as a result of scratches following announcement of the qualifiers, based upon the results of preliminaries or failure of a qualifier to swim.
 - iv. It is determined by the Referee that failure to compete is caused by circumstances beyond the control of the swimmer.

F. Summer Qualifier

1. The LSC may hold, annually, a Summer Qualifier meet. Under a separate sanction, this meet will be held in conjunction with the Long Course Senior LSC Championships.
2. The order of events will be decided by the Age Group Committee and Senior Committee annually.
3. All events will have an entry time maximum of the current Age Group LSC Championship time standards for individual events classified 10 & under, 11-12, and 13-14; and the current Senior LSC Long Course Championship time standards for individual events classified SENIOR
4. Swimmers may enter only one (1) meet, either the Senior LSC Championship or the Summer Qualifier.
5. Swimmers may enter three (3) events per day, including time trials.
6. Swimmer participation shall require the following:

- a. Be a member in good standing of the SCLSC;
 - b. Swimmers entered in the Senior classification may not swim any individual event in which they have the current Senior LSC Long Course Championship time standard. Any swimmer 14 or younger may not compete in any event, in either their age group or SENIOR, in which the swimmer has the current Age Group LSC Championship time standard for their age as of the first day of the meet.
7. All events will be timed finals.
 8. All events 200m and less will be Open events
 9. There shall be no penalty for not reporting for or competing in an event entered.
 10. If the 400m Freestyle and the 400m Individual Medley are offered, entries may be limited.
 11. No Times (NT) for events 200m and above will not be accepted. Athletes may enter 50m and 100m at NT.
 12. There will be no relays offered.
 13. Time Trials will only be offered at the discretion of the meet referee.
 14. The 800m Free and the 1500m Free may only be offered as a time trial at the discretion of the meet referee.
 15. The meet is not scored and there will be no awards.

G. 8 & Under

1. The LSC shall hold, annually, an 8/under Championship meet with individual event categories for 6/u, 7 year old, and 8 year old.
2. All swimmers shall be a member in good standing of the SCLSC.
3. All events will be timed finals.
4. The number of places awarded for each event shall be equal to the number of lanes swum.
5. There shall be no penalty for not reporting for or competing in an event entered.

XII. Zone Championships

A. Age Group Zone Championship

1. Zone Team planning will be the responsibility of the Sport Development Director in collaboration with the Age Group Vice Chairperson.
2. The Age Group Committee will set the standard and maximum the SCLSC will spend on every expense for zone team members and chaperones with approval of the Finance Committee.
3. Zone Team Athletes will be selected by the following persons using the selection criteria detailed below: (1) Zone Team Head Coach (2) Age Group Vice Chairperson (3) Sport Development Director.
4. If any members above are duplicated, an alternate will be the Coaches Representative.
5. The Zone Team Athlete application will be available by March 1 of the current selection year.
6. **Athlete Eligibility:** Swimmer must be currently registered as a South Carolina Swimming year-round athlete. Swimmers will be selected for the appropriate age group based on age as of the first day of the Southern Zone Age Group Championship and meet entry criteria.
7. **Coach Selection:** Coaches will be selected by the Age Group Vice Chairperson, in consultation with the Sport Development Director and the Coaches Representative, which will announce the Head Coach at the All-State Banquet.
8. **Team Size:** South Carolina Swimming will select the following number of swimmers for the South Carolina Swimming Age Group Zone Team:
 - Twelve (12) 13-14 Boys
 - Twelve (12) 13-14 Girls
 - Twelve (12) 11-12 Boys
 - Twelve (12) 11-12 Girls
 - Up to Six (6) Para-Swimmers
9. **Athlete Selection:**
 - Athlete selection criteria will be determined by the Age Group Committee once a quad. It will be published no later than October 1st in an Olympic year.

If air travel is required, athlete selection will be based upon individual performances during the current long course season up to July 10th of the selection year.
 - Swimmers must have at least a minimum of 1 “AAA” time to be selected to the Age Group Zone All-Star Team, unless there are less than 9 of the 12 allowed in each division. In this case, a minimum of 1 “AA” time will be required for selection.
 - In addition to athletes that win an event at the LSC Long Course Championships, athletes with top power point scores for each age group following the conclusion of the Long Course Age Group LSC Championship will be selected to represent South Carolina Swimming. Events considered will be:
 - 11-12: Twelve (12) Boys & Twelve (12) Girls
 - 50m Freestyle

- 100m Freestyle
 - 200m Freestyle
 - 400m Freestyle
 - 50m Backstroke
 - 100m Backstroke
 - 50m Breaststroke
 - 100m Breaststroke
 - 50m Butterfly
 - 100m Butterfly
 - 200m Individual Medley
 - Next highest Power Points amongst remaining eligible athletes not already selected for the Zone Team in any qualifying event.
 - 13-14: Twelve (12) Boys & Twelve (12) Girls
 - 50m Freestyle
 - 100m Freestyle
 - 200m Freestyle
 - 400m Freestyle
 - 100m Backstroke
 - 200m Backstroke
 - 100m Breaststroke
 - 200m Breaststroke
 - 100m Butterfly
 - 200m Butterfly
 - 200m Individual Medley
 - Highest Power Points amongst remaining eligible athletes not already selected for the Zone Team in any qualifying event in the 400m Individual Medley or 800m/1500m Freestyle.
 - Qualifying times may be obtained during a sanctioned or approved time trial. A lead-off split time in an event may be used as long as it conforms with USA Swimming rules.
10. **Para-Swimming:** South Carolina Swimming is allowed six athletes selected as Para-Swimming Athletes for the Age Group Zone Team. If more than six athletes apply for consideration as para-swimmer athletes, then those athletes with swims that qualify under USA Swimming Zone Team suggested para-swimming time standards will be given priority. If more than six athletes meet these considerations, the spots will be filled by applicants with the highest USA Swimming long course power point score overall in a single qualifying event.
11. **Time Trials:** Swimmers will not be allowed to time trial an event at the Zone Meet without prior approval of the Zone Head Coach. The Zone Head Coach may approve time trials only in the event that the coach believes that there is a likelihood of the swimmer achieving a cut qualifying time for a higher level of competition. Time Trial fees are the responsibility of the athlete.
12. **Athlete Cost:** The maximum athlete contribution will be established by the Age Group Committee prior to Dec 1 of the current year of each SCY season with approval of the Finance Committee.

13. **Coaches Stipend:** The stipends for coaches will be established by the Age Group Committee with the approval of the Finance Committee prior to July 1 of the current year.
14. **Chaperones:** Chaperones will be selected by the Zone Team Head Coach, with the advice and consent of the Age Group Vice Chairperson and Sport Development Director, with attention to obtaining chaperones from as many teams as possible.

B. Open Water Zone Team Selections

1. Team Size

- a. Six 11-12 boys
- b. Six 11-12 girls
- c. Six 13-14 boys
- d. Six 13-14 girls
- e. Six 15-16 girls
- f. Six 15-16 boys
- g. Six girls in open age group (defined below)
- h. Six boys in open age group (defined below)
- i. Up to six paraswimmers

2. Open Age Group Definition

- a. South Carolina swimming will fill the open age group with 17-18 year old swimmers. If all six spots are not filled by 17-18 year old swimmers, the remaining spots may be filled with the fastest 15-16 year old swimmers.
 - In the event that one or more 15-16 swimmers is moved into the Open Age Group, South Carolina Swimming may fill the vacated spots in the 15-16 age group.

3. Paraswimmers

- a. In order to be on the team must have competed in a USA Swimming sanctioned open water event within two years of the date of the Open Water Zone meet.

4. Athlete Selection

Athlete selection criteria will be determined by the Open Water Committee once a quad. It will be published no later than October 1st in an Olympic year.

XIII. Time Standards

A. Time Standard Committee

The Time Standards Committee will consist of seven (7) members. The committee will consist of two athletes, the Officials Chair, Coaches' Representative, Age Group Chair, Senior Chair, and the Technical Planning Chair. An annual meeting of the committee will be convened by the Age Group Chair or the Senior Chair at the LCM SCLSC Championship Meet or by September 1.

B. Duties of Time Standard Committee

The Time Standards Committee will be charged with the duty to establish time standards for the SCLSC on a yearly basis.

1. Time standards will be revised after review of the number of average number of participants in each event over the preceding four years. National time standards will be taken into consideration.
2. Time standards for the upcoming SCY and LCM seasons should be published by the Time Standards Committee no later than October 1.

C. Current Time Standards

Time Standards for Current Swim Season (see Appendix #1)

XIV. Records and Top 16

A. Top 16

The Top 16 Coordinator for the SCLSC will also be responsible for the coordination and reporting of National Age Group Records.

B. Records

1. In order for times obtained at a meet to count for South Carolina records, All-State times, and other USA-Swimming National cut-off times, the meet must be sanctioned or must be an "approved meet".
2. State records can only be held for Nationally recognized events.
3. SCLSC records will be kept for USA-Swimming approved events in the following age groups:
 - a. 10 and under
 - b. 11-12
 - c. 13-14
 - d. 15-16
 - e. 17-18
 - f. Senior/Open
 - g. All Star Relays
 - h. Zone Relays
4. SCLSC records will be kept for:
 - a. Short Course - 25 yards
 - b. Short Course - 25 meters
 - c. Long Course - 50 meters
 - d. Long Course State Meet Records
 - (1) Meters
 - (2) Yards
 - e. Short Course State Meet Records
 - (1) Meters
 - (2) Yards
5. General Requirements and Conditions:
 - a. The official time for a specific record must be achieved:
 - (1) In a USA-Swimming sanctioned meet, USA-Swimming approved meet or a USA-Swimming observed meet by a SCLSC registered member swimmer who is competing as a member of a SCLSC registered member club team, as a member of a SCLSC Select All-Star Team, as a member of a USA-Swimming National Team, or as an unattached individual.
 - (2) In a swim-off held to determine placement in a final event.
 - (3) As a split time recorded from the official start to the completion of an initial distance within a longer event. The Meet Referee must be pre-notified and the swimmer must successfully complete the full distance of the event.
 - (4) In a time trial or record attempt.
 - (5) In the same stroke and event (i.e. freestyle can only be recorded as freestyle regardless of the stroke used).

- (6) With either automatic timing or three (3) digital stop watches.
 - (7) A record can only be made in still water.
- b. All USA-Swimming rules be complied with.
- c. Record times should be submitted in hundredths of a second (two decimal places). If simultaneous swims (same event and heat) tie to the hundredth of a second, a tie shall be declared and the record shared. Old records which are tied to the hundredth of a second shall be shared.
- d. Verification of a record time must come from:
 - (1) Official meet results or.
 - (2) Times from USA Swimming SWIMS database.
 - (3) Never record times from newspaper articles.
- e. The Record Master List must include the age group, the size of the pool, the record holder's name and club, the record time, and the meet where the record was achieved.
- f. The Record Master List will be distributed to all SCLSC officers and teams registered with the SCLSC once per year in the fall. A list comprised of only new records should be sent to each team asking for revisions, corrections, etc. prior to distributing the Record Master List.
- g. Individuals requesting a copy of the Record Master List and extra copies requested by the teams will be distributed for a fee covering the cost of copying and mailing the list.
- h. Certificate Awards should be presented to each new record holder and relay team at the All State Banquet each year with the appropriate recognition given. Each time the record is broken a certificate shall be issued.
- i. Record protests shall be made through the SCLSC.

South Carolina Swimming

LSC

Financial Information

XV. Finance and Administration

A. Administrative Charge

An administrative fee of \$30.00 plus the actual bank service fee shall be charged for action taken by the Office to resolve a banking issue. Bank issues include returned check for insufficient funds, bank analysis requests, stop payments, etc. caused by a member, club or vendor. Additionally, the funds must be reissued within 10 business days of notification.

B. Reimbursement Policy

1. Athlete Reimbursement Policy. It is the stated policy of SCLSC that the purpose of reimbursement is to further the ability of athletes to seek competition of higher levels. It is the objective of SCLSC to be able to help and to reimburse athletes when it is necessary to travel great distances or to “National level” meets in order to find adequate competition at levels higher than the Sectional level.
 - a) Reimbursement Policy for SCLSC Age Group Swimmers:
 - a. The level of reimbursement will be determined by the Senior Committee and Chair based on ninety (90) percent of the IRS mileage rate using the mileage between cities listed by Rand McNally, or ninety (90) percent of the coach air fare price, and thirty (30) percent of the IRS per diem rate for the host city.
 - b. The total amount of reimbursement proposed by the Senior Committee will be approved by the Board of Directors at least 60 days before the first day of competition, but reimbursement shall not be made until proper documentation is submitted.
 - c. Proper documentation for reimbursement up to the level of reimbursement determined may consist of plane ticket or car rental receipts, gas receipts, meal/food receipts, and lodging receipts. If receipts exceed IRS per diem rate or IRS mileage rate, amount of receipts in excess of these rates shall not be allowable or used to reach maximum level of reimbursement determined for purposes of reimbursement. If receipts do not reach or exceed the maximum level of reimbursement determined, reimbursement shall be made only for the total amount of allowable receipts submitted. Total reimbursement shall not exceed the total amount of reimbursement approved.
 - d. Relay only swimmers will not be reimbursed.
 - e. The SCLSC shall reimburse athlete for participation in the following meets:
 - (1) USA-Swimming Olympic Trials,
 - (2) USA-Swimming Summer National Championships,
 - (3) USA-Swimming US Open,
 - (4) USA-Swimming Summer Junior National Championships,
 - (5) USA-Swimming Winter National Championships,
 - (6) USA-Swimming Winter Junior National Championships, and
 - (7) USA-Swimming World Championship Trials.
 - (8) USA-Swimming Open Water National Championship,
 - (9) USA-Swimming Summer Futures, and
 - (10) All Paralympic equivalent Championship meets sanctioned by USOPC

- (11) The SCLSC shall reimburse the USA-Swimming 10k Open Water National Championships at a rate of up to \$400.00 per swimmer. This meet will count as one of the three reimbursable meets.
 - f. The SCLSC shall reimburse the National Club Swimming Association Junior National Championships at a rate of up to \$400.00 per swimmer. This meet will count as one of the three reimbursable meets.
2. Reimbursement policy for collegiate and post collegiate swimmers.
 - a. Must be SC-registered member of USA-Swimming.
 - b. Swimmers must represent the SCLSC in at least three swim meets a year. The Senior Sectionals of the Eastern Section of the Southern Zone Meets may be counted towards the three meets. All other meets must be swum in South Carolina USA-Swimming sanctioned meets.
 - c. Swimmers who were South Carolina USA-Swimming registered 12 months prior to completion of their senior in high school and who participated in SCLSC age group swimming will be reimbursed as above, but are excluded from the three (3) meet requirement. SCLSC registration must be continuous. If registration is non-continuous then swimmers will be reimbursed from the policy stated below.
 - d. Swimmers who were not South Carolina USA-Swimming registered, prior to completion of their senior in high school and who did not participate in SCLSC age group swimming, will be reimbursed from the SCLSC at the following rates after meeting all other requirements:
 - (1) First year SCLSC registered athletes will not be reimbursed.
 - (2) Second consecutive year SCLSC registered athletes be reimbursed at 20% of the current SCLSC level.
 - (3) Third consecutive year SCLSC registered athletes be reimbursed at 30% of the current SCLSC level.
 - (4) Fourth consecutive year SCLSC registered athletes be reimbursed at 40% of the current SCLSC level.
3. Each swimmer can be reimbursed for up to 3 meets per year except in an Olympic year when a swimmer can be reimbursed for up to 4 meets per year as long as one of the meets is the Olympic Trials.
4. All requests for reimbursement for travel must be signed on the reimbursement application by the swimmer, the swimmer's coach, the club representative, and a club athlete representative or junior representative if the athlete in question is applying for reimbursement. The application for reimbursement shall include the following certification: "The athlete in question has been on site and training with our club during the season in which reimbursement is requested for the majority of time and not training with another club, camp, or college during the season." Any request for exception to this policy can be appealed to a committee made up of the Senior Chair, Coach's Representative, and Treasurer. In case of a conflict of interest the General Chair will appoint a replacement.
5. All requests for reimbursement for travel must be submitted or postmarked to the treasurer within 60 (sixty) days from the last day of the event.
6. General Reimbursement Policy
 - a. The reimbursement policy applies to employees and volunteers conducting business/travel on behalf of the SCLSC.

- b. Reimbursements shall be made as follows:
 - (1) Mileage at current IRS rate OR
 - (2) 100% of the Super Saver Air Fare or the airfare group rate obtained by the LSC Office AND
 - (3) IRS per diem rate for meals and incidentals and IRS per diem rate for lodging, or the group lodging rate obtained by the LSC Office.
Employees and volunteers may make other airfare and/or lodging arrangements. However, their reimbursement will be capped as stated herein.
 - c. Receipts shall be provided for all expenses exceeding \$25.00. Receipts for all expenses should be provided.
 - d. If the SCLSC pays directly for any expenses, those expenses shall not be claimed for reimbursement and the per diem shall be properly adjusted.
 - e. If the LSC pays directly for any expenses, those expenses shall be shown and the amount shown as covered by the SCLSC.
 - f. All reimbursement requests shall be made on the Non-Athlete Reimbursement Request form.
 - g. The Finance Chair or Treasurer in conjunction with the Board shall pre-authorize all travel on behalf of the SCLSC.
 - h. All reimbursement requests shall be forwarded to the Treasurer within 30 days of the actual expense or within 30 days of the last day of travel.
7. Outreach Athlete Reimbursement
- a. Eligibility: All SCLSC registered athletes who qualify for and are registered under the Outreach designation.
 - b. What is reimbursed:
 - 1. Entry fees, pool use fees and SCLSC Travel Fund fees, and Sports Developmental Director fees will only be honored for meets sanctioned by South Carolina Swimming. If a registered Outreach Athlete is entered in a sanctioned SCS meet and does not compete, no reimbursement will be provided. If a registered Outreach Athlete misses an event at a sanctioned SCS meet, reimbursement for that event will not be provided. Only registered Outreach Athletes who provide proof of results in the form of SWIMS verification will qualify for reimbursement.
 - 2. LSC fees for LSC sponsored events i.e., camps, and clinics which includes Diversity Camp, Carolina Crown, Age Group Zones, and Select Camp.
 - c. Checks will only be issued to the club or to the club's meet escrow account. The club will only be reimbursed for fees which have been received by the host club prior to the reimbursement request. Clubs which intentionally submit fraudulent claims for reimbursement may disqualify themselves from future considerations and may be subject to other sanctions prescribed by South Carolina Swimming.
 - d. Complete and submit the SCLSC online Outreach Reimbursement Form application with both the athletes' meet info file and SWIMS verification within 30 days of the meet date. Applications received past the deadline or application that missing either the required meet info file or SWIMS verification will not be considered.

- e. Procedure: The Outreach Athlete's club submits entries and fees to the meet host team in accordance with meet invitation requirements. The Outreach Athlete's club submits the SCS online Outreach Athlete Reimbursement form to the Outreach Coordinator, who will verify all meet information received and confirm proper registration/verification. The Outreach Coordinator will submit approved requests to the Treasurer, who will then issue a check to the Outreach Athlete's club for full reimbursement.
8. Officials Reimbursement for Olympic and Paralympic Trials.
 - a. Proper documentation for reimbursement may consist of plane ticket or car rental receipts, gas receipts, meal/food receipts, and lodging receipts. If receipts exceed IRS per diem rate or IRS mileage rate, amount of receipts in excess of these rates shall not be allowable or used to reach maximum level of reimbursement determined for purposes of reimbursement. If receipts do not reach or exceed the maximum level of reimbursement determined, reimbursement shall be made only for the total amount of allowable receipts submitted. Total reimbursement shall not exceed the total amount of reimbursement approved. The SCLSC shall reimburse at a rate of up to \$1000.00 per official.

C. Credit Card Usage

1. The General Chair and Office Manager are authorized to use their LSC credit card for expenditures to support LSC operations including expenditures for Board and House of Delegate meetings and expenditures for hotel and airfare arrangements.
2. All other LSC credit cardholders shall have individual or aggregate expenditures over \$500.00 pre-authorized by the Treasurer. The cardholder shall provide the purpose and anticipated expenditure level.
3. All receipts from credit card (or a detailed statement of charges if receipts are not available) shall be scanned and emailed to the Treasurer by the earlier of seven (7) days of the occurrence or no later than five (5) business days after the end of the month of the expenditure unless prior approval has been given.
4. Each individual provided with a LSC credit card is responsible for its usage and protection. If the card is lost or stolen, the cardholder shall advise the card issuer and the Treasurer. The user shall be responsible for all charges incurred prior to the notification of the card issuer and any associated issuer charges.

D. Record Retention

1. General Requirements
 - a. The originator or addressee shall not retain nonessential documents such as routine letters and notes, which require neither acknowledgement nor follow-ups.
 - b. Copyholders and courtesy distributes shall not keep their copies as the originator shall maintain the record copy.
 - c. Once a document has been finalized, drafts shall not be retained.
 - d. Files shall be edited down to the originals and necessary support materials.
 - e. Electronic records shall be retained in accordance with these requirements.
 - f. Under no circumstance shall records be released to non-LSC entities or personnel without the written approval of the Administrative Chair.

2. The table defines the documents and retention period for the documents that shall be maintained by the LSC.

Document(s)	Years
Vendor Invoice Records and Disbursements	C+7
Accounts Receivable	C+7
Accounts Receivable Adjustments	C+7
General Ledger Reports	C+7
Invoices	C+7
Open Invoices	C
Petty Cash Vouchers	C+3
Risk Receivables / Bad Debt	C+3
Sales Tax Exemption Certificates	P
Internal Audits	C+5
External Audits	P
Bank Statements	C+7
Bank Account Reconciliation	C+1
Budget Control Reports	C+3
Cancelled Checks	C+7
Capital Asset records	C+7
Financial Reports	C+6
General Ledger – Year End	P
Tax Returns	P
Correspondence	C+3
Correspondence – Legal	P
Employee Applications	C+3
Insurance Policies	P
Insurance Policies - Expired	C+3
Board, Committee & House of Delegates	P
Meet Results	C+5
OVC Records	C+5
Sanctions	C+3
State Records	P
Top 16 results	C+5
Meet Work Records	C+3

Test Results	C+3
Training Records	C+3
Decisions	P
Meeting Minutes	C+3
Employee Payroll Deduction Authorizations	S/O+2
Payroll Distribution	C+7
Time Records	C+7
Wage and Income Tax Statements	P
Accident Reports	C+7
Corrective Actions	C+3
Safety Reports	C+7

Retention Codes	
C+ _ (Current Year + _)	Destroy records at the end of the year plus _ years.
P (Permanent)	Retain records permanently. Reference copies shall be destroyed when they are no longer operationally useful.
S/O (Superseded/Obsolete)	Destroy records when superseded or obsolete. S/O+_ indicates that records should be destroyed at the end of the year plus the number of years after they are superseded or obsolete.

3. The Administrative Chair shall annually review the documents maintained at the SCLSC Office and properly dispose of those documents that are beyond the retention period.
4. All chairs, officers and committee members shall be responsible for compliance with the document retention periods and properly dispose of the documents within their possession.

E. Fees, Fines and Action Dates

A business day shall be Monday through Friday excluding these Holidays: New Year's Day, Martin Luther King Day, Presidents Day, Good Friday, Memorial Day, July 4th, Labor Day, Thanksgiving, Day after Thanksgiving, Christmas Eve Day, Christmas Day and New Year's Eve Day. If the holiday occurs on a Saturday or Sunday, the preceding day or day after respectively shall be observed.

F. Special Activities Budget

1. In all special activities of functions of the SCLSC, to include but not limited to, SCLSC Zone Championship team, SCLSC Select Camp, SCLSC All-State banquet, etc, the administrator of such events shall present a preliminary budget to the SCLSC Board of Directors no later than December 31 of the current calendar year or not less than 180 days prior to the event for review. The SCLSC Board of Directors shall

- review such budget(s) to determine any opportunities for such activities to be fiscally responsible to the membership of the SCLSC.
2. South Carolina Swimming clubs in good standing may apply for a Club Development Program award. The total award shall not exceed \$500.00. The award may be issued one time per calendar year. The applying team must complete the Club Development Program form requesting the award and attach documentation demonstrating achievements.

G. Operating Reserve Policy

1. Philosophy
 - a. The establishment and maintenance of an Operating Reserve is a high priority. This will enable SCLSC to support strategic business practices and to:
 - (1) Manage cash flow interruptions.
 - (2) Minimize the need for working capital borrowing.
 - (3) Meet commitments, obligations or other contingencies.
 - (4) Generate investment income.
2. Policy
 - a. The purpose of this policy is to establish and maintain an Operating Reserve, unencumbered and uncommitted, at a level relative to the annual program funding and the costs of operating and maintaining the organization.
 - b. The Operating Reserve is intended to serve a dynamic role and is available to be utilized as needed rather than being static, devoted only to generating investment income.
3. Definitions
 - a. Costs of Operating and Maintaining the Organization – SCLSC’s Total Expenditures, as reflected by the approved annual budget.
 - b. Board-Designated Operating Reserve – A fund consisting of liquid assets and investments. Liquid assets are those that may be converted to cash quickly and easily. It is not required that Operating Reserves be physically segregated in a separate bank or investment account although SCLSC may decide to do so.
4. Strategies and Procedures
 - a. The Finance Committee will have the responsibility for developing and recommending policies and guidelines for the investment of the Operating Reserve assets and the Board of Directors will approve such policies and guidelines.
 - b. The Operating Reserve goal will be to achieve and maintain at least twelve months of Costs of Operating and Maintaining the Organization, as defined in Section III.
5. Sources

Assets for the Operating Reserve accounts will come from the retained earnings of the organization.

XVI. Investment Philosophy

A. Overview

South Carolina Swimming Inc., also known as South Carolina LSC (SCLSC), is a not-for-profit organization operating in the State of South Carolina. SCLSC maintains an investment portfolio for the benefit of its members.

B. Purpose of Investment Policy Statement

1. The purpose of this Investment Policy Statement ("Policy") is to assist the Finance Committee of SCLSC ("Committee") in effectively establishing, supervising, monitoring and evaluating the investments maintained in the portfolio (referred to as the "Portfolio" which includes all SCLSC investment assets, including a Board-Designated Operating Reserve (as defined in the Reserve Policy), unless specifically stated otherwise.)
2. Policy:
 - a. Defines the investment goals and objectives of the Portfolio;
 - b. Documents the material facts considered and the process used to arrive at the investment decisions reached;
 - c. Establishes an asset allocation and investment management strategy designed to have a high probability of meeting the goals and objectives of the Portfolio;
 - d. Establishes a disciplined decision-making process to be followed by the Committee in implementing the investment strategies decided upon;
 - e. Establishes criteria for evaluating the success of the investment management of the Portfolio; and
 - f. Documents the procedural prudence followed by the Committee in taking the investment course of action followed.
3. The Committee will be responsible for overseeing the Portfolio, compliance with this Policy with respect to the Portfolio, and making asset allocation decisions.

C. Goals and Objectives

1. Portfolio Goals - It is a primary goal of SCLSC to invest the financial assets of the organization, in excess of funds needed for current operations, and to provide earnings growth, based on a total return, consistent with a policy of prudent investment and protection of assets. It is also the policy of SCLSC to maintain operating funds to provide for liquidity to meet current operating and capital expenditure needs.
2. Investment Objectives
 - a. Investment Funds - The invested assets of SCLSC are invested and maintained in an investment program comprised of an
 - (1) income portfolio, the primary objectives of which are the preservation of principal and generation of income. Restrictions include:
 - i. funds will consist of high-quality mutual funds with a minimum rating of "three stars" from Morningstar;
 - ii. interest payments will be swept to operating cash when needed;
 - iii. if not needed, interest payments will purchase investments in capital appreciation portfolio.

- (2) capital appreciation portfolio, the primary objectives of which are the preservation of principal and long-term appreciation of assets. Growth will also come from the inclusion of additional funds when available, and from retention of earnings of the fund except earnings caused to be withdrawn as hereinafter provided. Restrictions include:
 - i. funds will consist of high quality mutual funds with a minimum rating of "three stars" from Morningstar;
 - ii. reinvestment of all dividends and capital gains unless required for operating cash or designated for other purposes.
- b. Operating Reserves - Operating Reserves are comprised primarily of operating funds that could reasonably be expected to be spent over the next twelve months. The primary objectives are (i) preservation of principal and (ii) liquidity to meet day-to-day operating budget needs. Excess cash will be swept into the Investment account. The account will be managed by the Finance Committee with all transactions approved by the Treasurer except money market and business savings transfers. The securities in the account will be limited to the following investment vehicles and restrictions:

	Single Security Limit	Minimum Quality	Maximum Maturity
Business Savings Acct	\$100,000	"A" financial strength rating (FSR)	open
Money Market Fund	\$250,000	"A" FSR	7 days
CDs	\$50,000 with a maximum of 50% of the Portfolio	FDIC insured banks	1 yr

D. Asset Allocation

1. The asset allocation of the Investment Funds under this Policy will meet the stated goals and objectives. This asset allocation is based upon the following principals:
 - a. That it is not productive to try to "time" the markets. Rather, long-term strategic asset allocation, based upon the principles of modern portfolio theory, is the most prudent investment approach. That is, effective diversification can reduce risk. In utilizing this methodology, it is important to diversify through various mutual funds with differing risk profiles.
 - b. That gains and losses have a significant impact upon the investments' growth objective.
 - c. That portfolios with a greater amount of stock allocations and a lesser amount of bond allocations have a higher probability of short-term losses and of long-term higher returns than portfolios with lesser amounts of stocks.
2. The asset allocation shall contain a mixture of mutual funds that subject the Portfolio to the potential of moderate, but not a huge market downturn, and provide the potential for higher long-term returns. The target allocation will be from the following categories of mutual funds. Generally, the allocation will be between 40% and 70% in equity funds with 30% - 60% in bond funds. This allocation composition

may be achieved through individual funds or through a basket of funds. Allocation will be reviewed and subject to change by the Committee on a semi-annual basis.

E. Return

To fulfill SCLSC's mission over the long term, the Portfolio should achieve at least a 4.0% annualized return after inflation (as measured by the Consumer Price Index) for each asset category on a rolling 12-quarter basis.

F. Risk

Consistent with a policy of prudent investment practices and protection of assets, in the event the Portfolio incurs a decline of 5% or more in any quarter, the Committee will convene, review the Portfolio's performance, and decide upon a course of action, if any.

G. Investment Fund Categories

In implementing the asset allocation policy, it is intended that there be extensive diversification. American Funds, managed by Capital Group, has been selected as the primary method of effectively implementing the asset allocation. Capital Group will manage and monitor the performance of each fund and report through Edward Jones Investments, the "Investment Intermediary".

H. Rebalancing

The asset allocation shall be rebalanced to the target allocations set out above after any quarter in which one or more of the minimum or maximum allocations are exceeded. Furthermore, in the event of a sudden or significant change in the asset allocation attributable to market conditions, the asset allocation may be rebalanced between quarters.

I. Costs

The costs associated with the management of each asset class shall be reviewed at least annually. It is the objective that the total costs of managing the funds, including the investment advisory fees, shall be average or below when compared to the average fees for a similar mix of mutual funds. Averages from Morningstar shall be used for determining the appropriate average.

J. Communications

Unless otherwise requested, Capital Group will furnish, via the Investment Intermediary, the Committee with a quarterly account review detailing investment performance (time-weighted), portfolio holdings, an investment strategy, and the value of the Portfolio. Committee meetings will be held quarterly. The Committee may call more frequent meetings if significant concerns arise about Capital Group's investment strategy, performance of the Portfolio or the terms of this Policy. The Committee will inform the Board of Directors of SCLSC of the performance of the Portfolio no less frequently than annually.

XVII. Budget

The Budget shall be presented and approved at the April House of Delegates meeting. All requests to change, alter, or add to any item in the prior year's budget shall be sent to the Finance Committee no later than 30 days before the April meeting.

Appendix A

A. Definitions

When used in this Policy & Procedures manual, the following terms shall have the meanings indicated in this Section, and the definitions of such terms are equally applicable both to the singular and plural forms thereof. Where a cross reference to another Section of the Bylaws or Policy & Procedures manual appears within a definition, the definition is qualified by the more complete definition found in that Section.

1. "Affiliated Group Member" shall mean any organization which supports the sport of swimming and the objectives and programs of SCSI and USA Swimming, but which does not have athlete members and coach members, which is in good standing as a group member of SCSI and USA Swimming, and which is neither a club member or a seasonal member.
2. "Affiliated Group Member Representative" – individual appointed to represent an Affiliated Group Member in House of Delegates.
3. "Affiliated Individual Member" – any individual interested in the objectives and programs of SCSI, who resides, formerly resided, or participated in the sport of swimming in the territory, who is in good standing as a member of SCSI and USA Swimming and who is not an active individual, coach, or athlete member.
4. "At-Large Board Member" shall mean those athlete and non-athlete Board Members designated as such.
5. "At-Large House Member" shall mean the Individual Members appointed by the General Chair, or elected, to be athlete or non-athlete At-Large Members of the House of Delegates.
6. "Athlete Member" shall mean any individual Athlete Member who competes or has competed during any part of the three (3) immediately preceding years in the sport of swimming and is in good standing as an Individual Member of SCSI and USA Swimming.
7. "Athlete Representatives" shall mean the Athlete Members elected to represent athletes in the House of Delegates and on the Board of Directors.
8. "Administrative Board of Review" shall mean the investigative and judicial body of SCSI established pursuant to Article 13.
9. "Business Day" shall mean a calendar day which is not a Saturday, a Sunday or a legal federal or state holiday anywhere within the Territory.
10. "Club" or "club" shall mean an organization that has athletes and coaches engaged in the sport of swimming.
11. "Club Member" shall mean any club or other organization which is in good standing as a Group Member of SCSI and USA Swimming and has athletes and coaches and participates in the sport of swimming. All athletes and coaches of the club or organization must be Individual Members in good standing with SCSI and USA Swimming.
12. "Club Member Representative" shall mean the individual appointed to represent a Club Member in the House of Delegates.
13. "Coach Member" shall mean any individual, whether or not affiliated with a Group Member, who has satisfactorily completed all safety and other training required by

- SCSI and/or USA Swimming and who is in good standing as a member of SCSI and USA Swimming.
14. "Consent" shall mean a majority of those present and eligible to vote.
 16. "Executive Committee" shall mean the committee of the Board of Directors which may act for the Board of Directors between meetings.
 17. "Group Members" shall mean Club Members and Affiliated Group Members
 18. "Individual Members" shall mean Athlete Members, Coach Members and Active Individual Members, and shall also include Life Members and Affiliated Individual Members.
 19. "Life Member" shall mean any individual who is a life member of USA Swimming and SCSI, and who resides, formerly resided, or participated in the sport of swimming in the Territory and who is in good standing as a member of SCSI and USA Swimming.
 20. "Nominating Committee" shall mean the committee of the House of Delegates charged with nominating candidates for elective offices of SCSI.
 21. "Non-Athlete Member" shall mean an individual other than a Coach Member, an Athlete Member or a Seasonal Athlete Member who is a trainer, manager, official, meet director, marshal, Board Member, At-Large House Member, officer or committee chair or member, coordinator, or a Group Member Representative or alternate and any other individual actively participating in the affairs of SCSI or the sport of swimming and who is in good standing as an Individual Member of SCSI and USA Swimming.
 21. "Parliamentary Authority" shall mean the authority and any special rules of order designated in Bylaws.
 22. "SCSI Office" shall mean the permanent office of SCSI maintained in accordance with Section I.
 23. "Seasonal Athlete Member" shall mean any individual who participates or competes in the sport of swimming and has joined for certain periods of time not longer than 150 days each in a calendar year and is in good standing as a Seasonal Athlete Member of SCSI and USA Swimming.
 24. "Seasonal Club Member" shall mean any organization that has joined SCSI and USA Swimming for certain periods of time, not exceeding 150 days each in a calendar year, and is in good standing as a seasonal club member of SCSI and USA Swimming.
 25. "Senior Athlete Representative" shall mean the Athlete Representative senior in term of office or, in cases where there are more than two Athlete Representatives, the Athlete Representative designated in accordance with Article 6.2.1.
 26. "USA Swimming Board of Directors" shall mean the Board of Directors of USA Swimming.
 27. "USA Swimming House of Delegates" shall mean the House of Delegates of USA Swimming.
 28. "USA Swimming Rules and Regulations" shall mean the published rules and regulations, as adopted and amended by USA Swimming.
 29. "USA Swimming Rules and Regulations Committee" shall mean the Rules and Regulations Committee of USA Swimming created pursuant to Part Five of the USA Swimming Rules and Regulations.

Appendix B

QUESTIONS AND ANSWERS ABOUT RESOLVING DISPUTES

INTRODUCTION

The form of the LSC Bylaws was substantially revised by USA Swimming in September of 1995, in September 2008 and again in September 2011; however, the basic structure used for resolving disputes has not materially changed. Members (and non-members) of USA Swimming who disagree with a decision or an action of taken by a meet official or any other LSC officer or who have a swimming-related dispute with another member may appeal those decision, or may submit those disputes, for resolution to the LSC Administrative Board of Review. The Administrative Board of Review is responsible for resolving these disputes quickly, fairly and with *due process*.

The purpose of this Appendix is to help with the details of preparing and filing complaints and appeals, and handling a Petition as a Administrative Board of Review member. Violation and interpretations of the Rules and Regulations of USA Swimming (the “Rules”) and the Bylaws of the LSC can have serious consequences or involve relatively minor matters. The consequences can range from being barred from membership due to inappropriate recruiting to whether a club should be penalized for being slow in distributing final meet results. Yet, to the people involved, each dispute, each incident is just as important as the other.

Because serious matters are being handled by the Administrative Board of Review, several sections of Article I.L of the Bylaws were relocated to Part Four of the Rules, thus making them more accessible to the membership. Many of the sections may appear to be written in “legalese,” but that was done to insure that--as much as possible--they would be interpreted uniformly, consistently and correctly. While the language may be technical, the ideas behind the Administrative Board of Review provisions are simple and basic. Anyone with a problem should receive a fair, impartial hearing and have the problem resolved promptly and with *due process*. The rules and procedures set forth in Article I.L of the LSC Bylaws and Part Four of the Rules are meant to provide:

- a quick and effective remedy for the Petitioner and the Respondent;
- a hearing by objective unbiased persons, at first a panel of the elected members of the Administrative Board of Review, consisting of between three (3) and five (5) member, including at least one athlete member Article 406.2.2 of the Rules);
- several levels of appeal are provided; from the initial Administrative Board of Review panel to a rehearing by all the members of the Administrative Board of Review (or at least seven (7) members) (Article 406.3.1 of the Rules) with at least twenty percent (20%) athlete representation; and an appeal of the decision to the National Administrative Board of Review (Article 408 of the Rules); all the way to an appeal to the United States Olympic Committee under its Constitution in cases where an athlete is denied the right to compete in international competition.

COMMON QUESTIONS ABOUT COMPLAINTS AND THE ADMINISTRATIVE BOARD OF REVIEW PROCESS

WHAT IS DUE PROCESS?

Procedural due process is the administration of applicable rules and regulations so that no member is denied his or her legal rights and the application of those rules and regulations in conformance with the fundamental and accepted legal principles. It is the way you would want to be treated if you were charged with misconduct. It includes:

- Notice, in writing, if at all possible, of the specific things that you are being charged with doing or not doing;
- The opportunity to defend yourself against the charges and the right to cross-examine witnesses against you;
- A reasonable amount of time to prepare and present your position;
- The right to have an attorney represent you, if you wish;
- A hearing before disinterested, fair and knowledgeable persons at a time and under circumstances that give everyone a full and fair opportunity to present their position;
- Notice of how to appeal from a decision that you feel is wrong.

WHAT KIND OF COMPLAINTS CAN BE DECIDED BY THE LSC ADMINISTRATIVE BOARD OF REVIEW?

The responsibility of the LSC Administrative Board of Review is broad but does not cover every possible dispute that might come up. Article 403.1 of the Rules provides the list of the kinds of complaints that must go directly to the LSC Administrative Board of Review. For example, if a decision is made which affects your ability to compete in swim meets or how you place in swim meets and you think the decision is wrong you may appeal to the Administrative Board of Review. If you are prevented from participating in the administration of the sport of swimming or being an official you may appeal to the Administrative Board of Review. If a decision is made by the LSC that affects your ability to coach swimmers you may appeal to the Administrative Board of Review. However, there are some matters that should be submitted directly to the National Administrative Board of Review. See Article 403.1 and 403.2 of the Rules to determine where your complaint should go. Remember that the LSC Administrative Board of Review does not involve itself in disputes involving the administration of individual clubs unless it affects the ability of members to participate in competition.

WHAT KIND OF COMPLAINTS WILL BE DECIDED BY THE NATIONAL ADMINISTRATIVE BOARD OF REVIEW?

Article 403.2 of the Rules lists the kinds of complaints that must, or in some cases, may go directly to the National Administrative Board of Review. They include most matters where members of more than one LSC are involved; matters which come up at a regional, national or international swimming competition; matters involving sexual misconduct, and matters in which the National Administrative Board of Review determines that a fair hearing will not be held quickly enough at the LSC Administrative Board of Review level to do justice to the affected parties.

HOW DO I CONDUCT AN ADMINISTRATIVE BOARD OF REVIEW HEARING?

The LSC Bylaws and Part Four of the Rules have sections that explain hearing procedures. Article 406 of the Rules provides a detailed outline of the steps to be taken and procedures to be used when a Petition is filed. The purpose of the Article remains the same as before, *i.e.*, to give due process to any individual or any entity, club or organization participating in any activity of any kind of the LSC or USA Swimming - not just athletes, but coaches, officers, committee chairmen and members, officials, clubs, volunteers and all classes of members as well.

The process can be summarized as follows:

- A. The Petitioner must provide a written Petition to the Chair of the Administrative Board of Review setting forth Petitioner's complaint against Respondent(s). (See Article 406.1 of the Rules.) [If the LSC has a filing fee, this should be noted here.] (Check to see if your LSC has an office that will transmit the Petition to the Chair of the Administrative Board of Review and follow up to find out when the Chair actually received the Petition.)
- B. The Chair of the Administrative Board of Review *may* appoint someone to investigate or mediate to see if the dispute can be resolved without a formal hearing. It is not unusual to have disputes cleared up when an impartial party listens to both sides and tries to mediate a dispute. This kind of informal resolution is to be encouraged; however, the investigating party should not also serve on the Administrative Board of Review panel hearing the case.
- C. A written Notice of Hearing must be prepared by the Administrative Board of Review Chair and delivered to the Respondent or its counsel. (See Article 406.4.1A of the Rules and the suggested form of Notice of Hearing which is attached hereto as Appendix B.)
- D. A written response to the Petition may be filed by each Respondent. (See Article 406.4.1B of the Rules.)
- E. Petitioner may file a written Reply to Respondent's Response. (See Article 406.4.1C of the Rules.)
- F. A hearing must be scheduled by the Chair to take place no less than thirty (30) days and no longer than sixty (60) from the date the Chair of the Administrative Board of Review transmits the Notice of Hearing.
- G. A hearing shall then be held (if everyone involved agrees the Petition can be considered based only upon the written statements that have been submitted without a formal hearing where witnesses are heard; otherwise, the parties must be allowed the opportunity to present evidence and witnesses and otherwise be heard at the hearing). Use common sense in conducting the hearing. (See Article 406.4.1D of the Rules.) Make all parties feel that they have a fair chance to state their position, present evidence and witnesses, cross-examine the other side's witnesses and that the Board has an open mind as it listens to their position. In all events please give the athlete the benefit of the doubt!
- H. The Administrative Board of Review must decide the matter within fourteen (14) days after the conclusion of the hearing. (If time is not critical, it may be advantageous to delay the decision for a few days after the hearing to give full consideration to all the facts presented in a hearing rather than making a ruling immediately upon conclusion of the hearing.)
- I. The Board must send copies of its decision to all Petitioners and Respondents (or their respective counsel) and to the LSC General Chair and Secretary. (See Article 406.4.1E of the Rules)
- J. In the Board's decision, the parties must be given a statement telling them what they must do to request a rehearing before the full Administrative Board of Review (if applicable) or to appeal the Administrative Board of Review's decision and how long they have to appeal.

FOR EXAMPLE: THE MEET DIRECTOR JUST TOLD ME THAT MY SWIMMER'S PROOF OF TIME IS NOT ADEQUATE AND THE SWIMMER WON'T BE IN THE EVENT LATER THIS MORNING. THE MEET DIRECTOR IS WRONG AND WE CAN'T WAIT FOR A HEARING FROM THE ADMINISTRATIVE BOARD OF REVIEW. WHAT DO I DO?

First, you should review the meet information to see if it provides for any kind of appeal such as the Eligibility Jury provided for at the National Championships. (Article 207.11.4 of the Rules.) If you still believe your swimmer is being improperly kept out of the meet you should ask for an emergency hearing from the Administrative Board of Review. The Bylaws give the Administrative Board of Review a great deal of flexibility in handling emergency situations. Get on the telephone to the Chair of the Administrative Board of Review or the LSC General Chair and make arrangements to set up an emergency hearing under Article 406.4.2 of the Rules.

The Federal law which created National Sports Governing Bodies such as USA Swimming states that an athlete cannot be suspended from competition, even temporarily, without the opportunity for a hearing.

Members of the Administrative Board of Review should keep in mind their responsibility to conduct emergency hearings whenever they are at a swim meet and should alert the Meet Manager of their presence. The Chair of the Administrative Board of Review should always make arrangements in advance to see that a panel can be available at championship meets.

A meeting at the swim meet or an exchange of information by telephone, email, and fax can be arranged to permit a timely decision even if the athlete must compete under protest. (See Section 102.23 of the Rules.)

After the meet is concluded, a full formal hearing may be conducted at the request of the Petitioner or the Respondent.

HOW LONG DO I HAVE TO APPEAL A DECISION OF THE LSC ADMINISTRATIVE BOARD OF REVIEW TO THE NATIONAL ADMINISTRATIVE BOARD OF REVIEW?

An appeal must be taken within thirty (30) days from the date of receipt of the written Decision of the LSC Administrative Board of Review.

Appendix C

SAMPLE SCSI NOTICE OF HEARING

(Form may and should be modified to fit the actual circumstances)

NOTICE OF HEARING

To: [Insert Name(s) and Address(es) of Respondent(s)]

Re: **[Insert Name of Petitioner] vs. [Insert Name of Respondent(s)]**

CHARGE:

You are charged with having committed the following acts in violation of Section 304.3.xx of the Code of Conduct of USA Swimming:

[Insert details of charge; may be a summary if Petition is unnecessarily lengthy.]

This charge is based upon a Petition that was filed by [Insert Petitioner's name and address and the name and address of Petitioner's counsel, if any).] Attached hereto is a copy of the Petition filed with the [LSC] Swimming, Inc. Administrative Board of Review.

ANSWER:

You are requested to file an answer in writing to these charges with the Chair of the Administrative Board of Review whose mailing address is [Insert Name and Address of the Chair of the Administrative Board of Review or other person designated as the Presiding Officer in this case]

and to: [Insert Petitioner's name and address or that of its counsel, if so requested.]

at least fourteen (14) days prior to the date of hearing that is set in this Notice of Hearing. The hearing will proceed whether or not you file this reply.

HEARING DATE, TIME AND PLACE:

The initial date set for the formal hearing is [insert date, time and place of hearing] or to such other date, time or place as the Chair continues, adjourns or reschedules the hearing. You are requested to appear at that time with any counsel and witnesses. [This part would need to be rephrased if the proceeding were to be conducted entirely in writing or in writing with only oral argument at a hearing.]

HEARING AUTHORITY:

The power and authority of the [LSC] Swimming, Inc. Administrative Board of Review is established, and this hearing shall be held pursuant to, Part Four of the *Rules and Regulations* of USA Swimming.

HEARING BODY:

The hearing body will be the three (3) member panel of the Administrative Board of Review of [LSC] Swimming, Inc. consisting of: [insert names of members of the Administrative Board of Review designated to serve on this panel] or such other persons as are appointed pursuant to the Bylaws of [LSC] Swimming, Inc.

[This should be rephrased if the initial panel is of more than three (3) or is the full Administrative Board of Review.]

POSSIBLE PENALTIES:

The Petitioner has requested that (insert here what the Petitioner has asked for). In addition, the Administrative Board of Review has a broad range of sanctions, penalties and suspensions that it may impose on you if it believes that such are appropriate either in addition to or in lieu of those that the Petitioner is seeking. (See 404.1.1 of the *Rules*.)

APPEAL:

If you are dissatisfied with the decision, you must file a request for a rehearing before the full Administrative Board of Review within fourteen (14) days of your receipt of the decision, unless the initial panel was the full Administrative Board of Review or had seven (7) members. (See Article 408 of the *Rules*.) The request must be filed with the Chair of the Administrative Board of Review [here give name and address]. [If your LSC has imposed a filing fee applicable to a request for a rehearing, this should be noted here.] Your request must be granted if the decision was rendered by a panel of fewer than seven (7) members and the decision was not unanimous. Otherwise, the Administrative Board of Review may either grant or deny a rehearing in its discretion. If the decision is not subject to a request for a rehearing, a rehearing request is denied or the decision is the decision on a rehearing, an appeal may be made to the National Administrative Board of Review. The appeal must be filed with the Executive Director of USA Swimming, along with a filing fee of \$250.00 within thirty (30) days after the postmark date of written notice of the decision of the Administrative Board of Review. The address of the Executive Director of USA Swimming, Inc. is 1 Olympic Plaza, Colorado Springs, CO 80909-5770.

GENERAL INFORMATION:

You are entitled to be represented by counsel at your own cost, or by such other representative as you may choose, to have witnesses testify in your behalf, to question witnesses testifying at the hearing and to submit any and all evidence in your defense, including hearsay and documentary evidence, so long as it is relevant to the issues. You are entitled to ask that the hearing date be rescheduled so that you may attend, secure witnesses or otherwise respond. Please direct all

questions or correspondence to the Chair of the Administrative Board of Review of South Carolina Swimming, Inc., [insert name] at [insert mailing address].

Dated (Insert date notice is mailed)

Administrative Board of Review Chair

[If the notice is signed by the designated Presiding Officer, the title line should be changed accordingly.]