

Rules and Regulations, Policies & Procedures

Article 1 Sanctions

A. Pre-Meet

1. Sanctions are approved by the Sanction Coordinator of ASI. As a condition for meet sanctioning and subsequent meet entry, each meet host will include the ASI Membership Verification Form as adopted by the 1997 House of Delegates (see Appendix for sample form) in the information sheet that requires every competing club to verify by signature that each and every competing swimmer entering that particular meet has a current USA Swimming registration and each coach attending that particular meet will be fully certified and properly registered with USA Swimming. A team will list all coaches and the expiration dates of their certifications on the membership verification form.
2.
 - a. Sanction fees are \$20.00.
 - b. Blanket sanctions are \$50.00.
3. The application for sanction and meet information sheet must be given to the Sanction Coordinator and a copy of the meet information sheet sent to the area Representative a minimum of sixty (60) days prior to the competition. The meet information sheet shall be provided to the webmaster of the ASI website so that it will be posted at least thirty (30) days prior to the entry deadline. The Sanction Coordinator shall maintain a list of teams requiring a hard copy of the meet information sheet. The meet director shall mail hard copies of the meet information to those teams so listed.
4. Meet information sheets are reviewed simultaneously by the Area Representative, Meet Referee, and the Sanction Coordinator prior to sanctioning to ensure that certain basic information is included. (See Appendix for meet information sheet guidelines.) Any member sponsoring a sanctioned swimming event must agree to meet all conditions of competition in accordance with the official swimming rules of ASI and USA Swimming.
5. The Sanction Director Shall send the original sanction approved form to the meet director, a copy to the Area Representative, and Meet Referee, and a copy to the ASI Treasure within 2 weeks of receiving all approved meet information.
6. Blanket Sanction fees will be paid with sanction request; meet sanction fees will be paid with Post Meet Financial Summary. A penalty of \$50 will be charged to the team if the sanction request is not sent to the Sanction Coordinator sixty (60) days in advance of the meet. An additional \$50 penalty will be charged if the request is not sent to the Sanction Coordinator within thirty (30) days. Sanction Coordinator will coordinate with the Treasurer and requesting team to determine late fees due. Date sent shall be determined by postmark, fax, or e-mail date.
7. Pre-Meet – For ASI Championships, proof of time using the USA SWIMS Database as a standard will be used to verify times for all swimmers entered. The meet host shall provide the ASI Records/SWIMS Chair with the meet entry file from the meet management software at least three (3) days prior to the start to the start of the meet. The Records/SWIMS Chair will verify submitted entry times with the SWIMS database. Submissions that do not match the SWIMS database will be flagged and brought to the attention of meet host. The meet host will notify teams of any flagged swims and advise them to provide proof of time prior to the start of the competition. It is the responsibility of the coach of record to provide proof of time to meet administration. Entries left unproved, that do compete, will be assessed a \$100 fine to be collected by the meet host.
8. Blanket Sanctions for Dual meets and Time Trials shall be permitted as follows:
 - a. The sanction fee must be paid by the host club and shall be good for one (1) year, September 1 through August 31.
 - b. An unlimited number of dual meets, time trials, swim-a-thons and postal meets may be conducted under this blanket sanction within the given period.
 - c. The initial blanket sanction application and sanction fee shall be submitted in the same manner as all the other ASI/USA Swimming applications, using the blanket sanction meet information format. (See Appendix for example). The original sanction number shall be issued by the Sanction Coordinator. Each sanction number shall contain a suffix indicating the number of meets held under that blanket sanction, e.g., 624-4 is the fourth (4th) meet held under that blanket sanction.

- d. The Area Representative shall keep a log of all the meets held under each blanket sanction in the area. Once a blanket sanction has been approved, a team wishing to hold a meet under its blanket sanction need only contact its Area Representative in advance to receive a suffix number. The meet and/or time trial results are distributed in the same manner as for any other meet. It is important that the full sanction number and suffix be indicated on the final results. For dual meets it is also important to list which teams attended.
- e. The final results should also include the following information:
 - 1) A copy of the meet information sheet.
 - 2) Meet date and sanction number on each page.
 - 3) A list of clubs attending the meet.
 - 4) List of all events.
 - 5) List of key officials.
- f. Per event entry fees, as defined by ASI, may be charged, but may not exceed the cost of the cap set by Alaska Swimming for Championship Meets under Article 2.A. The hosting group may charge the swimmers and/or the participating team(s) with the cost of the swimming venue, as agreed by all of those involved.
- g. Awards shall be limited to ribbons but are not required.
- h. The event list need not be detailed. The information sheet may state that only those events listed for the Short Course JO/Senior Championships or Summer Long Course will be offered.
- i. Dual meets and time trials shall conform to the current USA Swimming Rules.
- 9. Provision for time trials at invitational and championship meets shall be made as follows: Time trials shall be offered at all state championship meets and may be offered at other invitational meets if included in the meet information sheet. The time trials shall be open only to swimmers entered in the meet. The host of a state championship or invitational shall either utilize the following language in its meet information sheet or draft other language which may provide for a more organized procedure:

Time Trials

Time Trials may be conducted each day at the discretion of meet management. The tentative time trial schedule and procedure for entry shall be established at the first coaches meeting of the meet. A coach desiring to time trial a swimmer shall make a request to the meet referee who shall determine the timing and feasibility for conducting the time trial. There shall be no guarantee that a requested time trial event will occur.

B. Approved Meets / Foreign Team Participation

- 1. High School Regional and State Championships and Alaska Masters Swim Clubs are the only organizations who may apply for approved meet status by ASI.
- 2. Any organization wishing to host a competition with approved meet status (other than Article 1.B.1) shall bring its proposal to the ASI Board of Directors for its approval.
- 3. Any club, team, or organization wishing to host a competition with foreign team participation within the boundaries of ASI shall bring its proposal to the ASI Board of Directors for its approval.

C. Post-Meet

- 1. The post meet follow-up information listed is to be sent no later than two (2) weeks from the Monday following the meet. (See Appendix)
 - a. Final results. (See Appendix)
 - b. A copy of the electronic timing system computer printout or results for each event in which an unofficial state record was

swum shall be signed by the Meet Referee or Administrative Referee and sent to the Record Chair.

- c. One (1) copy of the Financial Summary of a Meet/Summary of Entries statement shall be sent to the Sanction Coordinator and one (1) copy to the Area Representative. The remittance check payable to ASI shall be sent directly to the ASI Treasurer with a copy of the Financial Summary. The Treasurer shall notify the Sanction Coordinator when payment has been received.
- d. Meet evaluation sheets for all championship meets should be given to participating clubs. The host club of a championship meet will mail a summary of the evaluation sheet along with the final results to the Sanction Coordinator.

Article 2

Entry Fees

A. Meet Entry Fees

CHAMPIONSHIP MEETS: Statewide and Area

Swimmer entry fee:	\$5.00	\$2.00 to Host Club \$3.00 to ASI
Individual event fee:	\$3.25	\$1.75 to Host Club \$1.50 to ASI
Relay event fee:	\$7.50	\$4.50 to Host Club \$3.00 to ASI

INVITATIONAL

Swimmer entry fee:	\$3.50	\$1.50 to Host Club \$2.00 to ASI
Individual event fee:	\$2.50	\$1.25 to Host Club \$1.25 to ASI
Relay event fee:	\$5.50	\$3.25 to Host Club \$2.25 to ASI

*(See Article 2.E. and Article 5.)

COMPETITION HELD UNDER BLANKET SANCTION: No entry fees shall be charged.

Use of ASI meet fee proceeds is used for ASI operations and to support swimmer travel funds through the ASI annual budgeting process.

B. Additional Fees

In addition to the meet entry fees described above, the host group for any meet may charge each swimmer entered in that meet an additional facility charge up to a value equal to \$6.00 times the total number of scheduled days in the meet, with a maximum charge of \$18.00 per swimmer.

C. Post-Meet Financial Procedure

Refer to your team's ASI Meet Management binder which is distributed by the Sanction Coordinator. All current requirements and forms will be updated as necessary and sent to each team by the Sanction Coordinator. Send appropriate amount of fees collected directly to the ASI Sanction Coordinator.

D. Other Revenues

All revenues collected from snack bars, heat sheets, sponsorships, etc., may be retained by the host club.

E. Alaska Travel Fund

The ASI Travel Fund will be collected for each swimmer meet entry, individual event entry, and relay event entry. It may be transmitted in one sum with meet fees, but shall be clearly designated as ASI Travel Fund fees. Clubs that fail to report and transmit the collected Travel Fund monies shall be denied sanctions.

Article 3

Conduct of Meets

A. General

1. **Age-Groups** - USA Swimming recognizes the following age groups for age group competition: 10 and younger; 11, 12, 13, 14, 15, 16, 17, 18 or 15-18, and 19 and over. In addition, ASI recognizes the 8 and under age group.
2. **Events** - Events in all age groups shall conform to the list of events recognized under the current USA Swimming Code. Alaska also recognizes the following events for the 8 and under age group:
 - 25 - 50 - 100 Free
 - 25 - 50 Back
 - 25 - 50 Breaststroke
 - 25 - 50 Butterfly
 - 100 Individual Medley
 - 100 Free Relay
 - 100 Medley Relay
3. **Consolidated Events** – ASI may sanction freestyle events 400 meters/500 yards and longer, 200 yard/meter backstroke, breaststroke and butterfly and 400 individual medley seeded as a single event, without regard to swimmers' ages or gender, in order of submitted times.
4. **Combined Events** - At the Meet Referee's discretion, events may be combined at ASI meets by age, sex, distance, and/or stroke provided there is at least one (1) empty lane between such combined events.
5. **Officials**
 - a. All invitational meets shall name a meet referee and meet director 3 months prior to start of meet date or upon approval of meet sanction being issued
 - b. The officials chair shall name meet referee for all State Championships Meets, at the earliest possible date. (Senior Champs, AG, JO). Meet referee should apply for meet to be a National Qualifying meet to USAS, preferably 90 days prior to start of meet
 - c. The host should make every effort to include a mixed deck of officials from their area and/or across the state.
6. **Time Standards**
 - a. A set of time standards will be created for all ASI state Championship Meets. These standards will be set by a time standards committee composed of the Senior Vice-Chair, Age Group Vice-Chair, and two coaching members-at-large appointed by these chairs. The time standards for all short course championship meets will be given to each team/club at the annual House of Delegates Meeting. Time standards for the long course championship meet will be mailed to each area representative and team/club by September 1.
 - b. Relay events in all Alaska Championships shall have no qualifying times. A swim team/club may enter no more than (2) individually non-qualified swimmers per relay event.
 - c. National Time Standards may be used for any meet calling for such time standards.
 - d. The last digit for all time standards shall be a nine (.09).
 - e. Qualifying times for Championship meets will be listed as Short Course Yards (SCY), Short Course Meters (SCM), and Long Course Meters (LCM) standards. A swimmer may enter individual events for which he/she qualifies with SCY, SCM, or LCM entry times. Entry times must be submitted in the format swum. Meet Management shall seed all entries by conforming each to the course of competition. Meet Management will list all entries with the times submitted for each individual entry.

All times must meet the appropriate qualifying standard and eligibility time frame and must be verified. The short course meter times shall be non-conforming for all meets and shall follow all other non-conforming times. The 400 meter, 800 meter, and 1500 meter freestyle times shall equal the corresponding 500 yard, 1000 yard, and 1650 freestyle short course

times.

7. **Eligibility** - To be eligible to participate in an ASI USA Swimming sanctioned meet, a swimmer must be a USA Swimming or FINA registered athlete member. In addition:
- a. Eligibility for any ASI USA Swimming sanctioned non-championship meet shall be at the discretion of the host club(s).
 - b. Participants in ASI Age-Group and Junior Olympic Championships shall be registered athlete members of Alaska Swimming, Inc.
 - c. Participants in ASI Long Course and Region XIV/ Alaska Senior Championships meet shall be registered athlete members of any USA Swimming LSC or any recognized FINA member.
 - d. Eligibility for ASI Area Championship meets shall be determined by the area clubs involved.
 - e. Exceptions to (a) and (c) above may be made in accordance with ASI Article 1.B. No exceptions will be allowed for paragraph (b).

8. **Entries**

- a. Entry forms for ASI USA Swimming sanctioned meets shall be in the form prescribed by meet management and specified in the meet invitation. A paper alternative to computer disks shall be available for all meets.
- b. Hard copy meet entries shall be postmarked and/or hand delivered or sent by facsimile by deadline date as specified in the meet entry information sheet. In no case will this deadline be earlier than two Wednesdays before the start of the meet. Meet entries which are submitted by e-mail (Electronically) may be due at a later date as specified in the meet entry information sheet. The person receiving meet entries by e-mail (Electronically) shall reply to the sender to acknowledge receipt. It is the responsibility of the person submitting the entries to determine that the entries have been received and to maintain a document trail evidencing the submission and receipt. The host organization may provide for a penalty (up to \$50) for late submission of entries in the meet entry information sheet.
- c. Swimmers must enter their best times which have been achieved at sanctioned events. A swimmer may enter individual events for which he/she/qualifies with SCY, SCM, or LCM entry times. Entry times must be submitted in the format swum.

All times must meet the appropriate qualifying standard and eligibility time frame and must be verified.

- d. Teams in dual meet competition, by mutual consent, may enter more contestants and relays per event than recommended.
 - e. It is recommended the host team of any LSC Championship meet compile entry lists, heat sheets, final sheets and final results by computer.
9. **Individual Scratch Rule** - Each swimmer shall be informed of the meet starting time and shall report to the proper meet authorities promptly upon call.
- a. **Pre-seeded Meets** - Each swimmer shall report promptly to the starting location prior to the start of each race in which he is entered.
 - 1) Any swimmer not reporting for or competing in an individual timed final event shall not be penalized.
 - 2) Any swimmer not reporting for or competing in a preliminary heat when finals are scheduled shall not be penalized.
 - b. **Events Seeded on the Deck** - Any swimmer entered in an individual event that is seeded on the deck, in whole or in part, who has checked in for that event, must swim in the event unless he notifies the clerk of course before the seeding for that event has begun that he wishes to scratch. Failure to scratch prior to seeding and not swimming the event will result in his or her being barred from the next individual event in which he or she is entered on that day or the next meet day. Events seeded on the deck shall be closed for seeding no later than thirty (30) minutes prior to the start of the event.
 - c. **Scratching from Consolation Finals and Championship Finals**

- 1) Any swimmer qualifying for a consolation final or championship final race in an individual event who fails to compete in said consolation final or championship final race shall be barred from further competition for the remainder of the meet, except as noted in "d" below.
 - 2) In the event of withdrawal or barring of a swimmer from competition, the Referee shall fill the consolation final or championship final when possible with the next qualified swimmer(s). First and second alternates shall be announced along with the final qualifiers. These alternates shall not be penalized if unavailable to compete in the finals.
 - 3) Where consolation finals have not yet been swum and a barring or withdrawal is known to the Referee, the Referee shall re-seed the consolation final and the championship final. If necessary, the Referee may insert the alternate(s) in the appropriate lane(s), filling all lanes in the championship final.
 - 4) If a consolation final has already been contested, the championship final shall be swum without reseeding for the empty lane(s).
- d. **Exceptions for Failure to Compete** - No penalty shall apply for failure to withdraw or compete in an individual event if:
- 1) The Referee is notified in the event of illness or injury and accepts the proof thereof.
 - 2) A swimmer qualifying for a consolation final or championship final race following preliminaries notifies the Referee within thirty (30) minutes after announcement of the qualifiers for that final race that he may not intend to compete and further declares his final intentions within thirty (30) minutes following his last individual preliminary event.
 - 3) It is determined by the Referee that failure to compete is caused by circumstances beyond the control of the swimmer.

10. Relay Scratch Rule

- a. **Pre-Seeded Meets** - Any relay team entered in a pre-seeded relay event that fails to compete in or report for that event shall not be penalized.
- b. **Relays Seeded at the Meet**
 - 1) Any relay team entered in a relay event that is seeded at the meet in whole or in part, that has been checked in and the swimmers' names declared for that event, must swim the event unless the clerk of course is notified before the seeding for that event is begun that the relay team wishes to scratch.
 - 2) A relay team member failing to appear ready to swim for the relay event shall be barred from the next individual event in which he is entered, either that day or the next meet day. The relay team members who do appear ready to swim shall not be penalized for failure of other relay team members to appear.
 - 3) Exceptions - Relay teams or team members who give acceptable notification to the Referee of illness, injury, or that failure to compete is caused by circumstances beyond the control of the swimmer(s) shall not be penalized.

11. Safety

- a. The safety of everyone on deck at ASI-sanctioned swim meets shall be the highest priority for the Meet Referee and all certified officials present. Striving to provide a healthy and safe environment on deck takes precedence over improving conditions for competition and minimizing meet cost and duration. For behaviors risking the health or safety of anyone in the swimming venue, the Meet Referee has the authority to impose any restriction on the participation of any swimmer, coach or volunteer in the meet deemed appropriate, up to and including removing the offender from the swimming venue (per USA Swimming regulation 102.10.3).
- b. The Meet Referee may delegate authority (other than imposing disciplinary actions) to other personnel on deck to carry out any aspects of maintaining meet safety.
- c. Because of the extreme weather conditions common during swim meets in Alaska, the Meet Referee must be familiar with the emergency response and evacuation plans for the meet venue. The facility staff has the primary authority and responsibility in the event of an emergency, but the Meet Referee and all certified officials on deck will assist the staff as requested.

- d. At least one Safety Marshal shall be identified in the sanction application for each meet submitted to the Sanction Coordinator. The Safety Marshal must be a member of USA Swimming and at least 18 years of age. Additional safety marshals may be designated at the meet by the Meet Referee as needed.
- e. The Safety Marshal shall wear identifying attire and carry a whistle or other device capable of alerting a swimmer in the water. It is the responsibility of Meet Management that the above safety equipment be available for the Safety Marshal's use.
- f. The Safety Marshal shall inspect the pool and deck area before the start of pre-meet warm ups, to identify and have corrected any identified hazard to health or safety. Examples of such hazards include biological substances (especially bodily fluids) on deck or in the water; objects on the deck which may cause slips, trips or falls; and glass (or other sharp objects) anywhere on deck.
- g. Before the start of warm ups, the Safety Marshal shall clearly mark all lanes which are closed to race starts. Warm ups will begin when the Safety Marshal (with the concurrence of the Meet Referee) opens the pool. The Safety Marshal shall open lanes for race starts at the times specified in the meet information sheet (consistent with ASI Warm Up/Warm Down Procedures). It is the responsibility of Meet Management that devices to mark the lanes closed to race starts be available for the Safety Marshal's use.
- h. The Safety Marshal shall remain on deck during pre-meet warm ups, and strive to maintain order on deck and in the pool. This includes attempting to stop any unsafe horseplay or running on deck, which are prohibited at all times. Forcing anyone into the water under any circumstance is a serious safety infraction for which the Meet Referee will impose appropriate disciplinary action.
- i. No swimmer shall enter or remain in the water for warm up or warm down, at any time before, during, or after the meet, unless under the direct control of a team coach (or coach of record on deck) in line of sight. The team coach is responsible for swimmers' entering the water using the approved ASI procedure. The Safety Marshal shall bring repeated and/or flagrant violations during pre-meet warm ups to the attention of the Meet Referee for appropriate disciplinary action.
- j. The Meet Referee may assign the Safety Marshall to monitor warm ups during breaks in the competition if deemed necessary to maintain safety.
- k. At all times, all certified officials on deck are authorized to stop any unsafe behaviors observed at the swimming venue, including on deck or in the water. Behaviors significantly risking the safety of anyone on deck shall be brought to the attention of the Meet Referee for appropriate disciplinary action.

- 12. Technical Rules Protests** - Prior to the start of each championship meet, the ASI Administrative Vice-Chair shall appoint a Technical Jury composed of at least one athlete representative from a slate provided by the ASI Athlete Representatives, at least one coach, and at least one, but not more than three other persons. Written protests involving technical rules, except disqualification due to judgment decisions by deck officials, shall be made to the meet referee within 30 minutes of the protested act or occurrence. Decisions of the meet referee regarding these protests may be appealed to the Technical Jury, whose decision must be made the day of the protest.

The jury shall not adjudicate judgment decisions, which can only be considered by the Referee under Section 102.13 of the USA Swimming Code.

For all other meets sanctioned within ASI, the meet referee may appoint a Technical Jury. The Technical Jury shall be composed of at least one athlete, one coach and at least one, but not more than three other persons.

- 13. Conduct of Finals** – The order of heats during the finals for a preliminary and final event will be swum as bonus, consolation, and final in that order.

B. Region XIV / Alaska Swimming Senior Championships

- 1. Swimmers may enter all individual events in which they are qualified, but will be limited to compete in six (6) individual events, exclusive of relay events and time trials. Only one relay entry per swimmer per session is allowed.
- 2. Qualifying swimmers may swim up to five (5) bonus swims.
- 3. All individual events shall be conducted with preliminaries, consolation finals and championship finals on the same day. In a four-year rotation, the 1650 will be swum in year 1, the 800/1500m (LCM) will be swum in year 2 (Olympic years), the 1000 will be swum in year 3 and in year 4 the 1500m will be swum (SCM in Northern Area). These events will be swum fastest heat to the slowest heat alternating girls/boys on Friday. All individual events shall be conducted with preliminaries and finals regardless of the number of entries. All relays shall be conducted on a timed final basis.
- 4. Qualifying Time Period - See Article 3.G.2.

5. This meet shall be held on the last possible full weekend in January.
6. This meet shall be conducted in Long Course Meters in Olympic years.
7. This meet shall be conducted in Short Course Meters when hosted in Northern Area.
8. Relay events in the Region XIV/ Alaska Senior Championships shall have no qualifying times. A swim team/club may enter no more than (2) individually non-qualified swimmers per relay event. There is no limit to the number of relays a club may enter, but only the top two (2) relay teams per club can score in each event.
9. Order of events:

<u>FRIDAY</u>	<u>SATURDAY (prelims)</u>	<u>SUNDAY (prelims)</u>
1650 Free	200 Free	200 IM
(Alt)	100 Back	100 Free
1000 Free	200 Breast	200 Fly
800 Free Relay	100 Fly	100 Breast
	50 Free	200 Back
	400 IM	500 Free
	400 Med. Relay	400 Free Relay
	<u>SATURDAY (finals)</u>	<u>SUNDAY (finals)</u>
	200 Free	200 IM
	100 Back	100 Free
	200 Breast	200 Fly
	100 Fly	100 Breast
	50 Free	200 Back
	400 IM	500 Free
	200 Free Relay	200 Med. Relay
	200 Free Mixed Relay	200 Med. Mixed Relay

The 1650 Free and 1000 Free will be swum in alternate, non-Olympic years. During Olympic years males will swim the 1500m Free and females will swim the 800m Free

*The free relay events on Sunday will be conducted as timed finals with all heats swum as scheduled during the preliminaries.

Mixed Relay – is composed of two female and two male swimmers in any order.

10. It is recommended that awards for each event be presented to the swimmers prior to the start of the next championship event.
11. A break of at least two (2) hours shall be scheduled between preliminaries and finals with the pool available for warm-ups during the last hour.
12. Scoring:
 For 6 lane pool:
 Individual 16-13-12-11-10-9-7-5-4-3-2-1
 Relays 32-26-24-22-20-18-14-10-8-6-4-2

 For 8 lane pool:
 Individual 20-17-16-15-14-13-12-11-9-7-6-5-4-3-2-1
 Relays 40-34-32-30-28-26-24-22-18-14-12-10-8-6-4-2

 Scores shall be kept on combined team scores, men's and women's team scores, and individual scores. All the above scores shall be included in the official results.
13. Awards: See Article 3.I.

14. Travel assistance for the Region XIV/ Alaska Senior Championships will be distributed on an equitable basis for all qualified participants attending the meet from areas outside the host area or those within the host area, unable to drive to the meet within two (2) hours. The funds for the Region XIV/ Alaska Senior Championships Travel Fund come from meet entry fees (See Article 2.A. Meet Entry Fees). Procedures for distribution of such monies will be established by the Board of Directors.

C. Alaska Swimming Age-Group Championship

1. Swimmers may enter three (3) events per day for a maximum total of seven (7) over the three (3) days. This is exclusive of relay events.
2. All events shall be conducted with preliminaries and finals on the same day with the exception of the 400 IM and 500 freestyle which shall be conducted as timed final/consolidated events and swum fastest to slowest alternating girls/boys with girls swimming first during their respective preliminary sessions. All 11 and over relays will be swum as time finals as follows: Friday and Saturday – at the beginning of the finals sessions, Sunday – at the end of the preliminary session. All 10/U events may be conducted as timed finals during the preliminary session or during the period of time between prelims and finals. All preliminary events will be consolidated by stroke and distance, but not by gender.
3. Qualifying Time Period - See Article 3.G.2.
4. This meet shall be held on the last possible weekend to conclude at least 3 weeks prior to the start of Northwest Age Group Section Championships and shall include: 10/U, 11 year old, 12 year old, 13 year old, and 14 year old age divisions.
5. Relay events in the Alaska Swimming Age-Group Championships shall have no qualifying times. Age groups shall be combined for all relay events: 10/U, 11/12, and 13/14. A swim team/club may enter no more than two (2) individually non-qualified swimmers per relay event. There is no limit to the number of relays a club may enter, but only the top two (2) relay teams per club can score in each event.
6. Meet Format:

Friday	Saturday	Sunday
13/14 200 Medley Relay	11/12 400 Free Relay	10/U 200 Free Relay
10/U 200 Medley Relay	13/14 400 Free Relay	11/12 200 Free Relay
11/12 200 Medley Relay		13/14 200 Free Relay
	10/U 200 IM	
10/U 50 Back	11 200 IM	10/U 200 Free
11 50 Back	12 200 IM	11 200 Free
12 50 Back	13 200 IM	12 200 Free
11 200 Back	14 200 IM	13 200 Free
12 200 Back		14 200 Free
13 200 Back	10/U 50 Free	
14 200 Back	11 50 Free	10/U 50 Breast
	12 50 Free	11 100 Breast
10/U 50 Fly	13 50 Free	12 100 Breast
11 100 Fly	14 50 Free	13 100 Breast
12 100 Fly		14 100 Breast
13 100 Fly	10/U 100 Breast	
14 100 Fly	11 50 Breast	10/U 100 Fly
	12 50 Breast	11 50 Fly
10/U 100 Free	11 200 Breast	12 50 Fly
11 100 Free	12 200 Breast	11 200 Fly
12 100 Free	13 200 Breast	12 200 Fly
13 100 Free	14 200 Breast	13 200 Fly
14 100 Free		14 200 Fly
	10/U 500 Free*	
10/U 100 IM	11 500 Free*	10/U 100 Back
11 100 IM	12 500 Free*	11 100 Back
12 100 IM	13 500 Free*	12 100 Back
	14 500 Free*	13 100 Back

11 400 IM*
12 400 IM*
13 400 IM*
14 400 IM*

14 100 Back

*Consolidated event/timed final

7. A break of at least two (2) hours shall be scheduled between preliminaries and finals with the pool available for warm-ups during the last hour.
8. Scoring: Individual 7-5-4-3-2-1
Relays 14-10-8-6-4-2

Exception: when the meet is held in an eight (8) lane pool, eight (8) lane scoring will be used. (See USA Swimming Rule 102.7.3)

Scores shall be kept on combined team scores and individual scores. All the above scores shall be included in the official results.

9. Awards: See Article 3.I.

D. Alaska Swimming (name of area) Area Championship

1. The time, place, and mechanics of the area championship meet will be determined at the area level.
2. For a suggested format, refer to the ASI Junior Olympic Championships, Article 3.E.10.

E. Alaska Swimming Junior Olympic Championship

1. Swimmers may enter three (3) events per day for a maximum total of seven (7) over the three (3) days. This is exclusive of relay events.
2. All events shall be conducted with preliminaries and finals on the same day with the following exceptions: The 400 IM events will be swum as timed finals at the conclusion of preliminaries; the 500 freestyle events will be swum as timed finals during the prelim session; the 1000 and the 1650 freestyle events shall be conducted as timed finals as the last event of their respective preliminaries sessions. All 10/U events (individual and relay) will be swum as timed finals during the prelim sessions. All heats of 11 and older 400 Medley and 400 Freestyle relays will be swum at the beginning of finals. All 11 and older 200 Medley and 200 Freestyle relays will be swum at the beginning of prelims. When the venue allows, all preliminary events and the 500, 1000, and 1650 freestyle events shall be swum at both ends of the pool.
3. The 1000 and 1650 freestyle events shall be deck seeded with positive check in and shall be swum fastest to slowest with all ages combined. The boys' and girls' heats shall alternate with girls swimming first. Scoring by age group will follow section 12 below.
4. The 400 IM and the 500 freestyle events shall be deck seeded with positive check in and shall be swum fastest to slowest with all ages combined. The boys' and girls' heats shall alternate with girls swimming first. Scoring will be computed by age group event and awards will be generated by age group event.
5. Qualifying Time Period - See Article 3.G.2.
6. This meet shall be held on the last full weekend in April, unless that weekend is Easter, in which case the meet shall be held on the prior weekend. It shall include the 10/U, 11/12, 13/14, and 15/Older age groups. Both a final heat and a consolation final heat will be included for the 15/Older age group and both will be scored. All 15/Older distance events will be scored 1st – 16th place, with 9th – 16th scored as consolation finals. Swimmers 20 years or older on the first day of the meet may not advance beyond prelims or score in timed finals.
7. Relay events in the Alaska Swimming Junior Olympic Championship shall have no qualifying times. A swim team/club may enter no more than (2) individually non-qualified swimmers per relay event. There is no limit to the number of relays a club may enter, but only the top two (2) relay teams per club can score in each event. Relays will be awarded in the order of finish.

8. Central Area shall be the official host of this meet

9. Meet Format

Thursday	Friday	Saturday	Sunday
11/12 1650 Free*	11/12 400 Med. Relay*	11/12 400 Free Relay*	10/U 200 Free Relay*
13/14 1650 Free*	13/14 400 Med. Relay*	13/14 400 Free Relay*	11/12 200 Free Relay*
15/O 1650 Free*	15/O 400 Med. Relay*	15/O 400 Free Relay*	13/14 200 Free Relay*
			15/O 200 Free Relay*
	10/U 200 IM	10/U 200 Med Relay*	11/12 200 Back
	11/12 200 IM	11/12 200 Med Relay*	
	13/14 200 IM	13/14 200 Med Relay*	10/U 50 Breast
	15/O 200 IM	15/O 200 Med Relay*	11/12 50 Breast
			13/14 100 Breast
	10/U 50 Back	10/U 200 Free	15/O 100 Breast
	11/12 50 Back	11/12 100 Free	
	13/14 200 Back	13/14 100 Free	10/U 100 Free
	15/O 200 Back	15/O 100 Free	11/12 200 Free
			13/14 200 Free
	10/U 100 Fly	10/U 100 Breast	15/O 200 Free
	11/12 100 Fly	11/12 100 Breast	
	13/14 200 Fly	13/14 200 Breast	10/U 50 Fly
	15/O 200 Fly	15/O 200 Breast	11/12 50 Fly
	10/U 50 Free	10/U 100 Back	13/14 100 Fly
	11/12 50 Free	11/12 100 Back	15/O 100 Fly
	13/14 50 Free	13/14 100 Back	
	15/O 50 Free	15/O 100 Back	11/12 100 IM
	11/12 200 Breast	10/U 100 IM	
			11/12 1000 Free*
			13/14 1000 Free*
			15/O 1000 Free*
	10/U 500 Free*	11/12 200 Fly	
	11/12 500 Free*	11/12 400 IM*	
	13/14 500 Free*	13/14 400 IM*	
	15/O 500 Free*	15/O 400 IM*	

- * The 400 IM is a timed final – swum at the end of prelims
 The 500 Free is a timed final – swum at the end of prelims
 The 1000 Free is a timed final – swum at the end of prelims
 The 1650 Free is a timed final – swum Thursday afternoon/evening
 Consolidated event/timed final

400 Med. Relay is a timed final – swum at the beginning of finals
 400 Free Relay is a timed final – swum at the beginning of finals
 200 Med. Relay is a timed final – swum at the beginning of prelims
 200 Free Relay is a timed final – swum at the beginning of prelims

10. A break of at least two (2) hours shall be scheduled between preliminaries and finals with the pool available for warm-ups during the last hour.

11. Scoring:

All events are: 20-17-16-15-14-13-12-11 “A” Final
 15 & Over Consols: 9-7-6-5-4-3-2-1 “B” Final
 (Double for relays)

Scored 1-8 relays only

Scores shall be kept on combined team scores and individual scores. All the above scores shall be included in the official results.

12. Awards: See Article 3.I.
13. Travel Assistance for the Alaska Swimming Junior Olympic Championship will be distributed on an equitable basis for all qualified participants attending the meet from areas outside the host area or those within the host area, unable to drive to the meet within two (2) hours. The annual USA Swimming athlete registration fee will include a portion designated for travel assistance. Procedures for distribution of such designated monies will be established by the Board of Directors.
14. During preliminaries on even numbered years, girls compete in the deep end on Friday and Sunday and the shallow end on Saturday while the boys compete in the shallow end on Friday and Sunday and the deep end on Saturday. During preliminaries on odd numbered years, boys compete in the deep end on Friday and Sunday and the shallow end on Saturday while the girls compete in the shallow end on Friday and Sunday and the deep end on Saturday.

F. Alaska Swimming Summer Championship

1. Swimmers may enter three (3) events per day for a maximum total of seven (7) over three days. This is exclusive of relay events.
2. Format of the meet may be in SCY, or LCM depending upon the host of the championship.
3. All events shall be conducted with preliminaries and finals on the same day with the following exceptions: The 400 IM events will be swum as timed finals at the conclusion of preliminaries; the 400/500 freestyle events will be swum as timed finals during the preliminary session: the 800/ 1000 and 1500/1650 freestyle events shall be conducted as timed finals as the last event of their respective preliminaries sessions. All 10 & U events (individual and relay) will be swum as timed finals during the preliminaries sessions. All heats of 11 and older 400 Medley and 400 Freestyle relays will be swum at the beginning of finals. All 11 and older 200 Medley and 200 Freestyle relays will be swum at the beginning of prelims. When the venue allows, all preliminary events of the 400/500, 800/1000, and 1500/1650 freestyle shall be swum at both ends of the pool.
4. The 800/1000 and 1500/1650 freestyle events shall be deck seeded with positive check in and shall be swum fastest to slowest with all ages combined. The boys' and girls' heats shall alternate with girls swimming first. Scoring by age group will follow section 12 below.
5. The 400 IM and the 400/500 freestyle events shall be deck seeded with positive check in and shall be swum fastest to slowest with all ages combined. The boys' and girls' heats shall alternate with girls swimming first. Scoring will be computed by age group event and awards will be generated by age group event.
6. Qualifying Time Period – See Article 3.G.2.
7. This meet will be held the last Friday, Saturday and Sunday of July and shall include the 10&U, 11-12, 13-14, and 15 & Older age groups.
8. The time standards for the Alaska Swimming Summer Championship will be set by a time standards committee composed of the Senior Vice-Chair, Age Group Vice-Chair, and two coaching members-at-large appointed by these chairs. These standards will be mailed to the coaches two weeks after the completion of the meet.
9. Relay events in the Alaska Swimming Summer Championship shall have no qualifying times. A swim team/club may enter no more than two (2) individually non-qualified swimmers per relay event.
10. Format

Friday	Saturday	Sunday
10/U 100 IM	10/U 50 Free	10/U 50 Breast
11/12 100 IM	11/12 100 Free	11/12 50 Breast
13/14 200 IM	13/14 100 Free	11/12 200 Breast
15/O 200 IM	15/O 100 Free	13/14 100 Breast
		15/O 100 Breast
10/U 50 Back	10/U 100 Breast	10/U 100 Free
11/12 50 Back	11/12 100 Breast	11/12 200 Free
11/12 200 Back	13/14 200 Breast	13/14 200 Free

13/14 200 Back 15/O 200 Back	15/O 200 Breast	15/O 200 Free
10/U 100 Fly 11/12 100 Fly 13/14 200 Fly 15/O 200 Fly	10/U 100 Back 11/12 100 Back 13/14 100 Back 15/O 200 Fly	10/U 50 Fly 11/12 50 Fly 11/12 200 Fly 13/14 100 Fly 15/O 100 Fly
10/U 200 Free 11/12 50 Free 13/14 50 Free 15/O 50 Free	10/U 200 IM 11/12 200 IM 11/12 400 IM* 13/14 400 IM*	10/U 200 Free Relay 11/12 200 Free Relay 13/14 200 Free Relay 15/O 200 Free Relay
10/U 200 Medley Relay 11/12 200 Medley Relay 13/14 200 Medley Relay 15/O 200 Medley Relay	15/O 400 Free Relay 13/14 400 Free Relay 11/12 400 Free Relay	11/12 1650 Free* 13/14 1650 Free* 15/O 1650 Free*
11/12 1000 Free* 13/14 1000 Free* 15/O 1000 Free*	10/U 500 Free* 11/12 500 Free* 13/14 500 Free* 15/O 500 Free*	

- Note:
1. All 10/U events are timed finals during the final sessions.
 2. 400 IM* Consolidated events/timed finals swum during the prelims session.
 3. 400/500 Freestyle* consolidated event/timed finals swum during the finals session.
 4. 800/1000 Freestyle* consolidated event/timed finals swum during the final sessions.
 5. 1500/1650 Free* consolidated events/timed finals swum during the preliminaries.
 6. Saturdays relays are swum in reverse order of Friday and Sunday.

When the venue allows, all preliminaries events and the 400 IM, 400/500, 800/1000, and 1500/1650 Freestyle events shall be swum at both ends of the pool.

- | | | | | | |
|-----|----------|---------------|---------------|-------------------------|-----------|
| 11. | Scoring: | (8-lane pool) | All Events; | 20-17-16-15-14-13-12-11 | “A” Final |
| | | | 15/O Consols: | 9-7-6-5-4-3-2-1 | “B” Final |
| | | (6-lane pool) | All Events: | 16-13-12-11-10-9 | “A” Final |
| | | | 15/O Consols: | 7-5-4-3-2-1 | “B” Final |

Relays scores are doubled scoring 1-8 only for 8-lane pools, and 1-6 only for 6-lane pools.

Scores shall be kept on combined team scoring and individual scores. The above scores shall be the official results.

12. Awards: See Article 3.1
13. Travel assistance for the Alaska Swimming Summer Championship will be distributed on an equitable basis for all qualified participants attending the meet from areas outside the host area or those within the host area, unable to drive to the meet within two (2) hours. The funds for the Summer Championship Travel Fund come from meet entry fees (see article 2.A. Meet Entry Fees). Procedures for distribution of such monies will be established by the Board of Directors.
14. The Alaska Summer Championship meet shall be open to all athletes registered as USA Swimming athlete members and athlete members of any recognized FINA member.

G. Proof of Times for ASI Championship Meets

1. Qualifying times may be made at all USA Swimming sanctioned and approved meets and time trials as well as at Alaska High 2016-2017 Rules & Regulations, Policies & Procedures

School Regional and State Championships provided USA Swimming officials are on deck whose sole purpose is to observe that the individual swims conform to the USA Swimming rules and regulations.

2. For meets requiring a qualifying standard, a valid time shall have been achieved within the January 1 of the previous year through the entry deadline for the current year's meet.
3. If two or more coaches from separate teams challenge an entry time, proof must be provided at the meet with official meet results by the team/unattached swimmer. If proof is not provided by the team/unattached swimmer on site, a proof of entry time form shall be completed. Proof of time must be postmarked or received within one week or 1) the swimmer will be withdrawn from the results of the challenged event(s); 2) the team/unattached swimmer shall be fined \$100 per challenged event; 3) the team/unattached swimmer shall be barred from further USA Swimming competition until the fines are paid to ASI or until the appropriate proof is provided; and 4) the request form will be forwarded to the Area Representative, Sanction Coordinator, and the ASI General Chair.

H. Rotation of Championship Meets

	'15	'16	'17	'18	'19
Reg XIV Senior Champs (January)	SE	C	SC	N	SE
Spring Jr. Olympics (April)	C	C	C	C	C
Summer Long Course (July)	C	C	C	C	C
Age-Group Champ. (February)	SE	SC	N	SE	SC

*Meet will always be held in Juneau when the meet is in SE. Central Area will always host the meet in Olympic years.

Note: Any area which cannot host a scheduled meet shall notify ASI Board of Directors six months prior to the date of the meet. Bids will then be sought for an alternate site.

I. Championship Meet Awards

1. Applies to these Championship Meets:
 - a. Region XIV / Alaska Senior Championships
 - b. Alaska Swimming Junior Olympic Championship
 - c. Alaska Swimming Summer Long Course Championship
 - d. Alaska Swimming Age-Group Championship
2. Awards - If funds are appropriated by the House of Delegates, ASI will pay for awards not covered by net entry fees and facility/award surcharges at the ASI Championships.
3. Individual Awards - First through sixth place (through eighth place for eight (8) lane pool).
4. Relay Event Awards - First through third place.
5. High Point Awards
 - a. Girls: first through third place - plaque, trophy, or other appropriate award
 - b. Boys: first through third place - plaque, trophy, or other appropriate award

6. Team Trophies

- a. Age-Group, JO and Summer LC Championships - First through third place for combined points and a first for percent best time* and a first for points per swimmer**.
- b. Region XIV / Alaska Senior Championships -
First place girl's team
First place boy's team
1st-2nd-3rd place combined team points and a first for percent best time*
and a first for points per swimmer**

* based on number of best times/number of individual swims. To be eligible, a team must have at least six (6) swimmers entered in the meet.

** The teams' individual point total/the number of entered swimmers. To be eligible, a team must have at least six (6) swimmers entered in the meet.

7. Awards at all meets will have the title of that particular meet location. Cards will be attached to each award giving the following information:

- a. Name of swimmer(s)
- b. Name of the swimmer(s) team
- c. Date of the meet
- d. Title of the meet
- e. Name of the event
- f. Swimmer's official time
- g. Location of the meet

J. Including Swimmers With a Disability in Championship Meets

1. Swimmers with a disability may enter a championship meet once they have met the Alaska Disability Time Standard. These time standards will be reviewed/developed by the appropriate individuals annually and will be posted on the Alaska Swimming website. Teams will be responsible to contact the meet director and referee to confirm events and placements.
 - a. Applies to these meets:
 1. Age Group Championships
 2. Region XIV Alaska Senior Championships
 3. Junior Olympics
 4. Summer Championships
2. The Alaska All-Star Team may include 2 (12 & under) and 2 (13 & over) swimmers that have a disability. Selection will be made by the Adapted Chair, Age-Group Chair, and Head All Star Coach based on the swimmers application for the All-Star Team.

K. Alaska Swimming General Chair at Alaska Championships

1. The ASI General Chair, or an appointed representative, will attend the following Alaska Championship Meets (ASI Age Group Champs, ASI Senior Championships, ASI Junior Olympics & ASI Summer Championships). If General Chair or appointment rep is not taking a swimmer to the meet the host will pay for lowest cost option for air or car mileage reimbursement and hotel and per diem during the attendance of the meet. The host may charge participating teams up to 50 dollars to cover cost.

Article 4

Alaska Swimming Records

1. ASI records may be set only by Alaska registered swimmers.
2. The record must be established in the relevant stroke-event.
3. ASI recognized State Records in Short Course Yards, Short Course Meters and Long Course Meters for the following age groups: 10 & Under, 11/12, 13/14, 15/16, 17/18, and Senior.
4. Records may be set in any meet or time trial held under sanction of ASI, or any High School Regional or State Championship where USA Swimming certified officials verify that such swims are in compliance with USA Swimming rules.
5. Times submitted for records must be from three (3) watches or from semi-automatic or automatic electronic timing and judging systems.
6. Record times may be established within ASI by using initial splits and lead-off relay times if they are accompanied by three (3) watches other than those assigned to the lane or automatic timing records.
7. Each swim which is to be considered for a record shall be submitted to the Record Chair on an Alaska Record Form and supported by entry cards or automatic timing machine printouts signed by the Referee or by official meet results. Relay swims must include first and last names and ages of all relay members as well as the order in which they swam.
8. Each submitted record will be considered for age group and senior records.
9. All properly submitted swims matching or bettering the listed record shall be recognized with a certificate of record achievement.
10. Any record, regardless of the age group in which the swimmer is competing, shall be a Senior record as well, if the current Senior record is broken.
11. A swimmer shall receive one certificate if he or she breaks a record twice in an event in the same meet. Both times shall appear on the certificate.
12. Each record swim, properly submitted, will be a new listed record.
13. A complete update of all record swims will be posted on the Alaska Swimming website before each Championship meet and at the House of Delegates Meeting. Hytek record files shall be updated by the records chair and posted on the Alaska Swimming website.
14. ASI records set by Alaska registered swimmers in sanctioned meets held in other LSC's, in regional meets, or in national meets will be recognized from correct official meet results with the claimed record clearly marked or from a statement by the meet officials giving the date and location of the meet. Responsibility of submission of record times achieved outside of ASI rests with the swimmers and coaches involved.
15. Long Distance Postal Meet Records - ASI recognizes state records for the following events when established in 25 yard pools:

9 year old: 1000 yard Freestyle 10 year old: 1000 yard Freestyle
 11 year old: 2000 yard Freestyle 12 year old: 2000 yard Freestyle
 13 year old: 3000 yard Freestyle 14 year old: 3000 yard Freestyle
 15 year old: 3000 yard Freestyle 16 year old: 3000 yard Freestyle
 17 year old: 3000 yard Freestyle 18 year old: 3000 yard Freestyle
 Senior: 3000 yard Freestyle

NOTE: The ASI long distance postal meet will be held once each year.

Article 5

Alaska Travel Funds

A. Control of Funds

All Alaska Travel Funds shall be under the exclusive control of the ASI Board of Directors. Record keeping and disbursements shall be managed by the ASI Treasurer. The Board of Directors may allocate additional funds at any time to cover unusual travel circumstances like Athlete's that qualify for National Disability Championships or for instate swimming camps.

B. Team Eligibility

In order for ASI teams and their swimmers to be eligible for ASI Travel Funds, the team must be represented at the prior years House of Delegates. Representation is defined as a voting member or an ASI board member present at House of Delegates who is registered with the club team. UNAT swimmers must have been registered with an ASI team that is eligible for travel funds within the last 12 months of applying for funds. Travel funds will only be distributed through clubs and not directly to individuals. Swimmer travel receipts should be consolidated and submitted to the ASI Treasurer as a single document. Receipts submitted by individuals directly to the treasurer will not be considered.

C. ASI National Travel Fund

1. Purpose

The ASI National Travel fund will be used to help defray the travel costs of ASI athletes and their coaches who participate in USA Swimming Senior Sectional Championships, National Championships, USA Swimming Open Championship, National Team Selection meets, and/or Phillips 66/USA Swimming National Meets. The Administrative Vice-Chair and the Age Group Vice-Chair shall advise the ASI Treasurer when questions arise on the use of funds.

2. Fund Source

National Travel Fund reimbursement amounts shall be approved by the House of Delegates (HOD) at the Annual Meeting as part of the annual budget process. The source of funding shall come from meet entry fees and the General Fund as determined by the House of Delegates.

3. Distribution and Reimbursement

a. Travel funds will be allocated to each of the travel funds through the ASI annual budgeting process.

1. Short Course Senior Sectionals
2. Long Course Senior Sectionals
3. Futures National Meets
4. Junior Level National Meets
5. Senior Level National Meets
6. Olympic Trials or other National Team selection Meets

4. Eligibility

a. Swimmers shall:

1. Be currently registered ASI athlete members
2. Be a member in good standing of an ASI team.
3. Be qualified for at least one (1) individual event at the National meet. Relay only swimmers do not qualify for

reimbursement.

4. Have swum in one of the last round of ASI statewide championship meets (AGC, GAO, or JO's) and not represented another LSC 120 day's prior.

b. Collegiate swimmers who maintain annual ASI athlete registration, are legal residents of the state of Alaska and represent an ASI Team are exempt from the requirement in paragraph a.4. above.

c. Currently registered ASI coaches who accompany qualifying swimmers may apply for travel reimbursement funds, and will be reimbursed to the extent that budgeted funds are available.

5. How and When to Apply

Coaches and participating swimmers shall submit a Travel Reimbursement Request form to the Treasurer of ASI postmarked **no later than December 31st of the meet year**. If the Travel Reimbursement Request form is not available, a signed letter may be substituted which must include: swimmer's name, mailing address, email address and phone number; name of Alaska team represented; name, date, and location of the last ASI statewide championship meet attended; national meet name, date, and location; event(s) swum; and answers to the following questions: "In general, what does being a competitive swimmer in Alaska mean to you?" and "What did you learn at the National championship?"

6. Disbursement

The ASI Treasurer will distribute checks within 3 weeks of receipt of the request.

C. Region XIV / Alaska Senior Championships Travel Fund

1. Purpose

The Alaska Senior Championships Travel Fund will be used to help defray the travel costs of ASI athletes from areas outside the host area who participate in the Alaska Senior Championships. The Board of Directors is responsible for establishing procedures for the distribution of funds.

2. Fund Source

The funds for the Alaska Senior Championships Travel Fund come from meet entry fees (See Article 2.A. Meet Entry Fees).

3. Reimbursement

Timely applicants will be eligible for a reimbursement of their pro rata share of funds available based on the following calculation.

a. Airline, Ferry and mileage costs (calculated at 30 cents a mile) incurred by each athlete/team from outside the host area, as a percentage of total claimed expenses, then multiplied times,

b. All money in the Alaska Senior Championships Travel Fund raised from splash fees in the prior calendar year and any balance remaining from previous years.

4. Eligibility

Travel assistance for the Alaska Senior Championships will be available for all qualified participants attending the meet from areas outside the host area, or those within the host area unable to drive to the meet within two (2) hours

5. How and When to Apply

Applicants shall submit a Travel Reimbursement Request form to the Treasurer of ASI postmarked **by the third Monday after the close of the meet.**

6. Disbursement

The ASI Treasurer will distribute checks no later than 3 weeks after the above deadline. Any late reimbursement requests will be reimbursed at a rate of 50% that of timely applicants, if funds are still available after timely applicants have been reimbursed.

D. Alaska Age Group Championship Travel Fund

1. Purpose

The Alaska Age Group Championship Travel Fund will be used to help defray the travel costs of ASI athletes from areas outside the host area who participate in Alaska Age Group Championships. Procedures for the distribution of funds will be established by the Board of Directors.

2. Fund Source

The funds for the Alaska Age Group Championship Travel Fund come from meet entry fees (See Article 2.A. Meet Entry Fees).

3. Reimbursement

Timely applicants will be eligible for a reimbursement of their pro rata share of funds available based on the following calculation.

- a. Airline, Ferry and mileage costs (calculated at 30 cents a mile) incurred by each athlete/team from outside the host area, as a percentage of total claimed expenses, then multiplied times,
- b. All money in the Great Alaska Open Travel Fund raised from splash fees in the prior calendar year and any balance remaining from previous years.

4. Eligibility

Travel assistance for the Alaska Age Group Championship will be available for all qualified participants attending the meet from areas outside the host area, or those within the host area unable to drive to the meet within two (2) hours

5. How and When to Apply

Applicants shall submit a Travel Reimbursement Request form to the Treasurer of ASI postmarked **by the third Monday after the close of the meet.**

6. Disbursement

The ASI Treasurer will distribute checks no later than 3 weeks after the above deadline. Any late reimbursement requests will be reimbursed at a rate of 50% that of timely applicants, if funds are still available after timely applicants have been reimbursed.

E. Junior Olympic Championship Travel Fund

1. Purpose

The Junior Olympic Championship Travel Fund will be used to help defray the travel costs of ASI athletes from areas

outside the host area who participate in Alaska Junior Olympic Championship. Procedures for the distribution of funds will be established by the Board of Directors.

2. Fund Source

The funds for the Junior Olympic Championship Travel Fund come from meet entry fees (See Article 2.A. Meet Entry Fees).

3. Reimbursement

Timely applicants will be eligible for a reimbursement of their pro rata share of funds available based on the following calculation.

- a. Airline, Ferry and mileage costs (calculated at 30 cents a mile) incurred by each athlete/team from outside the host area, as a percentage of total claimed expenses, then multiplied times,
- b. All money in the Great Alaska Open Travel Fund raised from splash fees in the prior calendar year and any balance remaining from previous years.

4. Eligibility

Travel assistance for the Alaska Swimming Junior Olympic Championship will be available for all qualified participants attending the meet from areas outside the host area, or those within the host area unable to drive to the meet within two (2) hours

5. How and When to Apply

Applicants shall submit a Travel Reimbursement Request form to the Treasurer of ASI postmarked **by the third Monday after the close of the meet.**

6. Disbursement

The ASI Treasurer will distribute checks no later than 3 weeks after the above deadline. Any late reimbursement requests will be reimbursed at a rate of 50% that of timely applicants, if funds are still available after timely applicants have been reimbursed.

F. USAS Convention Athlete Travel Fund

1. Purpose

The U.S. Aquatic Sports Convention Travel Fund budget line will be used to help defray the travel costs of up to two ASI athlete representatives to attend USA Swimming's annual meeting. Procedures for the distribution of funds will be established by the Treasurer.

2. Fund Source

The funds for the U.S. Aquatic Sports Convention Travel Fund are allocated through the ASI annual budgeting process.

3. Reimbursement

The identified ASI athlete representatives will be reimbursed an amount prescribed annually for their incurred travel expenses to and during the U.S. Aquatic Sports Convention provided that they attend the convention and submit a written summary, including how they will use the experience to advance the cause of Alaska Swimming, to the ASI Treasurer no later than three (3) weeks following the convention.

4. Eligibility

Priority for selection will go to the ASI's four current area athlete representatives. Ideally, each representative selected to attend the U.S. Aquatic Sports Convention would do so for two successive years, the first as the junior athlete representative

and the second as the senior athlete representative. If none of the four apply by the deadline, the application will then open up to any ASI athlete 14 or older who has swum in one of the last round of ASI statewide championship meets (AGC, AK Sr. Champs, JO's, or AK Summer Champs). An ASI committee comprised of at least three (3) voting members of the House of Delegates (HOD), athlete representation of no less than 20%, and approved by the ASI General Chari will identify the top applicant.

5. How and When to Apply

Applications are available on the ASI web site. Priority application deadline for the four area athlete representatives is April 15. If no eligible applicant emerges, the deadline for other eligible ASI athletes to apply is May 31.

6. Disbursement

The ASI Treasurer will distribute checks no later than one month after receiving completed reimbursement requests.

Article 6

Member Club Annual Elections

All member clubs shall hold their annual elections at a time of their choosing, with the new officers to take office no later than September 1.

Article 7

Officials Certification

A. Initial Certification

1. Alaska certification is awarded in the following categories:
 - a. Timer, Place Judge, Relay Take-Off Judge,
 - b. Stroke and Turn Judge,
 - c. Chief Judge
 - d. Administrative Official
 - e. Starter
2. Initial certification shall include all requirements set forth in USAS regulations. This is to include, ATP, BGC (both required updating every two years) and annual USAS registration. Each position also requires a training clinic by a qualified trainee official. Each position also follows the requirement for shadowing in accordance with USAS.
3. The initial certifications for each position should follow the order of A above. The exception is stated in 4
4. Initial certification for remote and rural areas MAY be obtained by fulfilling requirements in #2 and notifying the ASI Officials Chair for approval. These officials will be obtaining a status of “apprentice” and will be allowed to conduct local remote meets/time trials. It is highly encouraged that these officials obtain shadowing with other areas qualified officials to obtain higher status of ‘qualified’.
5. Persons instructed as deck officials with clinics and/or tests shall serve at meets as trainees under the supervision of experienced qualified officials. Certification of deck officials shall require the recommendation of meet referees under whom the training was accomplished in addition to the clinic instruction and approval of the Area Officials Chair. Persons certifying under the exception above (7.A.2) are exempt from requirements of serving as a trainee. Their certification will remain, however, as apprentice until observed by an experienced referee and recommended for regular status.
6. Officials training should be offered at all championship meets.

B. Operation

1. All certified officials must be current members of USA Swimming.
2. All key personnel at Alaska Championship Meets must be certified officials.
 - a. The following positions are deemed key personnel for the purposes of this section:
 - i) Across-the-Board Judges (two)
 - ii) Starters
 - iii) Stroke and Turn Judges*
 - iv) Referee(s)

* It is recommended these officials be representative of the four geographic areas.

- b. It is recommended that the officials for State Championship Meets be experienced qualified officials and be selected with the recommendation of the Area Officials Chairs.
3. The Officials Committee shall consist of the State Officials Chair and the four Area Officials Chairs.
 4. All Meets shall follow USAS rules for officials necessary for meet management. It is recommended that all officials at State Championship Meets be from all four geographic areas. All officials are required to carry credentials on deck at all times.
 5. The Officials Chair may appoint a co-chair or admin chair.
 6. The Officials Chair requests that each area appoint an Official representative. These representatives should attend local area meetings and report to the Official’s Chair any situations that may need addressing.
 7. The Officials Committee shall send a list of certified officials to each Area Representative yearly, with monthly updates, if requested.
 8. The State Officials Chair (or designee) will issue credentials to each person achieving initial certification or recertification as stroke & turn judge, starter or referee. The credential will include the official’s name, certified position, and expiration date for the certification.

C. Recertification

1. Recertification of officials shall happen every 3 years. Certifications expire at the end of calendar year. The official must re-take test to be recertified in a position.
2. Once an official upgrades to a higher position the positions in lesser order will be upgraded to meet the highest level of certification.

3. Transfer from other LSC's with requirements at least equal to the USA Swimming Guidelines may be accomplished by submitting evidence of current certification to the Alaska Officials Committee. Attendance at one clinic is recommended.
4. All Referees must take full slate of testing every three years.

Article 8

Membership

8.0 Membership

Clubs, Organizations, Affiliated Groups, Athletes and Non-Athletes may become members of Alaska Swimming and USA Swimming by completing the requirements set forth in Section 8.1.

8.1 Group Membership

1. Clubs

Application for Club Membership may be obtained from the Alaska Swimming website. Membership is for a calendar year, although applications received between September 1 and December 31 are valid until December 31 of the following year. The affiliations of at least one athlete and one properly credentialed coach member are required for Club Membership. A Club is entitled to compete in its own name and to field relays.

a) Fees

Annual dues for Club membership are as follows:

\$160 for New Club Members

\$160 Renewal Clubs if received by November 30

\$175 Renewal Clubs if received by December 31

\$200 Renewal Clubs received after December 31

2. Affiliated Groups

An Affiliated Group membership is available to any group interested in the sport of competitive swimming. Organizations do not have coach and athlete members. Applications for Organization Membership are available on the Alaska Swimming website. Annual dues are \$160. Membership is for the calendar year, although applications received between September 1 and December 31 are valid until December 31 of the following year.

8.2 Individual Membership

1. Athlete

a) To participate in sanctioned events, swimmers must be current athlete members of USA Swimming, in keeping with Articles 303 and 303 of the USA Swimming Rules. Membership in Alaska Swimming includes membership in USA-Swimming and insurance coverage provided by USA Swimming.

b) Athlete registrations are valid January 1 through December 31. Registrations received between September 1 and December 31 are valid through December 31 of the following year. The Athlete Membership fee includes a local fee of \$20 which goes to the ASI General Fund.

- i) Seasonal Athlete Membership covers a continuous period of 150 days beginning the day of registration. Seasonal athlete memberships are not valid at or above the All Star level. The Seasonal Athlete membership fee includes a local fee of \$10 which goes to the ASI general Fund.

c) Transfers

- i) Swimmers transferring from one club to another must do so according to Article 203 of the USA Swimming Code. Specifically, "For a swimmer to represent a USA Swimming club in a competitive event, one hundred twenty (120) consecutive days must have elapsed without the swimmer having represented any other USA Swimming club in USA Swimming competition". Swimmers must submit a written (email is acceptable) request for a transfer to the ASI Registration Coordinator. The request must state the swimmer's full name, birth date, name of club from which swimmer is transferring, and name of new club (if any) to which the swimmer intends to attach after completion of the 120 days unattached period. After the transfer request is processed, the coach of the old club will receive automatic notification of the transfer. It is their responsibility to notify the Registration Coordinator of any issue that would prevent the swimmer from attaching to the new club (unpaid fees, etc.).
- ii) Upon completion of the 120 day unattached period, submittal of a properly completed transfer request and with no objection from the old club, the swimmer may attach to the new club. A swimmer may also remain in the unattached status. If attachment to a team is desired at a later time, a transfer request must be submitted to the Registration Coordinator of ASI as specified in 8.2.1(c)(i)
- iii) Swimmers competing for a secondary school, college or university need not apply for formal transfer to unattached status as stated in Article 303 of the USA Swimming Code. However, if they

wish to attach to a different club than the one in which they are registered, they follow the same process as shown above.

2. Outreach Athletes

Outreach Athlete membership is available to qualified athletes in accordance with USA Swimming guidelines. The purpose is to make membership available to athletes who might otherwise not be able to afford regular membership. The fee for Outreach Athlete membership is just the USA Swimming fee of \$5. There is no local fee. USA Swimming guidelines for Outreach membership are: eligible for food stamps, eligible for free or reduced price school lunch programs, or eligible for similar need based programs.

3. Non-Athlete

a) Coach Members

i) To be a Coach member of USA Swimming, an individual must be a Non-Athlete member and must:

1) hold the current safety credentials required by USA Swimming (current CPR, First Aid and Safety Training for Swim Coaches.) Photocopies of the front and back of coach credentials must be submitted along with the registration form.

2) present proof of satisfactory completion of the USA Swimming coach education requirements before registering for the second year of coach membership. (Exemption: Individuals who can provide proof of coach membership in the 1998 or prior registration years shall not be required to complete education requirements.)

3) pass the Background Screening. All coaches 18 years and older must pass the USA Swimming Background Screen. Coaches under age 18 are exempt.

ii) Coach Membership Cards

1) *Valid To* Cards

Coach membership cards will be valid until December 31, or until the first expiration date of a Coach Safety credential (CPR, First Aid or Safety Training for Swim Coaches), whichever occurs first. The *Valid To* date is printed in bold characters on the face of each coach membership card.

When a coach member submits new credentials with a later expiration dates, the coach will receive a new coach card.

2) Expired Coach Cards

If the required safety credentials are not provided before the passage of the *Valid To* date, the coach loses all coach privileges and authorities, and risks lapsed insurance coverage for the club.

b) Non-Athlete, Non-Coach Members

i) Any person interested in the purposes and programs of Alaska Swimming is eligible to be a Non-Athlete member.

ii) Deck Officials (Starters, Referee, Stroke & Turn, etc.) must be Athlete or Non-Athlete members of USA Swimming.

iii) Club Safety Coordinators must be members of USA Swimming.

iv) Voting Members of the House of Delegates and Club Representatives to the House of Delegates must be members of USA Swimming.

c) Non-athlete registrations are valid January 1 through December 31. Applications received between September 1 and December 31 are valid through December 31 of the following year.

d) Non-Athlete Registration forms may be obtained from the Alaska Swimming website.

e) The fee for Non-athlete members includes and Alaska Swimming fee of \$2.00 for individuals or \$5.00 for family memberships.

8.3 Early Registration Discount

Athlete (except Outreach Athletes) membership applications received electronically (via email or disk) by the Registration Chair before November 1 of the prior year shall be eligible for a discount. The discount amount is determined by the ASI Board. Current discount amount is \$2 per athlete for electronic registrations received by October 15 and \$1 per athlete for electronic registrations received by November 1. No discount will be given to any membership application received on paper.

8.4. Compliance

a) Compliance with Paragraph 1 through 3 above must be accomplished prior to competition in a sanctioned event. Any athlete not in compliance may be subject to review as provided for in the USA Swimming Code and Bylaws of ASI.

b) Any athlete entering a sanctioned event as a properly registered member of USA Swimming and ASI as applicable, who is in fact not properly registered, shall be subject to a fine of up to \$50.00 as shall be determined by the Review Section and shall be ineligible for registration until such a fine is paid.

c) Any athlete entering a sanctioned event as properly registered as a member of specific club or team (i.e. "attached") who is in fact not eligible to be so attached, shall be subject to a fine of up to \$25.00 as shall be determined by the Review Section, and shall be ineligible for registration as a member of a specific club or team (i.e. "attached") until such fine is

- paid.
- d) In the event the improperly registered athlete described in Paragraphs b. or c. above is a member of a "relay team" which swims in a sanctioned event, the club or team so represented by such a relay team shall be subject to a fine of up to \$100.00 as shall be determined by the Review Section, and shall be ineligible for membership as defined in ASI Bylaws Article 2.1.1. until such fine is paid.
 - e) The meet director and referee of each meet are authorized to and shall assure themselves that any and all swimmers entered in a sanctioned event are properly registered swimmers in accordance with Article 8 herein, and shall take whatever action is necessary to ensure compliance with this Article.

Article 9

Alaska Swimming All Star Team

Mission Statement

ASI will annually assemble an Alaska Swimming All Star Team, which will represent the LSC in competition. The purpose of this team will to demonstrate the competitiveness, sportsmanship, and spirit of Alaskans. Alaska Swimming, Inc. pledges to create an environment in which the collected individuals will develop into a strong cohesive Alaska Swimming All Star team.

A. Qualifications

ASI shall support an All Star Team each year, consisting of registered Alaska swimmers who meet or exceed the requirements set by the All Star Team Selection criteria in 9.E.

B. Financial Support

1. **Athlete Members** – The All Star Team Travel Fund shall be used to pay for part of the related travel costs (equipment, ground transportation at destination, entry fees, lodging, etc.) of the Alaska Swimming All Star Team. To receive financial support a swimmer must:
 - a. be a currently registered ASI athlete member,
 - b. meet or exceed the requirements set by the Team Selection Criteria in 9.E.
 - c. represent an Alaska team, and
 - d. have swum in one of the last round of Alaska Swimming state-wide championship meets. (Collegiate swimmers who maintain ASI athlete registration, Alaska residency, and who represent an ASI team are exempt from this requirement)
2. **Coaches and Chaperones** - Coaches and Chaperones will be funded for transportation to the meet, housing, and per diem for meals not furnished. In addition, coaches shall receive an honorarium as budgeted.
3. Any money left in All Star Team Travel Fund at the end of the year will be carried forward to the next years All Star Team Travel Fund.
4. The All Star Team Manager will report swimmers and coach/chaperones expenses separately.

C. All Star Team Committee

1. **Selection** - An All Star Team Committee shall be formed under the direction of the Age Group Vice-Chair. The All Star Team Committee will be composed of the following: General Chair, Treasurer, one of previous year's All Star Team coaches, Age Group Vice-Chair, and an All Star Team Manager who shall be appointed by the Age Group Vice-Chair.
2. **Job Description and Responsibilities** - The committee will be responsible for timely communications of information, including distribution of applications to all teams; setting up the itinerary; arrangements for meals, lodging, ground transportation, and equipment; setting cutoff dates for swimmer and chaperone applications, deposits, and achieving a qualifying time; working with current head All Star Team Coach to select chaperones. Selection of competition(s) in which the All Star Team will be representing Alaska Swimming will be decided at the House of Delegates in the year prior to the competition(s).

D. All Star Team Coach Selection

1. The All-Star Team coach selection shall be made by the Age Group Vice Chair. One designated Assistant Coach shall serve as the Head Coach the following year. The necessary number of coaches shall be selected from the beginning of the list and offered All Star Coach positions by the Age Group Vice Chair.
2. An Alaska Swimming registered coach from the ASI registered club or team with the most Alaska All Star Team members, as listed by the final selection date, shall be appointed to an Assistant All Star Coach position.
3. The prospective All Star Coaches will be listed at a meet specified by the Board of Directors but not later than the Region XIV Senior Championship. The list of All-Star Coaches will be forwarded by the Age Group Vice-Chair to the Board of Directors for approval.
4. There will be no more than ten (10) swimmers per coach. Coaches are in control from the time the team leaves for the All Star Meet until the team returns.

E. All Star Team Selection

1. Selection of the All-Star Team Shall be the responsibility of the All-Star Coaches and the All-Star Committee.

F. All Star Chaperones

1. Priority for selection for the All Star Chaperones will be given to those parents who apply and who have a swimmer selected for the Alaska All Star All Star Team. The chaperone ratio will be one (1) for every ten (10) swimmers. An additional chaperone will be added after the 6th additional swimmer. (Example: 1-10 swimmers = 1 chaperone; at the 16th swimmer an additional chaperone is added; at the 26th swimmer, a third chaperone is added.)
2. A head chaperone will be selected by the All Star Committee to be in charge of the chaperones and work directly with the coaches.

G. All Star Official

1. This position is for deck purposes and will attend all officials meetings and work each session in an official's capacity. Coaching staff and Official's Chair will take requests for this position and will choose the official to fit this position. The official will be required to give a written report to the All Star Committee and Official's Chair on experience. Travel costs will be reimbursed from the Official's funds.

Article 10

MISCELLANEOUS

A. Amendments

1. The Rules and Regulations of ASI may be amended by the Board of Directors of ASI consistent with the Bylaws of USA Swimming and ASI.
2. Any provisions of the Rules and Regulations not prescribed by USA Swimming may be amended at an annual meeting of ASI House of Delegates as follows:
 - a. In odd-numbered years by a majority of the House members present and voting.
 - b. In even-numbered years by nine-tenths (9/10) of the House members present and voting.
3. Amendments passed at the annual meeting will be effective September 1 following the annual meeting. A date earlier or later than September 1 may be adopted by two-thirds (2/3) vote of those members present and voting.

Article 11

ASI General Reserve Fund

- A.** General Reserve Fund of \$25,000 shall be maintained.
- B.** All monies in the ASI General Reserve Fund shall be held for emergency use. Drafts against the General Reserve Fund must be approved by ninety percent (90%) of the ASI Board of Directors. Draft approval shall be by written ballot at a duly noticed board meeting or by written ballot, delivered to the ASI General Chair within two weeks prior to the board meeting.
- C.** Investment income from the ASI General Reserve Fund shall be allocated to the ASI operating revenues.
- D.** The Treasurer shall administer the General Reserve Fund subject to the approval of the ASI Board of Directors. The Treasurer shall invest the General Reserve Fund in certificates of deposit or bank accounts insured by the Federal Deposit Insurance Corporation, or in securities issued by the United States Government, as authorized by the ASI Board of Directors.

Article 12

Alaska Swimming Hall of Fame

The Alaska Swimming Board of Directors will annually appoint a five (5) member committee of Alaska Swimming members and/or alumni to nominate and accept nominations for the Alaska Swimming Hall of Fame. The committee will consist of the Age Group Chair, Senior Chair, the senior Coach Rep, and two (2) at large members.

Using the following criteria the committee will annually select no more than five new members to the Alaska Swimming Hall of Fame.

- **Athlete: A swimmer** must have met the selection criteria as an Alaska Swimming member and at least 4 years must have passed since meeting the selection criteria. Selection and voting for achievement by an Alaska Swimming member's swimmer should be based upon the following criteria, using this hierarchy guide for consideration:
 - National Team Member
 - Junior National Team Member
 - National/Jr National/US Open qualifier
 - Prioritized by the number of titles attained if necessary
 - Sectional Qualifier
 - Prioritized by the number of titles attained if necessary
 - All Star Team Member
 - Prioritized by the number of titles attained if necessary
 - Nationally Ranked Swim(s).
 - State Record Holder.

******(all of the above as a USA swimmer, USA team member, or Alaska Swimming member)

- **Coach: A coach** must have a significant Alaska Swimming record coaching at least one swimmer who as met the above as prioritized. He/she must have been coaching not less than 15 years or at least 4 years if their career was cut short for exceptional reasons, such as illness or death.
- **Contributor: A contributor** must have a significant Alaska Swimming impact and have been active not less than 15 years. This would include coaches for consideration who may not have met the coach honoree criteria but who have made a significant contribution.
- **Milestone Achiever: A milestone achiever** must have innovated or achieved in a profound manner within or outside of Alaska Swimming.

Each Alaska Swimming Hall of Fame Class will be announced no later than 60 days of prior to the induction ceremony. Each class will be inducted on the Saturday of that year's Junior Olympic Championship. The Hall of will be located at the Bartlett High School Pool with a virtual version at www.akswimming.org.

Coaches' Code of Ethics

(Adopted from the American Swim Coaches Association)

The distinguishing characteristics of a profession are that its members are dedicated to rendering a service to humanity. Personal gain must be of lesser consideration. Those who select professional swim coaching within the American Swimming Coaches Association must understand the justification for competitive swimming is that it provides spiritual and physical values for those who participate in it.

The welfare of the sport and the swim coaching profession depends on how the coaches remain ever mindful of the high trust and confidence displayed in them by their athletes, parents and the public.

Purpose

The Code of Ethics has been developed to protect and promote the best interests of the sport (the swimmers and their families) and the coaching profession. Its primary purpose is to clarify and distinguish ethical and approved professional practices from those which are detrimental.

Responsibilities to the Athletes

1. Conduct himself/herself in a manner which will protect the rights and welfare of the athletes with whom he/she comes in contact.
2. Be aware of the significant ethical and social responsibility he/she bears because of the tremendous influence his/her recommendations and professional actions may have on the lives of young athletes. (i.e. A coach does not take any action or behave in a manner that might lead to misuse of this influence.)
3. Proceed with caution and sensitivity when contacted by an athlete who is considering switching clubs, weighing carefully the athlete's welfare, the situation at each club, and the athlete's relationship with his/her coach.
4. Once gone, one should strive to support and encourage those athletes in the choices they make.

Responsibilities to the Public

1. Promote the many benefits of swimming at all levels and attract athletes into his/her program in an ethical and positive manner.
2. Represent accurately his/her competence, education, training, and experience.
3. It is very important to the coaching profession that the image be elevated and improved through self-esteem, actions, dress, influence, presentation, communications, determination, integrity, and pride. In short a coach will conduct himself in a professional manner.

Responsibilities to the Coaching Profession

1. If a coach is contacted by an athlete (or his parents) representing another club about the possibility of changing teams, the coach should encourage the athlete or parents to discuss the situation with his coach, and in cases involving minors, discuss it with the parents.
2. A coach may not contact an athlete representing another USA Swimming club without permission from his/her coach. In the case of a minor, the athlete's parents as well as coach must be contacted requesting permission to recruit that athlete.
3. A college coach who operates a club program must contact an athlete's club coach and explain his intention to permit or encourage an athlete to remain in that club's program for summer training, if they have represented another USA Swimming club the previous season.
4. Should the college coach wish to encourage an athlete to train in a program other than his/her club program of the previous season, he/she must contact the club coach first.
5. A coach should conduct oneself honestly in registrations, meet entries, travel arrangements, and adhering to warm-up procedures.

Responsibilities to Families

1. A coach is ever mindful of his responsibilities in dealing with minors.
2. If a coach is contacted by an athlete representing another club about the possibility of changing teams, the coach should encourage the athlete to have his or her parents contact him.

ASI endorses the Coaches Code of Ethics and, furthermore, recognizes that our coaches are the members of our LSC who have the greatest need to be professional; therefore, the LSC recommends that every coach be ASCA certified or apply for ASCA certification within the first 3 months of hire by a member team.

APPENDIX

Sanctions

A. Forms – (See Alaska Web site for forms.) Forms used in the sanctioning process are:

1. Application for sanction - sent by clubs to the Sanction Coordinator along with a meet information sheet and attached check for the sanction fee.
2. Official sanction approval - sent to clubs by the Sanction Coordinator upon approval of meet information sheet.

B. Procedure

1. The club meet director shall forward the application for sanction and the meet information sheet to the Sanction Coordinator a minimum of sixty (60) days prior to the meet. At the same time a copy of the meet information sheet should be sent to the Area Representative and Meet Referee.
2. The Area Representative, Meet Referee, and Sanction Coordinator shall independently review the meet information. The Sanction Coordinator shall contact the Meet Director, Meet Referee, and Area Representative after any necessary changes to the information sheet has been made. A sanction number shall be given to the Meet Director. An official meet invitation shall be sent to the Sanction Coordinator, Meet Referee, and Area Representative when they are sent to invited teams.
3. The Sanction Coordinator shall fill out the official sanction, note the necessary changes, if any, and send the original to the host club meet director with a copy to the Area Representative.
4. No meet information sheet is to be circulated to invited teams unless it has a sanction number assigned, and necessary changes, if any, have been made. A copy of the revised information sheet must be sent to the Sanction Coordinator and Area Representative.
5. Invited teams should receive the meet information sheet a minimum of thirty (30) days before the entry deadline.
6. Application for sanction will be rejected for any proposed competition that coincides with, or is held during, any Alaska Swimming Championship, unless the proposed competition excludes individual event qualifiers for that Championship.

C. Pre-Meet – The meet host shall provide the ASI Membership/Registration Chair with a meet registration file from the meet management software at least three (3) days prior to the start of the meet. The meet host will work with the Registration. Membership chair to correct any registration errors in the meet entries.

D. Meet Follow-up

1. **Deadline** - Final results, event results for state records, and copies of the financial summary with check shall be postmarked/sent to the appropriate person(s) no later than 2 weeks from the Monday following the meet.
2. **Distribution of Post-Meet Data:**
 - a. **Official meet results:**
 - i. One (1) copy to each participating team which requests written results in writing prior to the end of the meet.
 - ii. one (1) copy to Sanction Coordinator
 - iii. one (1) copy to Area Representative (if requested)
 - iv. one (1) electronic copy of the final meet results in HTML format to the ASI Web Master
 - v. one (1) electronic copy of the final meet results in Hytek Export Format and Meet Manager Backup file format to the ASI Web Master and the National Times Chair
 - vi. one (1) electronic copy to the registration file to the Registration/Membership Coordinator (if swimmers are added on deck at the meet)
 - b. **State Records:**
 - i. Hard copy supporting State records shall be sent directly to the Records Chair.
 - c. **Financial Reconciliation:**
 - i. Summary of Entries: one (1) copy to Area Representative
one (1) copy Sanction Coordinator
 - ii. Financial Summary: one (1) copy to Sanction Coordinator with check payable to ASI
one (1) copy to Area Representative
 - d. The Post Meet Checklist (as provided in your team's "Meet Management" binder) must be completed, signed by the Meet Director and sent to the Sanction Coordinator along with the final results and financial reconciliation. This will verify to the Sanction Coordinator that the host team has met all of its Post Meet obligations within the required time frame.
3. **Records**
 - a. Information on how to handle state records and OVCs is contained in the "Meet Management" binder provided your team by the Sanction Coordinator.
 - b. Entry cards signed by the meet referee must be sent, or given directly, to the Records Chair with the official results within

the two week post-meet time frame. Note compliance on the "Post-Meet checklist" that is sent to the Sanction Coordinator.

E. Sample Meet Information Sheet (non-blanket sanction)

1. Meet name
2. Host team/club
3. Site: List location and address
4. Date(s): List days with complete dates (month/day/year)
5. Under sanction by USA Swimming and Alaska Swimming #
6. Rules: Current United States Swimming (USA Swimming) and Alaska Swimming (ASI) rules govern this meet. (Indicate the type of seeding, check-in procedure, and scratch procedure for this meet. Also note whether timed finals or prelims/finals).
7. Time: List all warm-up times and starting times, as well as breaks scheduled for the meet.
8. Facilities: List pool length and number of lanes, indicate horn or gun start, type of timing system/back-up system, etc.
9. Eligibility: All swimmers must be currently registered with USA Swimming. For further eligibility requirements see Article 3.A.6. Contestants must enter the age bracket corresponding to their age on the first day of the meet.
10. Entry time: A swimmer may enter up to ____ (state number) individual events a day exclusive of relays. (Note total number of events allowed if applicable.
 - a. Timed final meets allow five (5) individual events per day. Prelim/finals meets allow three (3) individual events per day. The host club may specify less total events per day, but not more.
 - b. For championship meets, indicate that required proof of entry time and fine for failure to comply will be per Article 3.G.3. Also note the qualifying period (i.e., January 1 through the deadline, etc.) as per Article 3.G.2.
11. Entry times: Entry seed times must be submitted for a ____ course (specify). Times must be submitted to the hundredth.
12. Entry fees: (see current swim guide for appropriate entry fees) Make check payable to ____ (name of team). The check must accompany the entries. Note that entry fees are not refundable.
13. Entry forms: Specify entry form(s) (i.e., Hytek disk, consolidated entry cards, master recap sheet.) See Article 3.A.7.a. Also request the name and phone number of a person responsible for entry information.
14. Entry Deadline: Indicate day, date and time. Deadline shall be per Article 3.A.7.b.
15. Late entries: Indicate yes or no. If yes, give specific times and conditions for late entries.
16. Entries chairman: Name, complete address and phone number(s).
17. Additional contact: List at least one other contact person including address and phone number. This should be someone who knows what is going on and can answer questions.
18. Meet director, Meet Referee and Safety Marshal: Name, complete address and phone number(s).
19. Team scoring: Will there be team scoring? Anything special (i.e., will swimmers score if they fail to meet time standards listed for the meet? If the meet will be scored, state points to be awarded.
20. Awards: State what they will be.
21. Smoking: No smoking shall be permitted during the meet in any swimmer designated area prior to or during competition.
22. Concessions: Will you have a concession stand? What will be available if you do?
23. Information Form for Disabled Swimmers
24. Miscellaneous: Lodging or any other helpful information to pass along to the visiting teams. List Attachments.

F. Sample ASI Membership Verification Form

ALASKA SWIMMING INC.
Membership Verification Form
USA SWIMMING RULES AND REGULATIONS
PART FIVE
ARTICLE 502.4

502.4 Privileges and Responsibilities of Membership

- .2 All clubs, including seasonal clubs, shall ensure that all athletes and coaches participating in USA Swimming sanctioned competition are members of their LSC and USA Swimming.
- .3 All coaches of USA Swimming clubs, including seasonal clubs, shall join USA SWIMMING as coach members and shall satisfactorily complete safety training required by USA SWIMMING.

This form must be filled out and returned to meet management, prior to the meet, or the club's athlete(s) may not be able to participate.

COACH USA SWIMMING MEMBERSHIP VERIFICATION

I certify that all coaches from our team, _____, who will be attending the meet and are listed below, are currently a coach member of USA Swimming, and have current approved CPR, First Aid, and Safety training for Coaches cards and that I have personally inspected the above mentioned cards. I further certify that these cards will remain valid for the duration of the meet. I understand that if a coach is not registered or a certification has expired, that coach will not be allowed on deck during the meet.

Print Name Club Position

Signature Date

Coach Name	CPR Exp. Date	Athlete Protection Exp. Date	STFSC Exp. Date

G. Sample Information Sheet for Blanket Sanction

NAME OF TEAM

Blanket Sanction (Dual Meets; Time Trials)

September 1, 20__ - August 31, 20__

Sanctioned by U.S.S. and Alaska Swimming Sanction # _____

Hosted by: (Name of Alaska Swim Team)

FACILITY: Facility will adhere to USA Swimming Article 103 facilities standards.

TIMES: Meet start TBA
Warm-ups 30 minutes prior to the start of the meet or time trial.

ELIGIBILITY: Open to swimmers currently registered with USA Swimming.

- RULES:
- 1) Current USA Swimming and Alaska Swimming rules apply.
 - 2) The Alaska Swimming Individual Scratch Rule does not apply.
 - 3) All events will be timed finals and deck seeded.
 - 4) A maximum of five (5) events per swimmer, plus relays may be entered.
 - 5) The facility and building rules will be enforced.
 - 6) USA Swimming Warm-up and warm-down procedures will be followed (see attached).

ENTRY INFORMATION:

- 1) Standard pink/blue entry cards may be used for all events including relays.
- 2) Entry cards must be legibly and completely filled in.

SCORING: Per USA Swimming Rules and Regulations. No scoring for Time Trials.

AWARDS: Ribbons may be awarded for first through third places including relays for dual meets. No awards for Time Trials.

FEES: None.

ORDER OF EVENTS: Events listed in the Swim Guide for JO's or Senior Championships will be offered. Events may be offered as age group, junior or senior events.

MEET DIRECTOR: Fred Smith
2000 Center St.
Centerville, Alaska 99999
(907) 444-5555

House of Delegates Cost Reimbursement

Each registered member team or organizations qualified to vote at the House of Delegates (hereafter “delegate”) will be responsible for paying two thirds of the average House of Delegates’ attendance cost. ASI will reimburse the remaining third, as well as all reasonable travel costs of Board members.

To qualify for a reimbursement, all reasonable costs, including estimates if necessary, must be submitted to the Treasurer by the end of the House of Delegates. Where delegates from different clubs have shared costs, the costs must be broken out between clubs. The Treasurer will calculate the actual cost for each delegate. The Treasurer will then divide the sum of actual costs by the number of delegates, whether those delegates were at the House of Delegates or not, yielding an average cost. Where a delegates actual costs are less (including zero costs) than two thirds the average cost, ASI will bill the delegate for the difference, which invoices are due within on month of issue.

In this section reasonable costs include air fare or mileage and hotel, but not local transportation or meals.

Proposals to The House of Delegates

All proposed changes and additions to the Bylaws and subsequent parts of ASI's governing code shall be submitted no later than the last weekend of February, or 60 days prior to the annual meeting, whichever is earlier. Proposals submitted after this date will only be considered with a 9/10ths agreement by the voting members of the House of Delegates. Each proposal shall be submitted on a separate piece of paper and follow the general form used by USA Swimming as outlined below:

Page (Current Alaska Swimming Swim Guide)

Proposer's Name

Indicate Bylaw or Rules/Regulation, Article number, and subsection number

PRESENTLY: An exact quote of the pertinent section to be modified or concise statement of the current situation if the proposal is to add wording.

PROPOSED: A rewrite of the entire section to be changed crossing out the current words which are to be deleted, and underlining the newly added wording. An entirely new addition should be underlined completely.

RATIONALE: A concise statement of why the change is recommended.

Swim Meet

Warm-up/Warm-down Procedures

I. RULES FOR GENERAL WARM-UP

A. Overview

1. **The accepted method for entering the water is one hand on the wall, feet first, from the end of the pool.** At no time should the athlete enter the water head -first unless starts are being directly supervised by their coach.
2. All swimming should be done in a counter-clockwise swimming direction.
3. No equipment including, but not limited to, paddles, pull buoys, fins, assisted or resisted cords and/or similar such devices that could result in injuries to swimmers.
4. No swimming under bulkheads of pools.

II. GENERAL WARM-UP PERIOD

A. Overview

1. *Recommended* for first 30 – 45 min. of the warm-up session.
2. **NO DIVING...** Swimmers must enter the water using the accepted pool entry method.
3. No sprinting or pace work.
4. All lanes will be used for general warm-up.

III. SPECIFIC WARM-UP PERIOD

A. Overview

1. *Recommended* for last 30-45 minutes of the warm-up session.
2. Push pace lanes: Push-off one or two lengths from the starting end, circle swimming only (counter-clockwise). **NO DIVING...** Swimmers must enter the water using the accepted pool entry method.
3. Racing starts: Sprint lanes for race starts from blocks, sides, or from in the water (as for backstroke). Starts initiated from coach's signal.
4. The meet referee or designee should follow the chart below, but may alter as needed.

Pool Size	Race starts/Sprints	Push Pace	General
5 Lane	Lanes 2 & 4	Lanes 1 & 5	Lane 3
6 Lane	Lanes 2 & 5	Lanes 1 & 6	Lanes 3 & 4
8 Lane	Lanes 2, 3, & 7	Lanes 1 & 8	Lanes 4, 5 & 6

Proper Handling of State Records

Alaska State records are updated and distributed regularly to each club. In order to submit a new state record for consideration, the following steps must be taken:

A. At the Meet

1. At the meet, the entry card or official timing machine tape must be confirmed by signature of the referee.
2. Relay cards must include the first and last names and ages of all relay members as well as the order in which they swam.
3. An ALASKA RECORD FORM must be completed.

B. After the Meet

1. Official documentation of the swim and the ALASKA RECORD FORM must be submitted to the Records Chair.
2. For meets held under ASI sanctions, official results of the meet must be submitted to the Records Chair by the meet host within two weeks of the last day of the meet. For results to be official, they must be signed by the Meet Referee or accompanied by official meet results.
3. For Alaska high school regional and state meets and for meets held outside of Alaska, unofficial result pages may be submitted with the ALASKA RECORD FORM. These will be verified by the Records Chair with the official results.

Alaska Team Registration Policy

Alaska Swimming, Inc., in order to be within the rules established and published in the USA Swimming Code Book will recognize only those clubs in which all swimmers and coaches are members of USA Swimming.

Clubs not complying with registration requirements and therefore not recognized by ASI:

- A. Would not score points at any meet within the LSC.
- B. Would not be granted sanctions to host meets. (This would not prohibit the granting of approval for high school meets or other special meets.

Individual USA Swimming swimmers from such clubs may swim unattached at any meet as they are recognized as USA Swimming members. However, swimmers and their families should be aware that practices and other activities sponsored by non-recognized clubs would not be recognized by USA Swimming or their insurance carrier.

ASI will notify USA Swimming of the club's status within the LSC and the reasons for that status. (i.e. non-registered coaches conducting practices or non-registered athletes on the team.)

Alaska Swimming Camp/Clinic

Alaska Swimming Camp/Clinic is defined as any swim camp/clinic conducted by an instructor other than the host club swim coach conducted for the express purpose of swim education/instruction. A USA Swimming camp program may be conducted by the local coach. The camp/clinic should be a minimum of four (4) hours in length, and should have a minimum of twenty (20) swimmers.

Procedure:

1. The Camp Director must submit Letter of Intent to the Camp Coordinator prior to the Camp/Clinic. The Letter should include the following information:
 - a. Host Club or Host Area
 - b. Camp director with contact information
 - c. Date of camp, which must be within the calendar year of the letter of intent.
 - d. Location of camp
 - e. Camp Name/what type of camp
 - f. Name of camp instructor/clinician
 - g. Explanation of camp/clinic content
2. Within fifteen (15) days of receipt of the letter of intent, the Camp Coordinator will contact the Camp Director to see what assistance he/she may need. The Camp Coordinator will also forward the Letter of Intent to the ASI Treasurer who will issue a check to the Camp Director. Within 30 days of completion of the camp/clinic the Camp Director will send the Camp Coordinator the following:
 - a. Number of athletes and/or coaches attending.
 - b. A recap of the camp/clinic, actual hours of camp/clinic, short description of what was covered.
3. Only ASI registered Clubs in good standing may apply for a Club Camp/Clinic. Any of the four Areas may apply for an Area Camp/Clinic*. Each ASI Club is limited to only one (1) Club Camp/Clinic per calendar year; each Area is limited to only one (1) Area Camp/Clinic per calendar year. If the Host Club or Host Area fails to run the Camp/Clinic during the calendar year the funds must be returned to ASI by January 15 of the next calendar year.

A Club that hosts a "Catch the Spirit" 4-hour Camp for their club will receive \$100.

A Club that hosts a 4-6 hour Club Camp utilizing Non-Home Coaches/Clinicians will receive \$250.

A Club that hosts a 6-more hour Club Camp utilizing out of State Coaches/Clinicians will receive \$500.

An Area that hosts a 6-more hour Area Camp* will receive \$1000.

* Area Camps must be open to any ASI registered club in that Area, as defined by the Area Membership section of the Alaska Swimming Swim Guide (p.18).

Alaska Swimmer-of-the-Year

ASI will recognize one athlete each year by a vote of the coaches (one team, one vote) and a plaque and certificate will be awarded to this swimmer at Junior Olympic Championship meet. The criteria the coaches will use are as follows:

1. The athlete must be a member of ASI and be in good standing with both his/her club and the LSC.
2. The athlete must have exhibited exemplary sportsmanship and attitude.
3. The athlete must have attended any one of the last round of ASI Championship meets. The athlete will be considered from the first day after the JO meet to the last day of the next JO meet.

In addition to the above criteria, the coaches can consider the athlete's length of participation in ASI, their membership on Alaska's All*Star team, their level of performance (Junior or National Championship qualifier), etc. A form will be provided to each club for the coaches to use in nominating swimmers. Nominations and biographies must be received by the Senior Coach Representative by April 1. A complete list of the nominees and their biographies will be presented at the JO meet at the coaches' meeting on Friday. Voting for the Alaska Swimmer-of-the-Year will take place at the Alaska JO Championship meet on Sunday morning and the award will be presented before the beginning of finals on Sunday. The Senior Coach Representative will formally recognize the Alaska Swimmer-of-the-Year at the House of Delegates.

SWIMS Certificates

SWIMS certificates are available if a hard copy of an official proof of time is needed. SWIMS now takes the place of OVC cards - any performance in the SWIMS database is considered 'proven'. Requests for a SWIMS certificate should be directed to the current Records chair.

Insurance

United States Swimming, Inc., Alaska Swimming, USA Swimming member clubs, and USA Swimming members will be insured under the following general liability insurance policy:

Peak Insurance Group
PO Box 32712
Phoenix, Arizona 85064-2712
1-800-777-4930
FAX (602) 274-1117

GLOSSARY

A.A.U. -- Amateur Athletic Union.

ASAA -- Alaska School Activities Association. ASAA cooperates and works with all agencies that are concerned with the health and educational welfare of high school and junior high school students.

ASI -- Alaska Swimming, Inc. The name of this LSC. The geographic boundaries are the State of Alaska.

Aggregate Time -- Times achieved by four individuals in separate starts which are added together to arrive at a relay time for entry purposes.

Approved Meet -- a designated meet conducted by organizations other than USA Swimming member clubs from which swimmers may use their times as USA Swimming qualifying times. A designated USA Swimming Official must be present to attest that the conduct of competition conforms to all relevant USA Swimming rules and meet standards.

Attached -- An athlete member who represents a USA Swimming member club in competition after having met the requirements of Article 303 of the USA Swimming Rules and Regulations.

Closed Competition -- A competition open only to members of one organization or group.

Composite Time -- A time achieved in a relay event by four members of an organization.

Consolation -- (finals) competition for the fastest of those who failed to qualify for the Championship Finals.

Course -- The designated distance over which the competition is conducted.

Long Course -- 50 meter pool.

Short Course -- 25 yard or meter pool.

Deck Entered Meet -- A meet where all entries are accepted on the first or later day of that meet and subsequently seeded into events.

Deck Seeded Meet -- A meet where all entries are due prior to first day of the meet and swimmers must declare their availability to swim prior to the scratch deadline.

DQ -- Disqualification. A violation of USA Swimming rules, causing a swimmer to be disqualified in an event.

Entry Card -- A card submitted by the coach/team before each meet. These cards are used to compile the heat sheets and record each swimmer's times.

Event -- Any race or series of races in a given stroke and/or distance. For competitive limits, one (1) event equals one (1) preliminary, or one (1) preliminary plus its related final, or one (1) timed final, or one (1) time trial.

Final -- Any single race which determines final places and times in an event.

Finals -- The concluding session of each day of the meet in which the final race of each event is swum.

Good Standing (as in "...member in good standing.") -- A Group Member/Club is considered to be "in good standing" when:

1. All dues, fees, and other monies owed by that member are paid as required and within a reasonable period of time as determined by the Board of Directors.
2. All athletes, coaches, coaching staff, officials, Board members, chaperones, managers, trainers and all other appropriate members of a Group/Club are registered members of USA Swimming.
3. Group Members/Clubs and all members of the Club abide by the Rules and Regulations of the Corporation (USA Swimming) and the LSC.
4. Group Members/Clubs shall support both the LSC and Area programs and events.

In regards to any Group Member/Club that has failed to be a member in good standing, the ASI House of Delegates may:

"Censure, suspend for a definite or indefinite period of time with or without terms of probation, fine, or expel any member of the Corporation and the LSC, including any athlete, coach, manager, official, member of any committee, or any other person participating in any capacity whatsoever in the affairs of the LSC, who has violated any of the rules of the Corporation or the LSC, or who aids, abets, and encourages another to violate any of its rules or regulations, or who has acted in a manner which brings disrepute upon the Corporation, the LSC, or upon the sport of swimming. All

disciplinary hearings may be closed at the option of the respondent." (USA Swimming 1993 611.3.1, pg. 139)

Heats -- A division of an event in which there are too many swimmers to compete at one time and in which swimmers compete in groups - (Usually 6 swimmers or less in 6 lane pools and 8 or less in an 8 lane pool)

Qualifying Heats -- Competition in which a number of heats are swum to qualify the fastest swimmers for the finals where final placing for the event will be determined.

Timed Final Heats -- Competition in which only heats are swum and final placing is determined by the times performed in the heats.

Initial Distance -- That first portion of a race for which an official time may be recorded but which is not in itself a completed event.

Invitational Competition -- for those swimmers, organizations and clubs invited by the host.

Junior Olympic -- A type of Age Group competition conducted by Program Operations, except the national Junior Olympic Championships.

Lane -- the specific area in which the swimmer is assigned to swim; i.e., lane one, lane two, etc.

Leg -- (relay) The part of the relay event that is swum by a single team member.

LSC (Local Swimming Committee) -- An administrative division of USA Swimming with supervisory responsibilities within certain geographic boundaries designated by USA Swimming.

Manual Start -- The start of any timing device by an individual if this start is initiated in response to the same starting signal given to the swimmer.

Meet -- a series of events held in one program.

Mixed Classification -- meet in which events of Age Group and Junior, Senior, or any other classification are offered.

Non-conforming time -- a short course qualifying time submitted for a long course meet or a long course time submitted for a short course meet.

Non-Standard Events -- Events that registered USA Swimming swimmers may participate in during a sanctioned swim meet, but are not recognized by USA Swimming. These events will not be found in the USA Swimming rule book for any type of interpretation.

Official Verification Card (OVC) -- An outdated three-copy form for certifying a National Qualifying Time made by a swimmer and issued by a verification official of the LSC in which the meet was held.

Open Competition -- A competition which any qualified club, organization or individual may enter.

Preliminary -- The session of the meet in which the heats are held.

Program -- the order of events, including starting times and intermissions in a meet or portion thereof (See Session), sequentially listed by class of competition, sex, age group, distance, and stroke as set forth in meet announcement.

Race -- any single swimming competition, i.e., preliminary, final, timed final.

Record Attempt -- swimming against time in a record attempt, unpaced by other swimmers. (Refer to Article 104 in the USA Swimming Rules and Regulations for record requirements).

Registered -- Enrolled as an athlete member of USA Swimming and ASI.

Sanction -- a permit issued by an LSC to a USA Swimming group member to conduct an event or meet.

Scratch -- (from an event) To withdraw an entry from competition.

Seed -- To distribute swimmers among the required number of heats and/or lanes, according to their submitted or preliminary times.

Seeding: Events Seeded on the Deck -- Swimmers are called to report to the clerk of course for their event on the day of the meet. After scratches are determined, they are then seeded in the proper heats. **Pre-Seeded Heats** -- Swimmers are arranged in heats in events according to submitted times and heat sheets are prepared prior to the day of competition.

Session -- Any portion of a meet distinctly separated from other portions by locale, time or type of competition, i.e., preliminaries and finals; morning and afternoon or evening; Senior and Age Group, etc.

Split Time -- The time recorded from official start to completion of an initial distance within a longer event.

Submitted Times -- Those times filed with an entry, as having been previously achieved.

Suspension -- Deprivation of all rights of membership in USA Swimming.

Swimming Venue -- the area located on the sides and ends of the pool, spectator area, team areas within the pool facility (e.g., portion of the building designated for teams and swimmers, or fenced area around outdoor pool), locker rooms, and such other areas as may be specifically designated by the host club or organization, meet director, or referee.

SWIMS- A database hosted and maintained by USA Swimming. Each LSC has an operator that loads their meets into the SWIMS database. All times are tracked within the central database. Swimmers, coaches and other interested parties can now go online to research swimmers times.

Timed Finals -- A competition in which only heats are swum and final placing is determined by the times performed in the heats.

Time Standard -- The time standard for any event in a meet is the cut-off time for that event.

Time Trial -- An event or series of events where swimmers may achieve or better a required time standard.

Unattached -- An athlete member who competes but does not represent a club or team. The word "UNAT" will be used instead of team name on entry cards.

USA Swimming -- United States Swimming, Inc. The national governing body for the sport and the organization which registers athletes, sanctions events, and conducts local, regional and national competitions and developmental programs.