

ALASKA SWIMMING

Policies & Procedures

TABLE OF CONTENTS

10 GENERAL ALASKA SWIMMING	2
20 MEMBERSHIP	3
30 DUES AND FEES	6
40 HOUSE OF DELEGATES	7
50 BOARD OF DIRECTORS	7
60 OFFICERS AND DIRECTORS	8
70 DIVISIONS, COMMITTEES, AND COORDINATORS	12
100 ALASKA SWIMMING RECORDS	15
110 ALASKA TRAVEL FUNDS	16
120 MEMBER CLUB ELECTIONS	20
130 PROCEDURES OF THE ALASKA SWIMMING OFFICIALS	20
140 ALASKA SWIMMING ALL STAR TEAM	31
150 AKSI GENERAL RESERVE FUND	33
160 ALASKA SWIMMING HALL OF FAME	33
170 COACHES CODE OF ETHICS	35
180 AKSI CODE OF CONDUCT	37
190 HOUSE OF DELEGATES COST OF REIMBURSEMENT	40
200 PROPOSALS TO THE HOUSE OF DELEGATES	40
210 ALASKA TEAM REGISTRATION POLICY	41
220 ALASKA SWIMMER OF THE YEAR	41
230 ALASKA SWIMMING CAMP/CLINIC	42
240 SWIMS CERTIFICATES	43
250 INSURANCE	43

10 GENERAL ALASKA SWIMMING

Alaska Swimming Incorporated is the Local Swimming Committee (LSC) that governs USA Swimming teams and competitive swimming events in the State of Alaska. Alaska Swimming, Inc. will be referred to as “AKSI”.

Mission Statement:

Alaska Swimming promotes competitive swimming by inspiring excellence and empowering its members to succeed.

Vision Statement:

Alaska Swimming - Driven to Excellence. Committed to Character

Core Values:

- Dynamic
- Excellence
- Character
- Commitment

Governance:

There are three documents that govern Alaska Swimming.

- 1) **The AKSI Bylaws:** serves as the corporate governance documents. This document can only be modified by the AKSI House of Delegates (HOD) .
- 2) **The AKSI Policies and Procedures Manual:** defines the day to day operation and governance of the LSC. The AKSI Board of Directors (BOD) or AKSI HOD can make changes to Policies and Procedures.
- 3) **The AKSI Rules and Regulations:** rules and procedures that govern the conduct of AKSI sanctioned Swim Meets. The AKSI BOD and or the AKSI HOD can make changes to Rules and Regulations.

20 MEMBERSHIP

The membership of AKSI shall be consistent with Corporate Bylaws of USA Swimming Article 2. Clubs, Organizations, Affiliated Groups, Athletes and Non-Athletes may become members of AKSI and USA Swimming by completing the requirements set forth in this section.

Requirements of membership - All members of AKSI House of Delegates, Board of Directors, and any committee, sub-committee, or division of AKSI, appointed or elected, must hold an individual USA Swimming membership.

1. Group Membership

a. 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.

b. 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 AKSI website. Membership is for the calendar year, although applications received between September 1 and December 31 are valid until December 31 of the following year.

2. Individual Membership

- a. Athlete. 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 AKSI includes membership in USA-Swimming and insurance coverage provided by USA Swimming.
 - i. Premium 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 Premium Athlete membership fee includes a local fee of \$20.00 which goes to the ASI General Fund.
 - ii. Flexible Athlete membership (Flex membership) is for a calendar year period. Individuals applying for Flex membership on or after September 1 of the current year will receive membership through December 31 of the following year. The cost of the Flex membership includes a \$10 local fee which goes to the ASI General Fund. Athletes with the Flex membership will be allowed to participate in the two USA Swimming-sanctioned events each year (below the LSC Championship level). The Flexible membership cost will be credited towards a year – round membership should the athlete member transition within the same membership year. The Flex membership is available to individuals age 18 and under.

- iii. 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 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.
- iv. 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 AKSI General Fund.
- v. Transfers
 - 1. Swimmers transferring from one club to another must do so according to Article 203 of the USA Swimming Code. Specifically, "For a swimmer to present 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 AKSI 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 AKSI Registration Coordinator of any issue that would prevent the swimmer from attaching to the new club (e.g., unpaid fees, etc.).
 - 2. 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 AKSI as specified in 8.2.1(c)(i)
 - 3. 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.
- b. Non-Athlete

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. The fee for Non-athlete members includes a local fee of \$2.00, which goes to the AKSI General Fund. Individual Lifetime memberships are available. The categories of Non-athlete Membership are: Coaches, Junior Coaches, Officials, and Other.

- i. Coach membership is available to individuals who are 18 years and older. Anyone who coaches athletes at an AKSI or USA Swimming practice or competition must be a coach member of USA Swimming and must have satisfactorily completed safety training, criminal background check, and other coaches' education as required by USA

Swimming. The current membership requirements can be found on the USA Swimming website or may be obtained from the AKSI Membership Chair. Requirements must be kept current at all times. There is no grace period. Coach membership is not valid if any of the requirements lapse or expire. A coach risks loss of USA Swimming insurance coverage if his/her membership is not valid.

- ii. The Junior Coach member category is available for current or former swimmers, ages 16 and 17, who wish to serve as assistant coaches on-deck and at swim meets. Junior Coaches will require supervision by a member coach 18 or over at all times. Once a Junior Coach member turns 18, he/she will have 30 days to complete a background check. All other requirements of a Non-athlete Coach member (safety training, coaches' education, etc.) must be completed and kept current.
- iii. Officials membership includes all referees, starters, administrative officials, chief judges, and stroke and turn judges must be Non-athlete members of USA Swimming.
- iv. Other Non-athletes membership includes any person interested in the purposes and programs of AKSI is eligible to be a Non-athlete member. Meet Directors, Safety Marshalls, voting members of the House of Delegates, and club representatives to the House of Delegates must be members of USA Swimming.
- v. USA Swimming Membership Card Information

USA Swimming has eliminated the physical membership packet and instead offers an online digital card. The online card provides athletes and non-athletes with easy accessibility if they need a copy of their card at any time, connects them to our partners, and increases USA Swimming's brand awareness. Athlete and non-athlete members can access their current membership card through Deck Pass. The membership card may be printed if desired, or the Deck Pass app on a smart phone can be used by an athlete to prove membership at a meet. The app will show coach certification dates and may be used for deck access at meets and practices.

3. Early Registration Discount

Athlete membership applications, excluding Outreach and Seasonal athlete 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 AKSI Board. Current discount amount is \$2 per athlete for electronic registrations received by October 31. No discount will be given to any membership application received on paper.

4. Compliance

- a. Compliance with Membership 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 the Bylaws of AKSI.
- b. Any athlete entering a sanctioned event as a properly registered member of USA Swimming and AKSI as applicable, who is in fact not properly registered prior to the start of the meet, shall be subject to a fine of up to \$50.00 and shall be ineligible for registrations until such a fine is paid. This fine will be charged to the team if the swimmer is entered as a member of a team and to the individual if the swimmer is unattached.

- c. Any athlete entering and competing in 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 and shall be ineligible for registration as a member of a specific club or team (i.e. "attached") until such fine is paid. This fine will be charged to the team.
- d. In the event the improperly registered athlete 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 and shall be ineligible for membership as defined in AKSI Bylaws Article 2.1.1. until the 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 and shall take whatever action is necessary to ensure compliance. It shall be the responsibility of the meet host team to send a USA Swimming Registration reconciliation file to the Membership Chair as soon as possible after the entry deadline for every meet, no later than 48 hours prior to the start of the meet. The meet host is also responsible for notifying teams of any membership issues with swimmers entered in their meet. Should the meet host fail to perform a USA Swimming Registration reconciliation prior to the start of the meet, then any fines shall become the responsibility of the host team.
- f. Fines may be assessed by notifying the Membership Chair, and said fines will be billed through the team's registration/membership account with Alaska Swimming.

30 DUES AND FEES

1. Membership Fees are found on the AKSI website:

https://www.teamunify.com/SubTabGeneric.jsp?team=wzaslsc&_stabid_=1907

2. Failure to pay

The failure of any member to satisfy any financial obligation to AKSI shall result in AKSI seeking a court judgment and seeking suspension of USA Swimming membership rights.

40 HOUSE OF DELEGATES

AKSI Delegates to USA Swimming House of Delegates -

1. Officer and Representative Delegates - It shall be the duty and privilege of the General Chair, the Administrative Vice-Chair, the Age Group Vice-chair, the Senior Vice-chair, the selected Athlete Representative(s) and the Senior Coach Representative to attend the USA Swimming annual meeting as representatives of AKSI and voting delegates to the USA Swimming House of Delegates. Where two Coach Representatives are elected, the Board of Directors may decide to send one or both Coach Representatives.
2. Officer Delegate Alternates - If any of the officer delegates is unable to attend, their elected alternates, if any, shall attend in their places. In the event that there are no elected alternates or the elected alternates are unable to attend, then the General Chair, with the advice and consent of the Board of Directors, shall appoint alternates who shall attend the USA Swimming annual meeting as delegates representing AKSI.
3. Coach Representative Alternates - If the Senior Coach Representative is unable to attend the USA Swimming annual meeting, then the other Coach Representative shall attend, and if neither Coach Representative is able to attend, then the General Chair, with the advice and consent of the Board of Directors, shall designate a Coach Member to attend as a representative of AKSI.

50 BOARD OF DIRECTORS

Described in the AKSI Bylaws.

60 OFFICERS AND DIRECTORS

Per the AKSI Bylaws the following positions shall serve on the AKSI Board of Directors with the following responsibilities.

Descriptions of Positions:

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

ADMINISTRATIVE VICE-CHAIR: The Administrative Vice-chair shall have general charge of the Administrative Division. The Administrative Vice-chair shall aid in the development of policy and the coordination of the activities of the officers and committees within the division internally and with other divisions, and committees and coordinators. The Administrative Division shall be responsible for the creation and maintenance of AKSI's Policies and Procedures Manual.

FINANCE VICE-CHAIR: The Finance Vice-chair is the chief financial officer of AKSI. The Finance Vice-chair shall chair and have general charge of the affairs and property of the division that includes the Treasury function, the development and implementation of an investment program for AKSI's working capital, funded reserves and endowment funds, and the development and implementation of a marketing and fund-raising plan for AKSI. The Finance Vice-chair, with the assistance of the Budget Committee, shall prepare an annual budget for AKSI's operations and present the budget for approval by the Board of Directors and the House of Delegates. In addition, the Finance Vice-chair shall cause to be conducted the audit required pursuant to Article 8 and shall review, or shall cause the Audit Committee to review, the annual audit report and recommend acceptance and appropriate action, if any, with regard thereto by the Board of Directors and the House of Delegates. The Finance Vice-chair is responsible for the adequacy of AKSI's system of internal financial and accounting controls. The Finance Vice-chair is the chair of the Finance and Budget Committees. Together with the Treasurer, the Finance Vice-chair is ultimately responsible for AKSI's compliance with Article 8.

SENIOR VICE-CHAIR: The Senior Vice-chair shall chair and have general charge of the affairs and property of the Division that develops and conducts the senior swimming program of AKSI. The Senior Vice-Chair will serve as the liaison to the Athlete Representatives and the Athlete Committee, and shall be responsible to see that the Athlete Representatives' elections are held in accordance with the Bylaws.

AGE GROUP VICE-CHAIR: The Age Group Vice-chair shall chair and have general charge of the affairs and property of the Division that develops and conducts the age group swimming program of AKSI.

SECRETARY: The Secretary, or a delegate, shall be responsible for keeping a record of all meetings of the House of Delegates and Board of Directors, conducting official correspondence, issuing meeting and other notices and shall perform the other duties incidental to the office of Secretary. The Secretary shall be custodian of the records and attest the execution of all duly authorized instruments. The Secretary shall keep copies of all minutes, official correspondence, meeting and other notices, and any other records of AKSI.

In addition to the duties described above, the Bylaws and the LSC Policy & Procedures Manual grant the Secretary the authority / obligation to:

1. Receive written appointments from Clubs designating their HOD representatives.
2. Provide written notice when a member of the Board of Directors, the Board of Review or a Committee Chair is to be removed for deficiency of performance.
3. Distribute and receive ballots for a Mail Vote.
4. Within 30 days of each HOD or BOD meeting, transmit a copy of the minutes of the meeting to the respective members.

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

The Treasurer shall:

1. Have charge of and supervision over and be responsible for the funds, moneys, securities and other financial instruments of AKSI.
2. Cause the moneys, securities and other financial instruments of AKSI to be deposited in the name and to the credit of AKSI in such institutions as shall be designated in accordance with AKSI Bylaws or to be otherwise invested as the Finance Vice-chair, the Finance Committee or the Board of Directors may direct.
3. Cause to be appropriately segregated and accounted for any endowment funds, scholarship or award funds and any similar special purpose funds or accounts.
4. Cause the funds of AKSI to be disbursed by checks or drafts, automated debits or wire transfers upon the authorized depositories of AKSI, and obtain and preserve proper vouchers for all money disbursed.

5. Cause to be kept correct books of account and other financial records of all its affairs and transactions and such duplicate books of account as the Board of Directors, the Finance Vice-chair, the Finance Committee or the Treasurer shall determine.
6. Upon request and at reasonable hours cause such books or duplicates thereof to be exhibited to any member of the Board of Directors and upon application and at reasonable hours cause the quarterly financial reports and the annual audited financial statement to be exhibited to any member of AKSI or USA Swimming.
7. Cause AKSI to be in compliance with the requirements of Article 8.
8. Have the power to require from the officers, committee chairs, coordinators, or agents of AKSI reports or statements giving such information as the Treasurer may determine to be appropriate or helpful with respect to any and all financial transactions of AKSI.
9. Make the books and records available and otherwise fully cooperate with those conducting the annual audit of accounts of AKSI and cause the preparation and timely filing of all required federal, state and local tax returns, and other financial and tax reports with the applicable government official, and forward a copy of the annual financial statement and audit report and any federal tax return to the Secretary for submission to the Board of Directors and USA Swimming national headquarters in accordance with Article 8.
10. Have the power to appoint one or more assistant treasurers and delegate to them one or more of the Treasury functions, or parts thereof; and
11. In general, performs all the other duties incident to the corporate treasury function.

OTHER DIRECTORS:

COACH REPRESENTATIVES: The Coach Representatives shall serve as a liaison between the coaches who are members of AKSI and the Board of Directors and House of Delegates. The Senior Coach Representative shall chair the Coaches' Committee.

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

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

1. Serve as the primary contact for AKSI to coordinate and oversee the implementation of effective safe sport educational programs for all athlete members, their parents/guardians, coaches, volunteers and clubs, as provided by USA Swimming;

2. Be trained regarding the complaint reporting structure and refer all reports of a violation of the Athlete Protection policies directly to the local club, the General Chair, the USA Swimming Safe Sport staff, and/or other appropriate authority;
3. Participate in workshops as provided by USA Swimming, collect and share information about what USA Swimming and other LSCs are doing to promote safe sport policies, and disseminate information on LSC best practices;
4. Serve as an information resource for AKSI clubs and membership, and will help to identify and connect them with local educational partners and resources;
5. Receive feedback and suggestions on the Safe Sport policies and programs from the AKSI clubs and membership, and provide feedback to the USA Swimming Safe Sport Committee and Safe Sport staff; and
6. Perform other functions as necessary in the fulfillment of USA Swimming's continuing efforts to foster safe, healthy and positive environments for all its members.

Diversity, Equity, and Inclusion Chair: To assist ASKI in ensuring a culture of inclusion and opportunity for people of diverse backgrounds, including, but not limited to, race, age, income, ethnicity, religion, gender, and sexual orientation.

70 DIVISIONS, COMMITTEES, AND COORDINATORS

The Divisions of AKSI shall have respective duties, jurisdiction, and responsibilities are described as follows:

ADMINISTRATIVE DIVISION - Administrative Vice-chair

Bylaws/Legislation/Rules

Club Development

Computer

Elections

Equipment

Insurance

Legal (General Counsel, if applicable)

Membership/Registration

Public Relations

Publications/Newsletter

Policies and Procedures Manual

Records/Top 16 Tabulation

Swim-guide/Parents Manual

Secretary

Special Events

AGE GROUP DIVISION - Age Group Vice-chair

Adaptive Swimming

Age Group Swimming

Camps/Clinics

Program Development

Technical Planning

Time Standards

Zone Team

SENIOR DIVISION - Senior Vice-chair

Awards

Camps/Clinics

Meet Evaluation

Meet Management

Meet Sanctions

Meet Sponsorship

Officials

Open Water

Reportable Times

Safety

Senior Swimming

FINANCE DIVISION - FINANCE VICE-CHAIR

Audit

Budget

Finance

Marketing/Sponsorship

Swim-a-thon

Tan

Treasurer

ATHLETES DIVISION - SENIOR ATHLETE Representative

Athlete Representatives

Athletes Committee

COACHES DIVISION - Senior Coach Representative

Coach Representatives

Coaches Committee

STANDING COMMITTEES AND COORDINATORS

Per AKSI Bylaws Section 7.4

ADDITIONAL COMMITTEES

OFFICIALS COMMITTEE - The members of the Officials Committee shall be the Officials Chair, who shall serve as chair, the four Area Officials Coordinators each of whom shall be a certified official of AKSI, and a sufficient number of athletes so as to constitute at least twenty percent (20%) of the voting membership of the Committee. The Officials Chair shall be a referee certified by AKSI and each member of the Officials Committee shall be a certified official of AKSI. The Officials Committee is authorized and obligated to recruit, train, test, certify, evaluate, retest, recertify, and supervise officials for AKSI and such other activities as may be necessary or helpful in maintaining a roster of qualified, well-trained and experienced officials of the highest caliber.

TECHNICAL PLANNING COMMITTEE - The members of the Technical Planning Committee shall be the Technical Planning Chair, at least three (3) Coach Members, and a sufficient number of athletes so as to constitute at least twenty percent (20%) of the voting membership of the Committee. The TPC shall be responsible for long-range planning for the swimming programs conducted by AKSI and for advice regarding the technical aspects of those programs and of the sport of swimming generally.

ZONES - The Age Group Vice Chair shall serve as the Zones Chair. At least three (3) Coach Members, and a sufficient number of athletes so as to constitute at least twenty percent (20%) of the voting membership of the Committee. The Zones Committee shall be responsible for Zone planning.

AD HOC COMMITTEES

Additional Committees may be established as needed to meet programming needs.

OTHER CHAIRS AND COORDINATORS

Area Chairs: The Area Chair shall chair an Area Aquatics Committee consisting of the coaches and team presidents of the Group Members in the geographic area. Team alignments to areas shall be determined by the AKSI Board of Directors with the approval of the AKSI House of Delegates. The Area Aquatics Committee shall be responsible for carrying out the objectives of AKSI and USA Swimming within its jurisdiction. Area committees are organized and governed by their local area practices.

- Area Chairs (4)
 - Central Division - Central Area Vice-chair
 - Northern Division - Northern Area Vice-chair
 - South Central Division - South Central Area Vice-chair
 - Southeastern Division - Southeastern Area Vice-chair

Membership Coordinator:

- Be responsible for the registration of Group, Athlete, and Non-Athlete Members.
- Process the transfer of swimmers between clubs.
- Enforce Alaska Swimming registration rules set forth in the Swim Guide.
- Collect registration fees and bill teams' registration/membership accounts.
- Perform a credential check for coaches and non-athletes as necessary.
- Review USA Swimming Registration reconciliation file sent by a meet host prior to the start of a meet.
- Issue such reports as may be required by the Board of Directors or the Administrative Vice-Chair.

Sanction Coordinator: The Sanction Coordinator shall be responsible for reviewing meet invitations for compliance with AKSI and USA Swimming requirements, issuing meet and blanket sanctions, and reviewing the meet results and financial reconciliation statements.

Legislation Coordinator: The Legislation Coordinator shall be responsible for assembling the legislative package for the annual House of Delegates meetings, overseeing its timely distribution to the members of the House of Delegates, propose legislation at the direction of the Board of Directors, and update the Rules & Regulations and Bylaws of Alaska Swimming to reflect changes made by the Board of Directors and the House of Delegates.

Times Chair: Submit all eligible times from LSC sanctioned, approved and observed competitions into SWIMS to provide USA Swimming with complete data for meet entry, athlete tracking, and research.

Adaptive Swimming Coordinator: Encourages people with disabilities to participate in the sport of swimming and facilitates their inclusion in USA Swimming programs through education and collaboration

Except as otherwise provided in AKSI Bylaws Section 7.3, the General Chair or the respective division vice-chair may appoint the specified additional members and any other members deemed appropriate or necessary for any of the foregoing standing committees, except the Athletes and Coaches Committees. Committee members appointed pursuant to the preceding sentence shall hold their appointments at the pleasure of the appointing officer or successor.

100 ALASKA SWIMMING RECORDS

1. AKSI records may be set only by Alaska-registered swimmers.
 2. The record must be established in the relevant stroke-event.
 3. AKSI 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 AKSI, 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 AKSI 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 Meet 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 AKSI 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 AKSI website.
 14. AKSI records set by Alaska-registered swimmers in sanctioned meets held in other LSCs, 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 AKSI rests with the swimmers and coaches involved.
 15. Long Distance Postal Meet Records - AKSI 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 AKSI long distance postal meet will be held once each year.

110 ALASKA TRAVEL FUNDS

A. Control of Funds

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

B. Team Eligibility

In order for AKSI teams and their swimmers to be eligible for AKSI Travel Funds, the team must be represented at the prior year's House of Delegates. Representation is defined as a voting member or an AKSI board member present at House of Delegates who is registered with the club team. UNAT swimmers must have been registered with an AKSI 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 AKSI Treasurer as a single document. Receipts submitted by individuals directly to the treasurer will not be considered.

C. AKSI National Travel Fund

1. Purpose

The AKSI National Travel fund will be used to help defray the travel costs of AKSI 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 AKSI 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 AKSI annual budgeting process.

- i. Short Course Senior Sectionals
- ii. Long Course Senior Sectionals
- iii. Futures National Meets
- iv. Junior Level National Meets
- v. Senior Level National Meets
- vi. Olympic Trials or other National Team selection Meets

4. Eligibility

a. Swimmers shall:

- i. Be currently registered AKSI athlete members

- ii. Be a member in good standing of an AKSI team.
- iii. Be qualified for at least one (1) individual event at the National meet. Relay only swimmers do not qualify for reimbursement.
- iv. Have swum in one of the last round of AKSI statewide championship meets (AGC, GAO, or JO's) and not represented any other LSC within 120 days prior.
- b. Collegiate swimmers who maintain annual AKSI athlete registration, are legal residents of the state of Alaska, and represent an AKSI Team are exempt from the requirement in paragraph a.4. above.
- c. Currently registered AKSI 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, found on the AKSI website, to the Treasurer of AKSI. For winter/spring meets, applications must be postmarked by April 1. For summer/fall meets, applications must be postmarked by November 1.

6. Disbursement

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

D. 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 AKSI 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 by all of the money in the Alaska Senior Championships Travel Fund raised from splash fees in the prior calendar year and any balance remaining from previous years.
- b. Athletes who have a parent or guardian as a certified official in the meet will be eligible for 25% more reimbursement than those without a parent or guardian serving as a certified official.

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 AKSI postmarked by the third Monday after the close of the meet.

6. Disbursement

The AKSI 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. 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 AKSI 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 Rules and Regulations. 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 by all of the money in the Great Alaska Open Travel Fund raised from splash fees in the prior calendar year and any balance remaining from previous years.
- b. Athletes who have a parent or guardian as a certified official in the meet will be eligible for 25% more reimbursement than those without a parent or guardian serving as a certified official.

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.

F. Junior Olympic Championship Travel Fund

1. Purpose

The Junior Olympic Championship Travel Fund will be used to help defray the travel costs of AKSI 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 Rules and Regulations. 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 by all of the money in the Great Alaska Open Travel Fund raised from splash fees in the prior calendar year and any balance remaining from previous years.
- b. Athletes who have a parent or guardian as a certified official in the meet will be eligible for 25% more reimbursement than those without a parent or guardian serving as a certified official.

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.

G. 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 AKSI 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 AKSI annual budgeting process.

3. Reimbursement

The identified AKSI 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 AKSI to the AKSI Treasurer no later than three (3) weeks following the convention.

4. Eligibility

Priority for selection will go to the AKSI's At-Large Athlete Representative, Junior Athlete Representative, and Senior Athlete Representative. Ideally, the Junior Athlete Representative will attend the U.S. Aquatic Sports Convention for two successive years, the first as the junior athlete representative and the second as the senior athlete representative. The At-Large Athlete Representative, Junior Athlete Representative, and Senior Athlete Representative will have by April 20th to confirm that they can attend. If a priority athlete representative cannot attend, an application will go out to the four area representatives. Then, if none of the area representatives apply by May 10th an application will then open up to any AKSI athlete 14 or older who has swum in one of the last round of AKSI statewide championship meets (AGC, AK Sr. Champs, JO's, or AK Summer Champs). An AKSI committee of at least three (3) voting members of the House of Delegates (HOD), athlete representation of no less than 20%, and approved by the AKSI General Chair will identify the top applicant.

5. How and When to Apply

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

6. Disbursement

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

120 MEMBER CLUB 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.

130 PROCEDURES OF THE ALASKA SWIMMING OFFICIALS

Officials Committee. The AKSI Officials Committee (“Committee” hereafter) voting membership shall consist of the AKSI Officials Chair, the Officials Representative from each of the four Alaskan areas, and one or more athlete representatives to comprise at least 20% of the voting membership of the committee. Non-voting members may be asked by the Officials Chair to advise the Committee and may include additional area representation or past Official Chairs.

The Committee meetings shall be held as necessary. The meetings are open to all AKSI Swimming certified officials. Closed personnel meetings may be held per the AKSI Bylaws. Committee business may be conducted in open emails to all Committee members. These emails may be at any time requested by the USA Swimming Board of Review or the AKSI General Chair.

The AKSI Officials Chair is responsible for issuing officiating certifications, determining education and training requirements for AKSI officials, and establishing policies and procedures regarding officiating for AKSI.

The Officials Chair shall appoint as necessary to the Committee:

- Area Officials Chairs: These representatives should attend local area meetings of AKSI officials and leadership and report to the Officials Chair any situations that may need addressing. They are responsible for oversight of all training in their area.
- Officials Coordinator
- Athlete Representatives
- Other Assistants

Ad Hoc committees may be appointed by the Officials Chair to address specific issues as the need arises.

AKSI Officials Clinics: Clinic instructors and dates must be approved by the Officials Chair. Clinics must use the current official training materials provided by USA Swimming including the current training videos. This material can either be provided by the area representatives or found on the USA Swimming website. These clinics can be held by each member club within AKSI, or within the geographic areas. Cross training between clubs and areas is encouraged whenever possible to help ensure consistent officiating standards across the AKSI.

USA Swimming Workshops and Clinics. USA Swimming typically hosts an LSC Officials Chair Workshop and an Officials Clinic each year. Budget permitting, AKSI offers financial support to the AKSI officials who participate in these workshops and clinics. Attendees shall be selected by the Officials Chair with the advice and guidance of the Officials Committee. The selection criteria may include: (a) the official’s level of certification, with preference given to Meet Referees, then Starters, then Stroke & Turn Judges; (b) active involvement on the AKSI Officials Committee; (c) active involvement in the supervision and/or training of officials; (d) area next on rotation; and (e) volunteer record.

AKSI Swim Meets: All AKSI meets, including time trials, shall follow USA Swimming rules for qualified officials necessary for meet management. All officials must be certified for the position they hold after training to the standards required by the AKSI Officials Committee.

Championship Meets: To promote consistency of officiating across the LSC, officials at AKSI Championship Meets are to be selected from a pool of applicants from all four Alaska geographic areas. The AKSI Officials Chair shall email all officials to apply to work these meets. Championship meets should include clinics for officials which are open to all officials. Deck shadows may be allowed, with priority given to those officials that need training which is not available in their outlying area clubs.

Officials Qualifying Meets for National Certification (OQM): The Officials Chair should apply for Officials Qualifying meet status to allow AKSI officials to be evaluated for National Certification for at least two of the four annual Championship meets. Notification of OQM opportunities shall be included in the meets invites and emailed to all AKSI officials. Once yearly a National Evaluator from outside the LSC should be brought to offer evaluation opportunities to AKSI officials. Officials may apply to the Officials Chair for the opportunity to be evaluated. The Officials Chair shall review the applicant's USA Swimming Officials Tracking System records to ensure that officials have fulfilled requirements to achieve National Certifications prior to the meet.

Certification, Re-Certification, De-Certification and Renewal Procedures

Anyone desiring to be an AKSI USA Swimming certified official must complete the following five steps. If you are a new official please complete step 1. first, then step 2. This will facilitate tracking of your account and progress through training. Log in to USA Swimming each time you take any tests or complete the USA Swimming requirements.

1. Create a new online account at USA Swimming.org.
2. USA Swimming registration - Current USA Swimming non-athlete registration is required of all USA Swimming officials. The application form may be obtained from the AKSI website under the Library tab or on the Officials Corner of the website. The completed application must be sent to the AKSI Registration Chair. Electronic copies of completed applications are preferred. Registration with AKSI is valid for one year, expiring December 31st. Renewals after September 1st are valid until December 31st of the following year.
3. Level 2 Background Check - All non-athlete registrants desiring to work as an official must pass a Level 2 Background Check every two years. Application for the check is done through the USA Swimming website portal. Once the applicant's background has passed the check, USA Swimming will post the cleared status on the applicant's Deck Pass. This must be completed by the time the trainee has completed on-deck training.
4. Athlete Protection Training (APT) Course - All non-athlete registrants desiring to work as an official must complete the APT course prior to certification and must renew this training annually. This is done through the USA Swimming website portal.

5. Concussion training: All officials must complete either the CDC or NFHS concussion training and forward to the AKSI registration chair proof of completion. This is a one time requirement that does not need to be renewed.

Initial deck entry during a meet may be permitted with an apprentice application form and the referee approval. However, until the applicant has completed the other requirements, including having cleared the level two background check, they must be escorted at all times on the deck by a certified official assigned by the Meet Referee.

Training and Levels of certification

AKSI currently trains and certifies Swimming Officials at five levels: On the wet side are Stroke & Turn Judge, Starter, Deck Referee. On the dry side are Administrative Official and the Administrative Referee. In most cases, certification at each subsequent level indicates proficiency at the previous level. One may remain at any level; advancement is encouraged, but not required.

Four steps are required to become certified at any given level: clinic and/or individual instruction, training, examination, and approval.

Training materials shall include the current USA Swimming training videos and powerpoint presentations, and should include as appropriate the “Professional” Officials Documents from USA Swimming, the Ten Points of Self Evaluation, and the current Situations and Resolutions.

Mentors: Officials must have at least one year of USA Swimming experience in a position before they can serve as a mentor for that position. As USA Swimming rules place responsibility for the training of officials on the Referees, Referees will assign experienced officials to mentor new Stroke and Turn or Administrative officials. Referees shall monitor the training progress of new officials who are going toward certification and assess and improve the ability of their certified club officials.

When possible due to geographic constraints, cross training between clubs is considered a best practice for the training of referees and starters. Club referees will assign experienced mentors to train apprentice starters after consulting with the Area Chair to provide the most experienced mentorship possible. Following positive recommendation of the candidate by local referees, the Officials Chair and Area Chair will assign experienced mentors to train apprentice referees. Ideally these mentors should be familiar with the apprentice and will tailor a training program to suit the individual's needs.

Mentors are also allowed to recommend advancement to certified, or indicate that further training is needed.

Sessions of deck training: An on-deck training experience, under the supervision of certified officials, is an essential part of the certification process. Prospective officials learn: (a) how to apply and interpret the technical rules during actual competition; (b) how to effectively communicate with swimmers, coaches, and meet

personnel; and (c) the proper demeanor and conduct expected of an official during a swimming competition. The goal is to provide all swimmers at all levels of competition fair and consistent officiating. The training sessions referred to should be of a duration to assure sufficient time to observe a significant number of swimmers and should provide the opportunity to observe all strokes and must include a stroke briefing prior to the sessions. Starter and stroke and turn sessions may be held at swim practices, however protocol for disqualification reporting should be observed even at the practice. It is preferred that training sessions be held at a time trial or meet, if at all possible.

Outlying Area (OA): Outlying area clubs, for the purposes of the training and advancement of Officials, are defined as those who are off the road system, or those who must drive more than 250 miles to reach another club.

1. Stroke & Turn Judge (ST)

- a. The prospective official must complete the USA Swimming requirements 1-5 listed above.
- b. Clinic: Prospective officials are required to attend an approved Stroke & Turn clinic either in person or virtually.
- c. Deck Training: A minimum of four sessions of deck training time, within twelve (12) months of completing the clinic, under the supervision of an experienced official assigned by a referee is required before being considered for certification as a qualified (Q) Stroke and Turn official. These sessions must include all strokes, and the official must attend all officials briefings prior to the start of each session for the session to count towards their training.
- d. Examination: Before completion of the training hours, the prospective officials must complete the open book examinations for Stroke and Turn/Timer at USA Swimming online. All exams must be completed with passing scores of 80% or better.
- e. Certification as qualified (Q) at this level will be granted upon completion of the above requirements with a positive evaluation from the training officials and mentoring referees. The recommendation for certification shall be forwarded to the Area Official's Representative to the AKSI Officials Committee. Failure to accomplish the above within the twelve (12) month period requires repeating the initial clinic, deck hours, and successful (80%) re-examination.

2. Starter (SR)

Prerequisite: After completion of all requirements, and having served as a certified ST official for twelve (12) full months, and working a minimum of five (5) Sessions as a ST official, the official is eligible to advance to Starter.

- a. Clinic: Attendance at an in-person AKSI sponsored or Official's Chair approved virtual Starter Clinic is recommended before starter training begins. In the absence of an approved clinic in their area or a virtual clinic, the candidate must review the starter training documents and USA Swimming training video with a mentor approved by the Officials Chair. Starters at this level are designated apprentices (AP).
- b. Deck Training: If possible within geographic constraints, training should be with a minimum of two mentors, at a minimum of two (2) deck sessions within a period of twelve (12) months.
- c. Examination: The applicant must successfully complete the Starter exam at USA Swimming online with a minimum score of 80%.
- d. Certification of qualified (Q) at this level may be granted upon completion of the above requirements and receipt of favorable recommendations from two (2) qualified (Q) Referees or Starter mentors. Although two mentors is preferable, only one mentor is required in an outlying area to achieve the Outlying Area Certification (OA) which will allow them to officiate in the outlying area. Officials at the OA level will be evaluated and advanced to Qualified (Q) when they can be observed officiating in their position by a second mentoring official.

The Area Official's Chair or the Outlying area referee shall forward a recommendation for advancement to the AKSI Officials Committee through the Officials Chair. Failure to accomplish the above within one year requires repeating the Starter clinic or personal instruction, deck hours, and successful (80%) completion of the exam.

3. Deck Referee (DR)

- a. Prerequisite. Once an official has been a certified official for twelve (12) full months and should have served as a Starter for 3 sessions they are eligible to advance to Deck Referee training. To begin training, recommendation of local referees and approval by the Official's Chair is required with consideration given to conduct record, and level of professionalism exhibited on deck and within the AKSI community. The area chair or the Officials Chair shall confer and seek the recommendation of the Referees of the Area, and or the club leadership in outlying areas before granting approval to begin the training process.
- b. The deck referee candidate must either attend an approved clinic, or review the USA Swimming deck referee training documents with a mentoring referee assigned by the Area Representative. Deck referees actively going through the training process are designated apprentice (AP).

c. Deck Training: Following the clinic, the trainee must be evaluated by at least two different referees which are approved by the Officials Chair, with one (1) from out of the trainee's area, at a minimum six (6) sessions at a minimum of three (3) meets. Referee training sessions must be held at sanctioned meets and must include reviewing the meet announcement and heat sheets prior to the meet, the pre-meet briefing and assigning of deck officials and review of any times adjustments following the meet. This training must be completed within a period of twelve (12) months.

d. Examinations: There are six (6) exams that must be passed at an 80% or better score on each exam. These exams must be completed within the past 24 months of the candidates entry into the training program. The required exams are Stroke & Turn/Timer, Clerk of Course, Administrative Official, Starter, Referee and Admin Referee.

e. Certification of qualified (Q) at this level may be granted upon completion of the above requirements and receipt of favorable recommendations from two mentoring Referees. The Referees are also allowed to recommend that further training may be needed or may withhold their recommendation for advancement.

Following completion of all training, the mentors shall give their recommendation to the Area Official's Chair. Failure to accomplish the above requires repeating the Deck Referee in person training instruction, deck hours, and successful (80%) completion of the exams.

If only one mentoring referee is available in an outlying area where the Referee apprentice completes all of their training, they will be given the designation OA and may run local time-trials or dual meets. Following participation at a meet and evaluation by a second mentoring Referee approved by the Officials Chair, they are encouraged to apply to the Area Chair and the Officials Committee to receive the certification of qualification (Q).

The Area Official's Chair or the Outlying Area Referee shall forward this recommendation for advancement to the AKSI Officials Chair. Failure to accomplish the above within one year requires repeating the Referee clinic or personal instruction, deck hours, and successful (80%) completion of the exam.

4. Administrative Official (AO)

Anyone desiring to work the "dry" side of swimming can begin this by becoming an administrative official (AO).

Prerequisite: Prior to beginning the deck training sessions, the AO apprentice must be familiar with both the Colorado automatic timing system and with the Hytek software.

a. The prospective official must complete the USA Swimming requirements 1-5 listed above.

- b. Examination: The AO trainee must pass the open book Administrative Official exam with a score of at least 80%.
- c. Deck Training: The AO apprentice must shadow a certified AO at a minimum of two (2) meets, and must work the meet from seeding through final results to count towards their total sessions. This must be accomplished within six months of completion of the clinic.
- d. Certification at this level may be granted upon the completion of the above requirements and the receipt of a favorable recommendation from a certified AO. The mentors recommend certification to the area Official's Chair and to the AKSI Officials Committee. Failure to accomplish the above within the six (6) month period requires repeating the initial clinic, training hours, and successful (80%) re-examination.

5. Administrative Referee (AR)

- a. Prerequisites: Must be a certified Stroke and Turn Official and certified Administrative Official for one year before starting AR training. The Official's Chair may waive this provision with demonstrated experience and the recommendation of AKSI leadership.
- b. Deck Training: The AR trainee must work at least two (2) prelims/finals meets, shadowing a certified AR before recommendation to be certified is allowed.
- d. Examination: The AR trainee must pass the Administrative Referee exam with a score of at least 80%.
- e. Certification at this level may be granted upon the completion of the above requirements and the receipt of favorable recommendation from the ASI approved AR trainers and the Official's Chair.

Transfer from another LSC

Referees and starters transferring to AKSI may forgo the above training requirements upon the recommendation of the Officials Chair from the individual's previous LSC, and the recommendation of an AKSI certified Referee who has observed the official in question. Stroke and Turn officials transferring to AKSI may receive certification at an equivalent level.

Re-Certification and Renewal

According to USA Swimming policies and procedures, any non-athlete registrant must complete a biennial level II background check and Athlete Protection Training (APT) course (USA Swimming annual requirements 2-4 above).

All officials must renew their non-athlete registration annually.

After the first full calendar year, and any following year the renewal of an official's certification is granted upon completing re-training requirements.

If officials are deemed to need more training to achieve proficiency after review by Referees, the Officials Chair, or by AKSI leadership they may be asked to do so at any time with a clear performance improvement plan provided by the area Chair, the Officials Chair, or local Referees in the outlying areas.

Stroke and Turn Officials (ST) must attend a stroke and turn clinic and watch the USA Swimming Stroke and Turn videos or take the ST test every two years. Stroke and turn officials should work a minimum of four sessions annually. Working fewer than three meets per year may require clinic and on-deck training to be repeated.

Starters (SR) shall take a starter clinic or complete the Stroke and Turn Recertification Exam and the Starter Recertification Exam with a score of 80% or higher every two years. Starters should work a minimum of four sessions per year in the starter position or higher capacity. Working fewer than four sessions per year may require on-deck training to be repeated.

Deck Referees (DR), Meet Referees (MR), and Admin Referees (AR) must either take a deck referee clinic or complete the set of Referee exams every two years. Referees must work a minimum of six (6) sessions per year in Starter or higher capacity with at least one session as Referee.

Administrative Official (AO) must complete the Administrative Official Recertification Exam with a score of 80% or higher every two years. Administrative officials should work a minimum of four sessions per year, one of which must be as an AO and must work the meet from seeding through final results to count towards their total sessions. Working fewer than three meets per year may require on deck training to be repeated.

Discipline and De-Certification-

AKSI follows the general guidelines for discipline and de-certification from USA Swimming.

In all cases involving de-certification, the formal complaint process and review by the AKSI Officials Committee must take place. In accordance with the established procedures of USA Swimming the general process is as follows:

Written complaints are received by the AKSI Officials Chair.

The AKSI Officials Committee investigates the complaints.

A hearing is scheduled in a timely manner with statements submitted from witnesses, and the person is allowed to speak on their own behalf in the hearing.

The AKSI Officials Committee makes a decision to either de-certify, forward to the USA Swimming Board of Review, or to dismiss the complaint. If the decision is made to de-certify or forward to the USA Swimming Board of Review, a written finding of fact and decision must be completed. In the case of de-certification this document must be sent to the person who is being de-certified to allow them to appeal to the USA Swimming Board of Review.

Uniform

The AKSI official's uniform is a white-collared shirt, and black pants, shorts, skirts or skorts. This uniform may be relaxed at time trials or inter-squad meets at the discretion of the Referee. At competitions where the format is a prelims/finals setup, the dress for finals may be modified at the discretion of the meet referee, including the requirement of the provided shirt, and long black pants and closed toe black shoes.

Deck Pass

Officials must display their current registration cards or be ready to show their online deck pass to gain entry to the pool at all times while on the pool deck. Exceptions are granted to this rule in local areas provided the referee checks the deck passes of each individual prior to each meet to ensure compliance with USA Swimming requirements and AKSI training standards.

N2 and N3 certification is obtained by working at an Officials Qualifying Meet (OQM) which is approved for such certification by the National Officials Chair/Committee. Applicants must be non-athlete members of USA Swimming, must be certified officials within their own LSC and comply with the requirements as outlined by USA Swimming. These meets are requested by the AKSI Officials Chair after confirmation that the meet will comply with the requirements of the National Officials Chairman/Committee. The designation of OQM meets and appointment of the Meet Referee is the responsibility of the AKSI Officials Chair.

AKSI RULES FOR OFFICIALS

An ASI Official must conduct themselves professionally from the moment he or she arrives at the venue to the moment they leave, or at any time they are dealing with others in the swim community as Officials.

These professional standards include:

- a. Maintain a positive and professional attitude at all times.
- b. Give your undivided attention to your responsibilities at hand. Do not use a cell phone when on duty on deck.
- c. Be kind, friendly, supportive and encouraging, but do not cheer or coach the swimmers.
- d. Do not criticize a coach or a swimmer on deck.
- e. Officials must try to control their emotions on deck, but must also be approachable and friendly.
- f. Never discuss a disqualification or deck incident with a parent or another swimmer or coach. If approached by a coach or swimmer, refer them to the Meet Referee or Deck Referee. If you have knowledge of an incident, you must inform the meet referee in a timely manner so that your statement may be included in deliberations or in the meet reporting.
- g. Do not discuss disqualifications with other officials while on deck; only do so in designated officials' areas when asked to by a Chief Judge or Referee (i.e. sharing an example from a session for the educational benefit of other officials).

An Official Should:

- a. Make sure the BENEFIT OF DOUBT GOES TO THE SWIMMER - ALWAYS!
- b. Adapt to meet conditions and needs, and help out wherever requested, but pay attention to your own responsibilities and jurisdiction.
- c. Use common sense
- d. Don't read more into the rules than is written.
- e. Observe the swims but do not scrutinize.
- f. Exhibit confidence and competence, but be willing to admit to mistakes.
- g. Dress professionally and neatly in the designated uniform.

- h. Be willing to learn.
- i. Never take advantage of credentials to gain deck access when not working in an official capacity.
- j. Self-evaluate after all shifts, sessions and meets and ask, “What can I do better?” Refer often to the Ten Points of Self Evaluation.
- k. Enjoy the volunteer work and opportunity to work with coaches, officials and, most importantly, swimmers of all levels.

140 ALASKA SWIMMING ALL STAR TEAM

Mission Statement

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

A. Qualifications. AKSI 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 AKSI 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 AKSI athlete registration, Alaska residency, and who represent an AKSI 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 the All Star Team Travel Fund at the end of the year will be carried forward to the next year’s 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. Interested applicants for the Assistant Coach positions will apply November through January via the AK Zones website. One Assistant Coach will be selected by the Age Group Vice Chair and All Star Head Coach prior to the Age Group Championship meet.
2. If necessary, additional Assistant Coaches will be selected from the initial pool of applicants following Junior Olympics. Priority will be given to the coach that has the highest number of athletes participating in the meet.
3. The All Star Head Coach and first Assistant Coach will be published no later than the Age Group Championship meet. As needed, additional Assistant Coaches will be published no later than one week after Junior Olympics.
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 or guardians 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 their experience. Travel costs will be reimbursed from the Official's funds.

150 AKSI GENERAL RESERVE FUND

- A. General Reserve Fund of \$25,000 shall be maintained.
- B. All monies in the AKSI General Reserve Fund shall be held for emergency use. Drafts against the General Reserve Fund must be approved by ninety percent (90%) of the AKSI Board of Directors. Draft approval shall be by written ballot at a duly noticed board meeting or by written ballot, delivered to the AKSI General Chair within two weeks prior to the board meeting.
- C. Investment income from the AKSI General Reserve Fund shall be allocated to the AKSI operating revenues.
- D. The Treasurer shall administer the General Reserve Fund subject to the approval of the AKSI 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 AKSI Board of Directors.

160 ALASKA SWIMMING HALL OF FAME

The AKSI 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.

A. Athlete: A swimmer must have met the selection criteria as an AKSI member and at least 4 years must have passed since meeting the selection criteria. Selection and voting for achievement by an AKSI member's swimmer should be based upon the following criteria, using this hierarchy guide for consideration:

1. National Team Member
2. Junior National Team Member
3. National/Jr National/US Open qualifier
 - a. Prioritized by the number of titles attained if necessary.
4. Sectional Qualifier
 - a. Prioritized by the number of titles attained if necessary.
5. All Star Team Member
 - a. Prioritized by the number of titles attained if necessary.
6. Nationally Ranked Swim(s).
7. State Record Holder.

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

B. Coach: A coach must have a significant AKSI record coaching at least one swimmer who has 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.

C. Contributor: A contributor must have a significant AKSI 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.

D. Milestone Achiever: A milestone achiever must have innovated or achieved in a profound manner within or outside of AKSI .

Each Alaska Swimming Hall of Fame Class will be announced no later than 60 days prior to the induction ceremony. The Hall of Fame Committee will be responsible for organizing and implementing the Hall of Fame induction ceremony which shall be held annually. The Hall of Fame will be located at the Bartlett High School Pool with a virtual version at www.akswimming.org.

170 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 that 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.

A. Purpose

1. 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.

B. 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. 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.

C. 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.

D. 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.

E. 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.

AKSI 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.

180 AKSI CODE OF CONDUCT

The USA Swimming Code of Conduct (Article 304 of the USA Swimming Rules and Regulations) asserts that membership is a privilege and not a right and provides a clear statement of member responsibilities. The U.S. Center for SafeSport shall adjudicate violation of the SafeSport Code.

In addition, AKSI has developed the following Code of Conduct for all persons associated with Alaska swimming. It is preferable that violations of this Code of Conduct are handled at the club level. AKSI has the right to intervene when clubs fail to enforce this Code of Conduct.

- All athletes, coaches, officials, parents/guardians, supporters, and spectators shall be treated with respect and dignity, in a fair and appropriate manner.
- All members shall have equal opportunity to participate and strive for success in a safe and healthy environment.
- All members shall be dedicated to the proper physical, mental, and emotional development of the athletes.
- All members shall promote and encourage the importance of fun, fitness, and safety, as well as the competitive aspects of the sport of swimming.
- Any use of obscene, racial, vulgar language, or verbal abuse to anyone during any practice or event will not be tolerated and may result in immediate removal from the practice/event. Depending on the severity of the incident, additional disciplinary action may be taken.
- Taunting, intimidating, harassing, demeaning, or defaming of athletes, coaches, officials or spectators by the use of written or verbal communication including social media will not be tolerated and will be subject to disciplinary action.

A. Code of Conduct for Athletes

Each athlete must sign and date a copy of the AKSI Code of Conduct and annually re-affirm their consent to uphold and abide by this Code before participating in events conducted by AKSI or representing AKSI in any manner, directly or tangentially. If the athlete is under 18 years of age, the athlete's parent or guardian must also sign and date this code of conduct.

1. The following provisions pertain to all registered AKSI athletes at practices, meets, camps, meetings, and clinics in or outside the state of Alaska, or the use of social media or other means of communication to interact with or about another member of USA Swimming.
 - a. Athletes shall exhibit good sportsmanship, including electronic communication at all times.
 - b. Athletes shall follow AKSI rules adopted by the Alaska Swimming House of Delegates.
 - c. Athletes shall show respect for all property (i.e. vandalism, theft, defacement of property, etc. will not be tolerated).
 - d. Athletes shall behave in a responsible manner and are prohibited from possessing or using alcohol, tobacco, illegal drugs, weapons, and banned substances.

2. Failure to comply with this Code will result in any or all of these disciplinary actions.
 - a. Suspension from AKSI.
 - b. An athlete may be sent home from the meet or camp.
 - c. An athlete and/or his or her family may be financially responsible for any damage caused by the athlete.
 - d. An athlete and/or their parents may be required to repay the portion of the trip/camp being subsidized by AKSI for any violation of this Code.
 - e. An athlete may be suspended from membership in USA Swimming, subject to the National Board of Review.

B. Code of Conduct for Coaches

Each coach, as a non-athlete member of USA Swimming, is bound by the Code of Conduct as listed in section 304 of the USA Swimming Rules and Regulations. In addition, ASI coaches must abide by the points listed below. Each coach must sign and date a copy of the ASI Code of Conduct and annually re-affirm their consent to uphold and abide by this Code before participating in events conducted by ASI or representing ASI.

1. The following additions to the Code of Conduct pertain to practices, meets, camps, meetings, and clinics where coaches represent ASI, in or outside the LSC, or the use of social media or other means of communication to interact with or about another member of USA Swimming.
 - a. Coaches shall act responsibly, follow rules, and encourage the same actions and attitudes in their athletes.
 - b. Coaches shall treat all athletes and all non-athlete members of USA Swimming fairly and with respect.
 - c. Coaches shall not solicit athletes to change their present club affiliation.
 - d. Coaches shall behave in a responsible manner and will refrain from using any alcohol, tobacco, or illegal substances while acting in any official capacity with athletes present.
2. Failure to comply with any Code of Conduct rule will result in any or all of these disciplinary actions listed below.
 - a. Suspension from AKSI or of its member clubs.
 - b. A coach may be requested to leave the aquatic facility and/or lodging for the duration of the event.
 - c. A coach may be responsible for any damage caused by him or her.
 - d. A coach may be suspended from USA Swimming subject to the National Board of Review.

C. Code of Conduct for Officials and Other Non-Athlete Members

1. Each non-athlete member of USA Swimming is bound by the Code of Conduct, as listed in section 304 of the USA Swimming Rules and Regulations. In addition, non-athlete members and all personnel assisting in the running of meets must abide by the points listed below. Officials must also abide by the AKSI rules for officials in Alaska Swimming Rules & Regulations. Each Non-Athlete member must sign and date a copy of the AKSI Code of Conduct and annually re-affirm their consent to uphold and abide by this Code before participating in events conducted by AKSI or representing AKSI in any manner.
 - a. Officials and non-athlete members shall strive to ensure a safe and healthy environment for all members of AKSI, especially the athletes. Officials and administrators shall communicate in a kind and respectful manner, especially with or in the presence of the athletes.
 - b. Officials and administrators shall consistently, accurately, and equitably apply rules, regulations, and codes of USA Swimming and AKSI and shall educate all members in the necessity of such.
 - c. Officials and non-athlete members shall act responsibly, respectfully, and in a professional manner toward all participants (including athletes, coaches, other officials and timers, parents, and spectators) at events, meetings, clinics, and competitions, including all such events sponsored by member clubs.
 - d. Officials and administrators shall behave in a responsible manner, and will refrain from using any alcohol, tobacco, or illegal substances while acting in any official capacity with athletes present.
2. Failure to comply with any portion of this Code of Conduct or AKSI Rules and Regulations will result in disciplinary action. Temporary measures may be immediately taken pending review by the Officials Committee or the National Board of Review.
 - a. An official or non-athlete member may not be allowed to participate in any or all practices, meets, camp activities, or meetings.
 - b. An official or non-athlete member may be requested to leave the aquatic facility and/or lodging, meeting, or camp for the duration of the event.
 - c. An official or non-athlete member may be financially responsible for any damage caused by him or her.
 - d. An official may be decertified, suspended from officiating, and/or required to be retrained in any or all official positions after review by the Officials Committee.
 - e. An official or non-athlete member may be suspended from USA Swimming subject to the National Board of Review.

D. Code of Conduct for Non-Members

Non-Members are expected to abide by the same Code of Conduct as other non-athlete members at any practice, meet, or AKSI-sponsored event, including events sponsored or run by AKSI member clubs. Failure to

comply will result in a warning, and/or removal from the venue. Incidents during competition may be subject to review. Repeated or serious infractions may result in a ban from future AKSI-sponsored events.

190 HOUSE OF DELEGATES COST OF 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. AKSI 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 delegate’s actual costs are less (including zero costs) than two-thirds the average cost, AKSI will bill the delegate for the difference, which invoices are due within one month of issue.

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

200 PROPOSALS TO THE HOUSE OF DELEGATES

All proposed changes and additions to the Bylaws and subsequent parts of AKSI'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 9/10th 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.

210 ALASKA TEAM REGISTRATION POLICY

AKSI, 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 AKSI:

- 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.

AKSI 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).

220 ALASKA SWIMMERS OF THE YEAR

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

- A. The athletes must be a member of AKSI and be in good standing with both his/her club and the LSC.
- B. The athletes must have exhibited exemplary sportsmanship and attitude.
- C. The athletes must have attended any one of the last round of AKSI Championship meets. The athletes 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 AKSI, 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.

230 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).

240 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.

250 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