

Snake River Swimming

Standing Rules

and

Policies & Procedures

Manual

Updated October, 2025

Snake River Swimming Standing Rules and Policy & Procedures

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Standing Rules

Updated October, 2025

STANDING RULES OF SNAKE RIVER SWIMMING, INC.

Approved 10/2025

Matters not specifically covered by the Bylaws of Snake River Swimming (SRS) may be regulated by the Standing Rules.

ARTICLE I SWIM CALENDAR

SECTION 1- MEET SCHEDULING COMMITTEE: The meet scheduling Committee shall establish policy regarding scheduling of Snake River Swimming meets and set the meet schedule for approval of the House of Delegates of Snake River Swimming.

The Committee shall consist of the:

- Administrative Vice-Chair, who shall act as Chair of the Committee,
- Technical Planning Chair
- Age Group Vice-Chair
- Senior Vice-Chair
- Coach's Representative
- Senior Athlete Representative
- Junior Athlete Representative
- General Chair
- Representative from one of the member clubs of Snake River Swimming

This committee will meet after the deadline for Swim Meet Applications and will formulate a schedule for presentation to and acceptance by the House of Delegates of Snake River Swimming. The Admin Vice chair of SRS will compile the bids and present to the meet scheduling committee via email at least one to two weeks prior to the Spring HOD meeting.

SECTION 2 - SUBMISSIONS OF SWIM MEET BIDS:

A. SUMMER AND WINTER CHAMPIONSHIPS

1. The dates of the Snake River Summer Championship Meet shall be in July, scheduled before the Age Group Western Zone Meet entry deadline and the Winter Championship shall be in February, scheduled before the entry deadline for Spring Sections. These deadlines are traditionally 7-8 days before the meet start date..
2. The Technical Planning Committee, which includes a representative from each Club, will be responsible for making the decision for the host and venue of all SRS Championship meets, with bids submitted at least 2 years in advance.

B. OTHER MEETS

1. Bids to host meets for the following calendar year shall be submitted to the Administrative Vice Chair (meet scheduling committee chair) between January 1st and March 1st.
2. Bids submitted before January 1st shall be returned, and bids submitted after March 1st shall only be considered after all other timely submitted bids.
3. All meet bids are to be submitted on the SRS Meet Bid Application Form located on the SRS website.
4. One day meets such as achievement, dual, triangular, or intra-squad meets scheduled after the fall HOD meeting will be scheduled through the Sanction Chair and cannot be held on the same weekend as any previously scheduled meet.
5. All invitational or open meets or any meet scheduled to last longer than one day must be approved by the Meet Scheduling Committee at the fall HOD meeting. In special circumstances, any changes to the schedule, meet location or meet date of the approved Meet Calendar can be approved and scheduled on a case by case basis by a vote of the HOD Board of Directors.
 - a) A request for a new meet or changes to a previously scheduled meet shall be sent by the host club to the Sanction Chairman, along with a copy of the Meet Invitation.
 - b) The Sanction Chair shall send the request and Invitation to the Board of Directors within 2 days of receiving the request. If necessary, a special BOD meeting may be called to discuss the request. Voting to approve or disapprove the request can be done electronically or in person but must be done within 5 days of submission of the request to the Sanction Chairman.

SECTION 3 – SANCTIONS: All competitive swimming events must be sanctioned by the Sanction Coordinator if they involve swimmers or more than one club. Standards Trials and other non-competitive swimming events must be sanctioned. Approval may be granted in lieu of sanction for other swimming related activities.

A. FEES

1. \$15.00 sanction fee for intra-squad or limited event time trials which include only one Club (closed)
2. \$25.00 sanction fee for ½ day (4-5 hour) meets and for any Open Water event.
3. \$50.00 sanction fee for meets with one or multiple sessions lasting from 1-5 full days

B. APPROVAL FEE

1. A \$25.00 fee will be charged for all meets submitted for approval. Approved meets must pay the appropriate LSC meet surcharge to the LSC.

C. SUBMISSION FOR SANCTION

1. A meet shall be approved by the Scheduling Committee before the application for sanction is submitted to the Sanction Coordinator.
2. Sanction applications for invitational meets shall be sent to the Sanction Coordinator at least six weeks prior to the starting meet date. Sanction applications for time trials, dual and triangular meets shall be submitted four weeks prior to the event date.
3. Applications for sanctions not received by the 6 week or 4 week deadline will incur a \$100 fine.
4. The sanction application for meets shall include:
 - a. the meet invitation
 - b. appropriate sanction fee
 - c. a USA Swimming Application for Sanction form
5. The sanction application for time trials, dual, and triangular meets shall include:
 - a. the date of the meet or time trial
 - b. a complete description of the event
 - c. a USA Swimming Application for Sanction form
 - d. appropriate sanction fee
6. Meet invitations should be emailed or post mailed to clubs at least thirty(30) days prior to the entry deadline and bear the wording "Sanctioned by Snake River Swimming" and the sanction number as issued.

ARTICLE II RECORDS

SECTION 1 – PURPOSE: Snake River Swimming shall maintain and list record performances in all recognized Senior and Age Group events.

SECTION 2 – ELIGIBILITY & QUALIFICATION REQUIREMENTS

- A. All Snake River Swimming records shall:
 1. Must be set in sanctioned or approved competitions; retroactive if confirmed by the Records Chair and requested by the coach
 2. Must be set in the corresponding event or verified relay takeoff during competition
 3. Must be set by a Snake River Swimming registered swimmer
 4. Must be representing a SRS Club or swimming as an unattached SRS swimmer during the time of the swim.

SECTION 3 - INFORMATION FOR RECORDS: To officially establish the record, the final result sheets shall be submitted electronically to the SRS Records Chair. A Meet Manager back-up of the meet database should be e-mailed to the records Chair not more than 14 days after the meet.

SECTION 4 - SNAKE RIVER RECORDS: Shall be kept by the Records Chair and continually updated on the Snake River website in the following courses and age groups: 25 yard course, 25 meter course, and 50 meter course; 8 & under, 9 & 10 or 10 & Under, 11 & 12, 13 & 14, 15 & 16, 17 & 18, or 15–18, and Senior.

ARTICLE III SNAKE RIVER SWIMMING TRAVEL FUND

SECTION 1 - PURPOSE: Such funds will be used for the exclusive purpose of funding expenses for swimmers to attend designated meets. Designated meets will be determined at the Fall HOD meeting based on available funds and coach input.

SECTION 2 - ESTABLISHMENT OF THE TRAVEL FUND

- A. **Shares Program:** To help fund the costs incurred by Snake River's registered swimmers qualifying for and competing in Nationals (including meets such as, Olympic Trials and US Open), Summer and Winter Junior Nationals, National Disability Champs, National Open Water Champs, Futures, Pro Series, LSC Select Camps, Spring and Summer Sections, and Age Group Section competitions.
- B. **Long Course Senior and Age Group Zones:** To help fund the costs incurred by each SRS registered swimmer competing in the long course Senior and Age Group Western Zone All-Star meets. Amount to be funded will be determined at the fall HOD meeting annually.
- C. Leftover funds will be kept in the SRS Travel Fund and rolled over to the following year.
- D. The LSC SWIMS Chairperson will compile a list of all swimmers who have qualified for and swum in one of the designated meets to be reimbursed during the calendar year. The SWIMS Chair will also verify each swimmer meets the eligibility requirements for reimbursement. The SWIMS Chair will submit the list of swimmers to the SRS Treasurer for distribution of travel funds to Clubs within 2

weeks of the December National Championship meet.

1. Eligible meets for each year and shares associated with each meet can be found on the SRS website.
2. To receive funds, 19 and under swimmers must have competed in no less than three SRS sponsored meets during the calendar year.
3. To receive funds, collegians must represent only their SRS team at the National meet and must have been a member of a Snake River club prior to attending college.

SECTION 3 – FUNDING

- A. Every swimmer shall be assessed the SRS Travel Fund surcharge for each SRS sanctioned meet they enter, unless imposing the surcharge is prohibited by the rules of one of the meet's sponsoring entities, resulting in the meet host not being allowed to collect the fee from participating swimmers.
 - a. Refer to Article VIII, Section 1.F.2 for surcharge amounts.
- B. All SRS surcharges collected on behalf of SRS by the meet host must be remitted by the host club to the SRS treasurer within 30 days of the meet. Total amount submitted will be based on the number of swimmers entered into the meet as of the meet start date and not the number of swimmers who actually swim in the meet. Failure to submit SRS Surcharges will result in a \$100 fine after 45 days and then \$50 every month thereafter until the surcharge is paid.

SECTION 4 - ALLOCATION AND DISTRIBUTION OF FUNDS

- A. The allocation and distribution of SRS Swimmer Surcharge income for an upcoming year will be determined by the SRS Budget Committee. The committee will budget SRS Surcharge income using the following guideline:
 1. Championship Meet Awards – 15%
 - a. Winter and Summer Championship Meet Individual & Relay Awards
 - b. Winter and Summer Championship Meet Team Awards (if used)
 - c. Winter and Summer Championship High Point Awards (if used)
 2. Swimmer Travel – 50%
 - a. 25% Swimmer Travel for National & Regional Meets (Shares Program)
 - b. 25% Swimmer Travel Subsidy for Senior and Age Group Zones with subsidy amount determined at annual October House of Delegates meeting
 - i. From this 25%, swimmer relay fees will also be paid for both Zone Meets.
 3. Swimmer Education – 10%
 4. Coach Expense for Zone Meets – 20%
 - a. Coach transportation, housing, and meals will be paid by the LSC for Age Group and Senior Zones assuming the coach has been selected per the Western Zone Coach Selection criteria.
 - b. Coaching Fee for Senior and Age Group Zones as budgeted at October House of Delegates meeting.
 - i. Expenses in excess of the 20% will be divided equally among the athletes attending the meets.
 5. Officials and Coaches – 5%
 6. Surcharge Funds Not Used
 - a. If budgeted surcharge money is not used in any one category, it can be used to meet the budget in another category or rolled over to the following year.

ARTICLE IV WESTERN ZONE TEAM

SECTION 1 – WESTERN ZONE TEAM - Age Group and Senior:

- A. The Age-Group Chair will head the Western Zone Meet Committee consisting of the Age Group Vice Chair, selected Zone Coaches, and Zone Team Coordinators to take care of all aspects of planning and attending each Zone Meet.
- B. Swimmer Eligibility: To be a member of the Snake River Swimming Western Zone Age Group Team a swimmer must:
 1. be a registered member of Snake River Swimming
 2. achieve a qualifying time standard, as defined under Part D, after September 1 of the current season, in such that the current season be defined as beginning September 1 and ending August 31.
 3. if two (2) Snake River swimmers in any age group qualify and plan to attend the meet, a third and fourth swimmer may be selected by the Western Zone Meet Committee based on the criteria outlined in Part C of this Section,
- C. Addition of Relay Swimmers: As referenced in Part B of this Section, if at least two (2) Snake River swimmers in any age-group qualify and plan to attend the meet, a third and/or four swimmer may be selected using the following criteria:
 1. Swimmers will be ranked by event using yard and meter times for the 50 Free, 100 Free, 100 Back, 100

Fly, and 100 Breast, with equal weighting placed on all events. Swimmers 12 & U will be ranked by event using yard and meter times for 50 free, 50 back, 50 fly, 50 breast and, if needed, 100 free potential tie breaker. More consideration will be given to long-course times. Rankings will be posted periodically on the Snake River Swimming website.

2. The Western Zone Meet Committee will evaluate the rankings, with preferences placed on meeting the specific needs of relay swims. A swimmers lowest ranked event will be disregarded during the evaluation process. If there are two qualifiers, the committee will select two swimmers and one alternate swimmer to fill the relay. If there are three qualifiers, the committee will select one swimmer and one alternate to fill the relay;
3. If selected swimmers decline the invitation in such that a relay cannot be formed, the committee may evaluate additional invitations at their discretion so long as such invitations maintain a similar standard and the integrity of the process is continued; and
4. Selected swimmers will be allowed to swim individual events within the restrictions of Snake River Swimming's total allotment of allowable nonconforming swims.

D. Time Standards:

1. The Snake River Zone time standards established by the Snake River Swimming House of Delegates will be used for selection of the Snake River Zone Age Group Team.

E. Swimmer Funding

1. To receive funds a swimmer must have competed in no less than three Snake River Swimming sponsored meets during the year preceding the Western Zone Meet and meet the selection criteria as outlined above.
2. Swimmers who have met at least one Snake River Age Group or Senior Zone qualifying time for the meet will receive the full subsidy amount as decided upon by the House of Delegates.
3. Swimmers who have not met at least one Snake River Age Group or Senior Zone qualifying time but were selected for the meet to fill relays, will receive ½ the subsidy amount.
4. Swimmers will pay all expenses, including transportation, housing, meals, individual entry fees, and uniforms in advance of the meet. The amount to be paid will be determined by the Zone Committee. Eligible swimmers will receive their LSC reimbursement within 45 days after the meet.
5. Swimmers 10 and under, are required to travel with a parent, and are not required to share in the lodging or transportation expense incurred by the other zone participants.
6. All swimmers, including 10 & Under swimmers, will share the cost (transportation, housing, and meals) of sending a chaperone to the meet, if one is needed.

E. Policies and Procedures

1. All zone participants are expected to travel with the Team. Those desiring to make their own travel arrangements must inform the Zone Chair no later than July 1 preceding the meet or they will be required to pay their proportionate share of the team travel costs. Regardless of the means of travel to the meet, all team members are required to be lodged with the team for the duration of the meet. Exceptions to this policy can only be made by the Executive Committee after notifying the General Chair.

ARTICLE V WESTERN ZONE COACHES

SECTION 1 - SELECTION PROCEDURES: The Coaches Association, which consists of all coaches currently registered with USA Swimming and Snake River Swimming and the Age Group Vice Chair shall select the Age Group Western Zone Coach. The Coaches Association and the Senior Vice-Chair shall select the Head Senior Western Zone Coach.

A. THE SELECTION CRITERIA ARE AS FOLLOWS:

1. A coach must have actively coached in the Snake River Swimming Association for a minimum of one year
 2. A coach must be current in all required certifications as defined by USA Swimming
 3. Special consideration may be given to coaches with the most swimmers in attendance at the Western Zone meets; and
 4. Coaches should possess outstanding qualities of organizational ability, and be able to motivate swimmers as well as help them with race tactics when needed.
- B. Head Coach – Six (6) or more swimmers who are competing as a SRS Zone All Star Team rather than representing their Swim Clubs, must commit to attending a Zone meet in order for the LSC to pay the expenses and coaching fee for a coach to attend.
- C. Assistant Coach – Twelve (12) or more swimmers who are competing as a SRS Zone All Star Team rather than representing their Swim Clubs, must commit to attending a Zone meet in order for the LSC to pay the expenses and coaching fee for one assistant coach.
- D. Additional Assistant Coach – Eighteen (18) or more swimmers who are competing as a SRS Zone All Star Team rather than representing their Swim Clubs, must commit to attending a Zone meet in order for the LSC to pay the expenses and coaching fee for two assistant coaches.
- E. Assistant coaches will be selected by the Head Zone Coach and the respective Age Group or Senior Vice Chair.
- F. The Head Zone Coach will be selected no later than October 31. The Assistant Zone Coach(es) will be

selected no later than October 31.

- G. Coaches interested in serving as a Zone coach should indicate their interest to the respective Age Group or Senior Vice Chairs by electronic mail no later than October 1. Selection will not be limited to coaches indicating their interest.
- H. If one assistant coach is needed, the head coach will be paid 60% of the budgeted amount of the coaching fee and the assistant coach will be paid 40%. If two assistants are needed, the LSC will pay the expenses and coaching fee in an equivalent amount of the first assistant without reduction to any other coach. If there is no assistant coach, the head coach will receive the entire allotment.

ARTICLE VI SWIMMING OFFICIALS

SECTION 1 - OFFICIALS ORGANIZATION:

A. OFFICIALS REGISTRATION

- 1. All certified officials and meet directors must be registered non-athlete members of USA Swimming.
- 2. As of January 1, 2018, the SRS registration fee for non-athletes is \$10. In order to be registered with USA Swimming, this fee will be added to the current USA Swimming registration fee amount and remitted to the SRS Registration Chairman.

B. OFFICIALS CHAIR

- 1. Must be a certified meet referee and is elected by the House of Delegates and shall be in charge of the officiating program of Snake River Swimming.
- 2. Duties of the Officials Chair include:
 - a. implement and maintain a program for recruiting, training, and certifying officials in the LSC
 - b. act as the liaison with the National Officials Committee and Rules Committee for clarification of rules
 - c. stay current on rule changes for the National level and make sure they are communicated to all LSC officials on a timely basis
 - d. prepare the annual officials' budget for submittal to the LSC Finance Committee.
 - e. chair the LSC Officials Subcommittee
 - f. oversee the LSC's National Certifications meets and monitor LSC Championship officials
 - g. ensure consistency in meet procedures and rules interpretations
 - h. establish and enforce officials' uniform requirements
 - i. encourage cooperation with all swimming in the LSC, including high school, college, YMCA, and masters

C. OFFICIALS SUBCOMMITTEE

- 1. The officials Subcommittee shall consist of qualified and experienced meet referees appointed by the Officials' Chair.

SECTION 2 - OFFICIALS CERTIFICATION:

A. ADMINISTRATIVE OFFICIALS:

An Administrative Official shall be a certified swimming official. The Administrative Official supervises the logistical aspects of a swim meet. The Administrative Official's responsibilities include, but are not limited to: supervising entries/registration, the clerk-of-course, the timing equipment operator, the timing judge, the computer operator, and other desk personnel. 1. To become certified as an administrative official, the following training requirements shall be met:

- a. attend a formal administrative official clinic or USA Swimming online training (once available)
- b. completes the on-line administrative official certification test with a minimum grade of 80%. The following additional tests are recommended:
 - 1) referee
 - 2) timing judge
 - 3) timer
 - 4) clerk- of-course
- c. train for four (4) Training Sessions over two (2) meets with an experienced trainer. It is recommended that training cover multiple positions (including timing judge and clerk of course/meet management software operator).
- d. all training must be completed within one year of taking the formal clinic.
- e. must be a non-athlete USA Swimming member to work as a certified official
- f. Recertification is on a 3 year cycle.

- g. To maintain certification, an administrative official must
1. work a minimum of eight (8) Qualified Recertification Sessions within a three (3) year period as an AO or in one of the capacities below (102.14.1A-D):
 - a) Entry and registration
 - b) Clerk of Course (dealing with seeding, scratches, etc.)
 - c) Timing equipment operator
 - d) Scoring personnel
 2. Attend a clinic or USA Swimming online training (the AO training is recommend) every 3 years.
 3. Pass a USA Swimming AO recertification test every three (3) years
 4. At the discretion of the Officials Chair, a person whose certification has lapsed may have it renewed by attending a formal clinic and/or satisfactorily completing the on-line examination.

B. STROKE AND TURN JUDGE

A stroke and turn official shall be a certified swimming official.

1. To become certified as a stroke and turn official, the following training requirements shall be met:
 - a. attend a formal stroke and turn official clinic USA Swimming online training (once available)
 - b. complete the on-line stroke & turn judge certification test with a minimum grade of 80%
 - c. complete a minimum of four (4) Training Sessions of-on-the-deck training over two (2) meets under the apprenticeship of a qualified trainer
 - d. all training must be completed within one year of taking the formal clinic
 - e. Must be a non-athlete USA Swimming member to work as a certified official
2. Recertification is on a 3 year cycle. To maintain certification, a stroke and turn official must:
 - a. work a minimum of eight (8) Qualified Recertification Sessions within a three (3) year period in a stroke & turn or higher capacity.
 - b. Attend a clinic or USA Swimming online training (the stroke & turn training is recommended) every 3 years.
 - c. Pass a USA Swimming recertification test for highest certification held every three (3) years
3. At the discretion of the Officials Chair, a person whose certification has lapsed may have it renewed by attending a formal clinic and/or satisfactorily completing the on-line examination.

C. RELAY TAKE-OFF JUDGES

Relay take-off judges shall be certified as a stroke and turn official.

D. CHIEF JUDGE

A chief judge shall be certified as a stroke and turn official for a minimum of one year.

E. STARTER

A starter official shall be a certified swimming official.

1. To become certified as a starter, the following minimum training requirements shall be met:
 - a. work a minimum of three (3) months and four (4) sessions over two (2) meets as a certified stroke and turn official and contact the Officials Chair before beginning any training
 - b. complete the online USA Swimming training course (when available), or at the discretion of the Officials Chair, be briefed by a qualified starter trainer assigned by the Officials Chair
 - c. complete the on-line starter test with a minimum grade of 80% before beginning any on-deck training
 - d. completes a minimum of four (4) Training Sessions of on-deck training over two (2) meets with two (2) trainers. The trainer can be the Deck Referee. Trainees are encouraged to train in the following capacities:
 - 1) One session as an observer.
 - 2) Two or three sessions as a starter under the supervision of a qualified starter/ trainer
 - 3) Work as the starter with the Officials Chair or meet referee for a final evaluation
2. Must be a non-athlete USA Swimming member to work as a certified official
3. Recertification is on a 3 year cycle. To maintain certification, a starter must:
 - a. work a minimum of eight (8) Qualified Recertification Sessions within a three (3) year period in a starter or higher capacity.
 - b. Attend a clinic or USA Swimming online training (the starter training is recommended) every 3 years.
 - c. Pass a USA Swimming recertification test for highest certification held every three (3) years
4. At the discretion of the Officials Chair, a person whose certification has lapsed may have it renewed by attending a formal clinic and/or satisfactorily completing the on-line recertification examination.

F. REFEREE

A referee official shall be a certified swimming official.

1. To become certified as a referee, the following minimum training requirements shall be met:
 - a. Certified Stroke and Turn Official
 - b. Certified Administrative Official
 - c. Certified Starter
 - d. Contact the Officials Chair prior to beginning any training
 - e. Complete the USA Swimming online referee certification or at the discretion of the Officials Chair, be briefed by a qualified referee trainer assigned by the Officials Chair
 - f. Complete the referee-on-line test with a minimum grade of 80%
 - g. Complete a minimum of four (4) Training Sessions of on-deck training over two (2) meets under at least two (2) different trainers. Trainees are encouraged to train in the following positions:
 - 1) One session acting as an observer under a qualified referee trainer
 - 2) Three sessions as an acting referee under the supervision of a qualified referee trainer
 - h. Must be a non-athlete USA Swimming member to work as a certified official
 - i. Recertification is on a 3 year cycle. To maintain certification, a starter must:
 - a. work a minimum of sixteen (16) Qualified Recertification Sessions within a three (3) year period, with at least eight (8) Qualified Recertification Sessions in any Referee position.
 - b. Attend a clinic or USA Swimming online training (the referee training is recommended) every 3 years.
 - c. Pass a USA Swimming Referee recertification test every three (3) years.
2. At the discretion of the Officials Chair, a person whose certification has lapsed may have it renewed by attending a formal clinic and satisfactorily completing the on-line examination.

SECTION 3 – DEFINITIONS:

- A. Certifier: An official designated by the LSC OC to certify training is complete and who shall record it in Officials Tracking System (OTS).
- B. Clinic: Formal in person or online training clinic, recorded in OTS. Current LSC training curriculum will stay in place until USA Swimming Online Certification Training is available. When USA Swimming training curriculum is available, then that will be the required training.
- C. Certification: The act of certifying. An official must meet certain requirements to be certified in a particular position.
- D. Qualified Recertification Session: Qualified Recertification Sessions are Sessions officiated by certified officials which count towards the Recertification requirements listed in this document. In order for a Session to count as a Qualified Recertification Session, it must meet the following criteria:
 1. the Session must include strokes and/or relays;
 2. the Session must not be a Time Trial;
 3. the Session must not contain only freestyle events, even if including both individual freestyle events and freestyle relays;
 4. the Session must occur at a meet which is either a Sanctioned USA Swimming meet, a YMCA meet for which an LSC has issued an approval (as defined in USA Swimming Rule 202.6), or, for no more than 25% of any official's total required Qualified Recertification Sessions, an NCAA National or Conference Championship meet.
- E. QUALIFIED STROKE AND TURN CLINIC INSTRUCTOR: Any certified referee who has sufficient experience and approval of the Officials Chair.
- F. QUALIFIED STROKE AND TURN JUDGE TRAINER: Any stroke and turn judge who has been certified a minimum of one year.
- G. QUALIFIED STARTER TRAINER: Any starter who has been certified a minimum of one year.
- H. QUALIFIED REFEREE TRAINER: Any referee who has been certified a minimum of one year
- I. SESSION: Any portion of a meet distinctly separated from other portions by locale, time, or type of competition, i.e., preliminaries and finals; morning and evening; Senior or Age Group, etc. All Sessions at Sanctioned USA Swimming meets and YMCA meets for which an LSC has issued an approval (as defined in USA Swimming Rule 202.6) shall be recorded into OTS by the granting LSC's Officials' Chair or their designee. Sessions from other types of meets may be entered into OTS at the discretion of the LSC, strictly for tracking purposes.
- J. TRAINING SESSIONS: Training Sessions are Sessions which count towards the Education and Training requirements listed in this document. In order for a Session to count as a Training Session, it must meet the following criteria:
 1. the Session must include strokes and/or relays;
 2. the Session must not be a Time Trial;

3. the Session must not be comprised of only freestyle events, even if including both individual freestyle events and freestyle relays;
4. the Session must occur at a meet which is either a Sanctioned USA Swimming Meet or a YMCA meet for which an LSC has issued an approval (as defined in USA Swimming Rule 202.6). An LSC may designate that their LSC Championship meets are expressly excluded as Training Sessions

SECTION 4 - NON-CERTIFIED OFFICIALS:

- A. **MEET DIRECTOR.** - The Meet Director shall be appointed by the meet host. The Meet Director's responsibilities include, but are not limited to:
 1. Procuring the awards; obtaining a sanction; preparing the facility; arranging for personnel including the chief timer for each session, equipment (including appropriate timing equipment), and supplies necessary for meet operation; processing of entries; printing of programs; arranging for publicity and media coverage; preparing and distributing meet results and filing the LSC report
 2. Meet Directors must be non-athlete members of USA Swimming
 3. Meet Directors are encouraged, but not required, to attend the Administrative Official's Clinic
- B. **MARSHAL** - Marshals are not required to be certified swimming officials or non-athlete members of USA Swimming.
- C. **CLERK OF COURSE** - The clerk of course is responsible for all of the paper work at the meet. This includes:
 1. Swimmers check-in, seeding, preparation and distribution of cards or lane timing record forms for distance events
 2. The preparation, posting and distribution of heat sheets for deck seeded events to all appropriate officials
 3. Recording and notification of scratches
- D. **LANE TIMERS** - At the discretion of the meet referee, swimmers age eleven and older may serve as timers during sanctioned meets.
- E. **HEAD LANE TIMER** - Records the manual watch times from that lane, verifies that the proper swimmers are competing in that lane, and reports if a swimmer delays in touching or misses the touchpad at the finish to the chief timer.
- F. **CHIEF TIMER** - Is responsible for all the lane timers and head lane timers
 1. Assures the lane timers are properly briefed prior to each session
 2. Supervises the timers during the session and starts additional watch(s) to be used as a substitute in the event a lane timer's watch fails.
 3. Collects recorded times from the Head Lane Timers
- G. **TIMING JUDGE**
 1. Receives times produced by the automatic or semi-automatic timing systems and the manual times from each lane to determine the official time for each swimmer.
 2. The timing judge also receives any signed disqualifications from the Referee and provides the recorder with information regarding official times, disqualifications, or reported/observed absences for each swimmer scheduled to compete.
- H. **TIMING EQUIPMENT OPERATOR** - Responsible for operating the timing console when automatic or semi-automatic timing equipment is used.
- I. **PLACE JUDGE** - One or two place judges shall be positioned on the side of the course near the finish and shall judge the order of finish of the swimmers. If two place judges are used, they shall independently record the order of finish of all swimmers.

SECTION 5 - SWIM MEET OFFICIALS:

- A. **MINIMUM REQUIRED OFFICIALS**
The minimum number of certified officials needed to conduct a sanctioned swim meet is five which must include: one referee, one starter, two stroke and turn judges, and an administrative official.
- B. **CERTIFICATION REQUIRED**
All officials must be currently certified in the position in which they are working at a particular swim meet. Except for the Referee, Administrative Official, and timers, an individual may act in more than one capacity only when sufficient qualified officials are not available.
- C. **UNIFORM**
The official uniform for all deck officials shall be a white collared shirt and khaki shorts, pants, or skirts. Other meet officials such as the meet director, timing judge, timing equipment operator, announcer, etc. are encouraged to use the same uniform. The meet referee, at his/her discretion may wear a blue collared shirt with khaki shorts, pants, or skirt.
- D. All Clubs are required to have one official per 25 swimmers based on active swimmers as of September 1.

ARTICLE VII COMPETITIVE SWIM PROGRAM

SECTION 1 - INTRODUCTION:

The SRS competitive swim program provides a variety of meet formats, distances, classification, age group events, etc. to fulfill the needs of every type of swimmer. This section will detail this program.

A. STROKES

The only strokes used by Snake River competitive swimming are breaststroke, butterfly, backstroke, freestyle, and individual medley. The definitions for swimming these five strokes and the relay events are exactly in accordance with USA Swimming Rules.

B. SEASONS

The swimming year is generally divided into two seasons. A summer season beginning May and ending in September and a winter season beginning in October and ending in April.

C. MEET CATEGORIES

1. Closed –Competition exclusively among members of a single club or among 2 or more USA Swimming member clubs within an organization or group formed for the specific purpose of such competition or series of competitions that are open only to member of that group or organization.
2. Open – open to all USA Swimming registered athletes
3. Invitational – a meet open to all invited teams
4. Dual / Triangular – competition between 2 or 3 teams
5. Open Water

D. SWIMMER REGISTRATION

1. Age of Swimmer - The eligibility of a participant for a particular age group will be determined by his date of birth in his respective age group. Age on the first day of the meet shall govern the full meet. Participants must swim in their respective age brackets. A contestant may participate in only one age division actually corresponding to the swimmers age.
2. If a renewing athlete is registered with information different than what is currently in SWIMS, the athlete's parent(s) must meet with the club registrar to show proof of age documentation in order to verify either the new information or that information which is currently in SWIMS. At no time will the club registrar keep a copy of the documentation or ask that the documentation be sent to the club registrar in any format.
3. Clubs are asked to stress to parents the importance of the accuracy of their athlete's registration information in order to ensure an accurate entry in SWIMS.

E. SANCTIONED COMPETITIONS

1. Swimmers in sanctioned competitions must be registered USA Swimming athlete members.
2. As of January 1, 2018, the LSC swimmer registration fee shall be \$10. In order to be registered with USA Swimming, this fee will be added to the current USA Swimming registration fee amount and remitted to the SRS Registration Chairman.
3. Transfers – Effective January 1, 2018, if a Snake River athlete member transfers from one club to another, there will be a \$10 transfer fee to be paid by the athlete or Club. The fee will be waived if:
 - a. The athlete was not registered the previous year
 - b. The athlete is transferring from a team that has dissolved
 - c. The athlete is transferring from another LSC unless that LSC charges a transfer fee
 - d. No transfer requiring a fee will be processed until the fee is paid.

SECTION 2 - TYPES OF COMPETITION:

A. AGE GROUP COMPETITION

The age group swimmers compete in groupings of similar capability with each age group defined. This class of competition includes competition in standard age groupings: 8/U, 10/U or 9-10, 11/12, 13/14, 15 & over. Minimum time standards may be set for these events and all eligible swimmers in an age group compete together.

B. AGE GROUP CLASSIFICATION

Age Group Swimmers are classified by sex age, stroke, and ability. This enables the swimmer to compete against others with similar capability and allows for a progression by the athlete and provides incentives to improve his/her skills.

1. Within each sex/age grouping, ability classifications are defined by a division into thirds (A, B, C) for each stroke based on times. The classifications are defined by establishing time standards for each stroke, distance and pool size.

C. SENIOR COMPETITION

The senior program is composed of Senior classifications and has no age group restriction.

ARTICLE VIII CONDUCTING A MEET

SECTION 1 - INTRODUCTION:

A. GENERAL

All meets in SRSI shall be conducted in accordance with USA Swimming Rules and Regulations Handbook which provides details and specific Association rules for the proper conduct of meets. It is intended as a guide to all officials and coaches and to allow parents to understand the processes of a meet. More complete information may be found in the USA Swimming Rules and Regulations Handbook used in addition to this material.

B. EIGHT HOUR LIMIT

No day in a meet should exceed eight hours of competitive swimming. This is determined from the beginning of the first heat in the first event to the end of the last heat in the last event. This applies to actual competition. Those meets exceeding the eight hour limit may be evaluated by the Meet Scheduling Committee.

C. FOUR HOUR LIMIT

Except for championship meets the program in all age group competition shall be planned to allow the events for swimmers 12 years and younger to be completed in four hours or less for a timed finals session and in a total of eight hours or less for a preliminaries and final meet. The time period begins with the first event of the session in each respective age group and is measured to the end of the last event within that same age group. (e.g., If the session with 8 and under event begins at 8:30 a.m., the last heat of the last event for 8 and under should be planned to end no later than 12:30 p.m. The same is true for each separate age group for 12 and under swimmers.) It is the meet referee's responsibility to enforce the spirit of this rule.

D. FOOD

The host team may provide for sale of food and drinks at the meet. It will not be allowed on the deck of the pool. Facilities should include proper eating areas. The host team may not prevent individuals from providing their own food and drink. All receipts from such sales are the property of the host club.

E. HOSPITALITY

The host team normally shall provide the following:

1. Drinks to the deck officials and timers.
2. Adequate staffing so the deck officials can have some rest.

F. SNAKE RIVER SURCHARGES

1. All entry event fees received are the property of the host club.
2. Every swimmer shall be assessed a SRS surcharge for each sanctioned meet they enter as follows:
 - a. \$4.00 for intra-squads, time trials and meets lasting no longer than one ½ day (4-5 hour) session.
 - b. **\$11.00** for meets with one or multiple sessions lasting from 1-5 full days
 - c. SRS surcharge fees will be waived for Outreach swimmers if requested by submitting team.
 - d. At least 60% of the SRS surcharges collected throughout the year will be used for swimmer travel to designated meets.

G. TOBACCO AND ALCOHOL

1. Tobacco and alcohol are not allowed in the swimming venue.

SECTION 2 - MEET PREPARATION:

A. SANCTION

1. Meet sanctions are issued only by the Sanction Coordinator. Approval for the meet date must have been given by the Meet Scheduling Committee upon submission to the Committee of the pertinent information - dates, location, meet director, director's phone number, type of meet, and sample entry form.

B. MEET INVITATION

1. The meet invitation for a meet shall constitute the announcement and invitation for qualified swimmers and/or teams to submit entries for the meet. The exact layout of the form shall be optional, but it must include:
 - the type of meet
 - location and size of pool
 - dates of the meet
 - starting time for each day of the meet
 - warm-up times and procedures
 - the approved format of the meet (event number, ages, classification, distance, stroke)
 - entry times for each pool
 - statement of eligibility
 - special rules if any

- what times are to be submitted
 - method of entry
 - awards to be given
 - entry fees
 - entry deadline
 - name, email, and telephone number of the meet entry person
 - Meet Director and the Meet Referee
 - accessibility of the pool and meet area
 - locker room availability
 - Drone and deck changing statements
 - The statement "Snake River Swimming, Inc. Safety Guidelines and Warm-up Procedures Will Apply."
 - All information as listed in the Sanction Information document as posted on the SRS website.
2. Invitations shall be emailed or post mailed 30 days before the meet entry deadline.
 3. An electronic copy of the invitation should be provided to the SRS webmaster for posting on the website a minimum of 30 days prior to the meet entry deadline.
 4. It is recommended that the meet entry deadline shall be no longer than 10 days prior to the first day of the meet.
- C. OFFICIALS:
1. The host club has the responsibility to obtain sufficient officials.
 2. There will be an officials meeting scheduled forty-five (45) minutes prior to the start of each meet. All officials who are planning to work during a meet are required to attend the meeting. Officials are encouraged to arrive early enough to be able to attend so the referee can schedule officials prior to the start of the meet.
- D. COACHES: There will be a coaches meeting scheduled fifteen (15) minutes prior to the start of warm-ups each day of a meet as determined by the meet referee. All coaches (or team representative if no coach is in attendance) are required to attend.

SECTION 3 – ENTRIES:

The purpose of entry times is to provide a basis for seeding swimmers at their current capabilities and, in general, shall be the best time made by the swimmer in that stroke and distance in this or the preceding swim season.

- A. ENTRY SUBMISSION
1. Entries shall be submitted as indicated on the meet invitation to the entries chair or meet director of the host team.
 2. Entries should be e-mailed on or before the entry deadline.
 3. Entries may be submitted as an attached file via e-mail by those teams using the Hy-Tek Team Manager or Team Unify programs. The email should include the meet entry file and all reports as specified in the meet invitation. The host team should provide a master entry form for manual entries. Individual entry is permitted following the system described by team entries.
 4. Late entries may be accepted or rejected, in accordance with the meet invitation. No deck entries may be made unless specified on the meet announcement.
- B. ENTRY TIMES
1. Entry times for championship meets are verified in SWIMS through the SWIMS Chairman as to when and where times were achieved, coaches notified of any questionable entry times, and the swimmer barred from that event if the entry times cannot be verified.
 2. New Swimmers or swimmers in age-group competition without times shall use NT (no time).
- C. ENTRY FEES
1. Entry fees shall be submitted as indicated on the meet invitation to the entries person or meet director of the host team.
 2. The entry fees indicated in the fee schedule must be applied to all entries.
 3. Meet entry fees must be received by the host club no later than 5 days after the meet entry deadline. If fees are not received, cannot be shown as being mailed within the 5 day period, or no arrangement for accepting a late payment has been made with the Entry Chair of the host team, a fine will be assessed.
 - a. FINE FOR LATE ENTRY FEES: Fine of \$50 will be paid to the host team. All fees, including the \$50 fine, must be paid before the meet begins in order for the team to compete in the meet. A team will be barred from competing in future SRS meets until all assessed entry fees and fine have been paid in full. Individual members of a team have the option of paying their own fees and swimming unattached if their team opts not to pay the meet entry fees and fine before the meet begins.
- D. ENTRIES VERIFICATION
1. The Membership/Registration Coordinator will verify that all swimmers competing in a meet are registered with USA Swimming as athlete members no later than four days prior to the meet start date. The swimmer's date of registration must be on or before the meet entry due date listed in the meet invitation. The date of registration for a swimmer is determined by (a) postmark on the envelope bearing the

registration form and fees, or (b) the date the form and fees are hand-delivered to the Membership/Registration Coordinator.

E. UNREGISTERED AND NOT- IN-GOOD-STANDING ATHLETES

1. In accordance with USA Swimming rule 302.4 False Registration, If a swimmer who is not properly registered with USA Swimming competes in a sanctioned competition, the host LSC may impose a fine up to \$100 per event against the individual, member coach, or member club submitting the entry.
 - a. After verification of meet entries, if any athlete is found to be not currently registered, the host club must submit a post-meet backup to the Snake River Registration Chairman. If the athlete competed in the meet, the athlete/Club will be fined \$100 by the Registration Chairman.
 - b. Additionally, if an athlete competes in a meet as an unregistered swimmer, he/she will be disqualified from all events swum in the meet and will not be allowed to enter any other competitions until the fine is paid and the registration completed.
2. 18 & Older Swimmers: A swimmer is considered not-in-good-standing if they haven't completed their APT by their 18th birthday.
 - a. After verification of entries, if a swimmer is found to be not-in-good- standing with USA Swimming, the swimmer and their coach will be notified by the host club that the swimmer will not be allowed to swim in the meet unless their APT is completed at least 24 hours preceding the meet. The host club must confirm APT completion with the SRS Registration Chair before allowing the swimmer to compete.
 - b. Host teams must submit results from each meet to the Registration Chair for a post meet reconciliation.
 - c. If it is found an athlete who was not-in-good-standing swam in the meet, their times will not be recognized by USA Swimming and may not be entered into the SWIMS database.
 - d. Additionally, they may not be eligible to participate in any team-related events or practices until they meet the requirements for good standing.

SECTION 4 - EVENT PREPARATION:

A. GENERAL

The host team shall prepare the heat sheet for each event by combining all entries received prior to the closing date. One copy shall be posted prior to the beginning of the first day's events along with a copy of the Safety Guidelines and Warm-up Procedures.

B. SCRATCHES

Scratch procedures should be specified in the Meet Invitation.

C. SEEDING

Seeding of swimmers shall be in accordance with USA Swimming Rules.

SECTION 5 - CONDUCT OF EVENTS:

A. GENERAL

Events will be conducted in accordance with USA Swimming Rules and the Meet Invitation. This is in regard to the starting time, etc. Opening ceremonies such as the Pledge of Allegiance or the playing of the national anthem are optional. The Referee will assume control of the meet one hour prior to the start and confirm that officials are properly instructed and in place to conduct their duties.

SECTION 6 - AWARDS:

A. GENERAL

All awards given at Snake River meets shall be in accordance with the USA Swimming Rules.

B. MEET AWARDS

1. TYPES - The types of awards shall be indicated on the application for sanction and may not be changed thereafter. The awards to be made shall be listed on the meet invitation.
2. DUPLICATE AWARDS - Duplicate awards for all ties shall be made unless stated otherwise on the Entry Form.
3. PROTESTS - Awards shall not be made for any position in an event for which a protest or appeal is made which is not settled.

SECTION 7 – RESULTS:

A. GENERAL

Results should be posted as quickly as possible for all swimmers in the event.

B. FINAL RESULTS

The host team shall supply a Meet Manager backup file to the SRS webmaster for posting on the SRSI website within 3 days after the meet. The Meet Manager file shall include the following information:

1. Meet name, date, location, sanction number, and the pool length (25Y, 25M, or 50M) must appear on every page and the pages must be numbered.
2. Any scores, team or individual, if kept.
3. For each individual event, the order of finish in preliminaries, finals, and swim-offs, when applicable,

listing the swimmer's first and last name, age, club affiliation and official time: disqualified swimmers shall be listed last and indicted "DQ" with no times listed. Time Trial results shall be provided in the above format, when applicable.

4. For relays, in addition to the order of finish, affiliation, and official time, the swimmers' first and last names, ages, the order in which they swam, and, if available, lead-off swimmer's time shall be included.

C. FINANCIAL REPORT

1. A completed financial report shall be sent to the General Chair and the Treasurer within 45 days after the meet. Failure to submit SRS Surcharges will result in a \$100 fine after 45 days and then \$50 every month thereafter until the surcharge is paid. The money shall be deposited into the SRS General Fund.

ARTICLE IX WINTER AND SUMMER CHAMPIONSHIP MEETS

SECTION 1 - SUBMISSION OF CHAMPIONSHIP SWIM MEET BIDS:

- A. Selection of dates to be in accordance with Article 1, Section 2A

SECTION 2 - CONDUCT OF CHAMPIONSHIP MEETS:

- A. Beginning in 2024, the Technical planning committee will assume selection of all Championship meet hosts and venues. Bids will need to be placed 2 years prior to event.
- B. Teams who are awarded either Winter or Summer Championships will use the meet format as set forth by Snake River Swimming. The Winter and Summer Championship formats will be provided by the Technical Chair to the teams awarded these meets. If a change is required by the host team to the established meet format, such change shall be approved by the Executive Committee. Any permanent change to either meet format must be approved by the House of Delegates. The order of events for both Winter and Summer Champs will be included after the Safety Guidelines in the Standing Rules.
- C. Host teams of the Winter and Summer Championship meets shall be required to include in their meet program (heat sheet), the current Snake River records for each individual and relay event. While qualifying times for regional and national meets will not be required, all teams are encouraged to include them in their meet program.
- D. Host teams shall be expected to follow Article VII Conducting a Meet as set forth in the Standing Rules.
- E. All swimmers entered in the meet must be members of Snake River Swimming.
- F. There will be qualifying standards for all events except 8 & U events. 8 & Under swimmers will need a legal time in order to enter all 8 & U events. SRS Champs qualifying times will be determined no later than December 1 of the year preceding the meets and posted on the Time Standards page of the Snake River website.
- G. Entry times for all swimmers will be verified in SWIMS. Entry times not found in SWIMS can also be proven using official published results from sanctioned/approved meets. (Please Note: Times found in Meet Mobile are not official results.)
- H. All 10 & Under events will be awarded and scored as one age group. (i.e. If an 8 & Under swims in a 10 & Under event and places 3rd, the swimmer will receive 3rd place points toward their 8 & Under high point total.)
- I. The 50 Fly, 50 Breast, and 50 Back for 13 & Older swimmers will be offered at both meets.
- J. The 200 Breast, 200 Back, and 200 Fly will be a combined 11-14 event for prelims but will be broken out by age group (11-12, 13-14) for finals and for scoring.
- K. Swimmers, 15-19, who are or have competed in college are restricted to prelims only.
- L. Awards - Championship meets will score 1st-8th.
 1. Individual events will be awarded medals: 1st-8th place.
 2. Relay events will be awarded ribbons: 1st-8th.
 3. Top High Point Female and Male: Trophies -- 8 & U, 9-10, 11-12;
Embroidered Towels -- 13-14, 15-19
 4. Top 3 scoring teams will receive plaques.
 5. A team spirit plaque will be awarded. The recipient will be determined by a committee consisting of a representative from each team and five (5) officials. Committee members must be identified to the Meet Director before the start of the meet. Each committee member may cast one vote each day of the meet and cannot vote for their own team. The Meet Director will tally all the votes and present the plaque at the end of the meet.
 6. The team receiving the Highest Percentage of Best Times will receive a plaque. To be eligible, teams must have at least 8 swimmers who compete in the meet. The percentage will be calculated by Meet Manager using the Meet Summary/Summary Totals/Athletes Only option.
 7. The team which earns the Most Points Per Swimmer will receive a plaque. Points Per Swimmer are determined by dividing the total team points earned from only individual events by the number of swimmers who compete in the meet for each team.
- M. The SRS Awards Chair will purchase all awards for Winter and Summer Championship meets.

ARTICLE X SNAKE RIVER SWIMMING ANNUAL AWARD PRESENTATIONS

Each year SRS recognizes swimmers who have achieved major milestones in their careers and shown outstanding sportsmanship and shown exceptional academic achievement. In addition, SRS recognizes volunteers who have contributed significant time to the betterment of swimming. These awards are given on Saturday night at the SRS Summer Championships. Awards given are:

- Western Trophy/ConocoPhillips Award
- Daniel Dewey Sportsperson Award
- Swimmer of the Year
- Coach of the Year
- Academic Achievement
- Top 16 Recognition

SECTION 1 - USA SWIMMING CONOCOPHILLIPS AWARD

This award is given annually to the person(s) or group that volunteers their time for the benefit of Snake River Swimming.

A. NOMINATIONS

Nominations shall be submitted including a written paragraph to the SRS Awards Chair stating why they believe an individual should receive this award. Nominations need to be received by June 15th.

B. SELECTION

When possible, the past three recipients of the award shall serve as the selection committee and will review the applications and select the new recipient of the award. If the past 3 recipients are not available, the Awards Coordinator will fill the selection committee with 3 LSC volunteers.

C. AWARD FROM USA SWIMMING

Two weeks prior to the meet, the awards coordinator contacts:

USA Swimming
1 Olympic Swimming
Colorado Springs, Co 80909-5770
Phone (719) 866-4578 Fax (719) 866-4050

USA Swimming will send the Awards Coordinator a form to be completed. The form is completed without naming the individual or the information regarding their contribution. USA Swimming will send an acrylic trophy and pin to the awards coordinator. After the recipient is known, the awards coordinator sends USA Swimming the name of the individual nominated for the award, as well as the description of the contribution made by the individual. This information will be kept on record at USA Swimming in Colorado.

D. AWARD FROM WESTERN TROPHY

1. A traveling trophy, donated by Western Trophy, is presented to the winner. Either the person awarding or the person awarded will engrave the receivers name and send a bill to the SRS Treasurer. The awarded winner will hold and safe house the award until the following Summer Championship Meet where it is to be awarded to the new recipient.
2. A personal keepsake of the ConocoPhillips Award will be given to the recipient of this award. The latest recipient will arrange for a 6" silver bowl to be engraved with the year, "Snake River Swimming", "For excellence in aquatics", recipients' name. Western Trophy is no longer interested in doing this. Mason's Trophy's (208/733-1560) has offered.

SECTION 2 - DANIEL DEWEY SPORTSPERSON OF THE YEAR

Nominations should be made based on sportsmanship, leadership, and respect for others. Accomplishments of the swimmer in the water do not have any bearing on the nomination.

A. NOMINATIONS

1. Nominations may be submitted by individuals or clubs within Snake River Swimming.
2. Beginning June 1st, nominations shall be submitted including a written paragraph to the SRS Awards Coordinator stating why they believe an individual should receive this award. All nominations must be received no later than June 15.
3. The SRS Awards Coordinator will prepare the ballet with all nominations.

B. VOTING

The nominations will be submitted to the athlete council at the Summer Championship Meet. The athlete council will make the final selection. The SRS Senior Vice-Chair will preside over the meeting. If a member of the Athletes Council is nominated, they may not be included in the final selection process.

C. AWARDS

The Awards Coordinator will make arrangements at a trophy shop to have two plaques made: one female and one male. Following the awards ceremony, the coordinator shall have their names engraved and mail the plaques to the respective recipients.

SECTION 3 – SWIMMER OF THE YEAR

A. SELECTION

The Senior Chair will determine the swimmer nearest the national standard as defined by percentage of national times. Any swimmer achieving the Senior National Time Standard shall receive this award.

B. AWARD

The Award will be presented at the annual Fall House of Delegates meeting. The Awards Coordinator shall make arrangements at a trophy shop to have two engraved plaques made, one female and one male,

SECTION 4 – COACH OF THE YEAR - The Coach of the Year Award was first awarded in 1988.

A. NOMINATIONS

1. Nominations may be made by only registered coaches within the LSC.
2. Any current registered coach may be nominated for the Coach of the Year Award.
The award shall be based on:
 - a. the coach's commitment and support for their team
 - b. the coach that best exemplifies support for, participation in, and commitment to their team, to swimming, and to Snake River Swimming
3. The nomination must include:
 - a. the name of the nominee
 - b. list of the coach's last year's contributions to their team
 - c. list of the coach's history with Snake River Swimming
 - d. signature of the person making the nomination
 - e. nominations shall be requested from all teams by the Awards Coordinator no later than June 1 of the current year.
4. Nominations must be submitted to the Awards Coordinator no later than June 15.

B. VOTING

All teams will submit one (1) vote for the Coach of the Year once nominations have been announced.

C. AWARD

1. presented annually at the Snake River Summer Championship Meet
2. the Awards Coordinator shall make arrangements at a trophy shop to have a plaque made. If time allots the name shall be engraved prior to presentation. If not, the Awards Coordinator will retain the plaque for engraving and mail the award to the recipient

SECTION 5 – ACADEMIC ACHIEVEMENT AWARD - This award is presented each year to those swimmers who have completed 9th grade, maintained a 3.5 cumulative GPA, have competed in three SRS swim meets, and are members of USA Swimming.

A. NOMINATIONS

No later than June 30th, each coach submits to the Awards Coordinator a list of swimmers who have met the above criteria. It is the coach's responsibility to ensure all criteria are met.

B. AWARD

The Awards Coordinator shall make arrangements to have individual certificates made for each recipient.

SECTION 6 – TOP 10 RECOGNITION - All swimmers achieving a Top 10 Age Group ranking during the previous year while representing SRS will receive their Top 10 certificates in the mail in October.

SECTION 7 – KOUDELKA MEMORIAL INVITATIONAL AWARD - This award is presented at the Koudelka Memorial Meet held in Nampa, ID in October. A two page nomination profiling an outstanding family's contribution to Snake River Swimming is submitted to Nampa Swim Team, the Koudelka family makes the selection and the trophy is awarded.

ARTICLE XI CLUB MEMBERSHIPS

- A. If any year-round team does not send at least one adult representative to the annual House of Delegates Meeting held in the fall of the prior year, that team's annual registration shall be doubled.
 1. Annual club registration fees paid prior to December are \$100.00, December 1-31 \$200.00 and after December 31 \$300.00. \$70.00 will go to USA Swimming and the balance to Snake River Swimming.
- B. Per USA Swimming, beginning January 1, 2022, all Club Board Members need to be registered USA Swimming members. The registration fee shall be \$30. Only board members and volunteers are eligible for the reduced membership rate.

ARTICLE XII SRSI BUDGET

- A. SRS budget reporting will be from January 1 – December 31 to coincide with the swimming season.

ARTICLE XIII SENIOR AND JUNIOR ATHLETE REPRESENTATIVES

SECTION 1 – ELIGIBILITY AND QUALIFICATIONS

In accordance with SRS By-Laws Article 604.1.3, two (2) Athlete Representatives shall be elected, one each year for a two-year term, or until their respective successors are elected. At the time of election the Athlete Representative must be:

- a) an athlete member in good standing
- b) at least sixteen (16) years of age or at least a sophomore in high school
- c) Currently competing, or have competed during the three (3) immediately preceding years, in the program of swimming conducted by SRSI or another LSC
- d) Have their place of permanent residence in the Territory and expect to reside therein throughout at least the first half of the term (other than periods of enrollment in an institution of higher education).

SECTION 2 – ELECTION PROCESS

In addition to Article 604.1.3 of the SRS By-laws, the following will pertain to the election of athlete representatives

- A. Nominations will be submitted on the floor in person at the Athlete Governance Meeting at the Spring Fling Swim Meet. Self-nominations and peer nominations are acceptable. Nominees will be expected to present arguments as to their eligibility for election immediately following the conclusion of nominations.
- B. Voting Procedure
 - a) Only SRS athletes 13-19 years of age are eligible to vote.
 - b) Current JR and Sr Athlete Representatives will be responsible for developing the interview panel questions for the floor nominees prior to the election.
 - c) Two athlete reps from each team (who are not the candidates) will be allowed to cast one vote each. In the case where a team fails to provide 2 athletes (13 years of age or older) and can only be represented by 1 athlete, that athlete can submit both of their Club's two (2) votes.
 - d) Announcements will be made before and during the meet as to when and where the voting will take place. If possible, this announcement should also be given to each Head Coach to distribute to the athletes present.
 - e) The SRS Senior Vice-Chair will oversee the election process and assist in counting the ballots.

ARTICLE XIV SAFETY GUIDELINES AND WARM-UP PROCEDURES

SECTION 1- WARM-UP PROCEDURES:

A. GENERAL WARM-UP (First 20-45 minutes)

1. NO DIVING or BACKSTROKE STARTS allowed from the blocks or edge of pool. Swimmers must enter the pool feet first in a cautious manner, with at least one hand in contact with the pool deck or gutter.
2. No sprinting allowed during general warm-up session
3. All lanes are to be used for general warm-up
4. Divide by age groups as follows:
 - a. Swimmers 12 & under, 20-30 minutes general warm-up
 - b. Swimmers 13 & over, 30-45 minutes general warm-up

B. SPECIFIC WARM-UP (Last 30-45 minutes)

RECOMMENDED LANE USE

POOL	PUSH/PACE	RACING STARTS	GENERAL WARM-UP
6 Lane	1 & 6	2 & 5	3 & 4
8 Lane	1 & 8	2 & 7	3, 4, 5, & 6
9 Lane	1 & 9	2 & 8	3, 4, 5, 6, & 7
10 Lane	1 & 10	2 & 9	3, 4, 5, 6, 7, & 8

1. Push/Pace Lanes - Push off one or two lengths from the starting end. Circle swimming only. No diving or backstroke starts.
2. Racing Starts - Only designated lanes for racing starts from the blocks or for backstroke starts at specified times.
3. General Warm-up Lanes - NO DIVING OR BACKSTROKE STARTS. Circle swimming only.
4. Divided by age groups as follows:
 - a. Swimmers 12 & under, 10-15 minutes specific warm-up
 - b. Swimmers 13 & over, 15-20 minutes specific warm-up
5. Recommended lane use for Specific Warm-up Session:
 - a. 6 lane pool - push/pace in lanes 1 & 6
racing starts in lanes 2, 3 & 4
general warm-up in lane 5
 - b. 8 lane pool - push/pace in lanes 1 & 8
racing starts in lanes 3, 4, 5 & 6
general warm-up in lanes 2 & 7
 - c. 10 lane pool - push/pace in lanes 1, 2 & 10
racing starts in lanes 4, 5, 6 & 7
general warm-up in lanes 3, 8, & 9

SECTION 2- SAFETY GUIDELINES:

A. COACHES RESPONSIBILITIES

1. Coaches shall instruct their swimmers regarding safety guidelines and warm-up procedures as they apply to conduct at meets and practices.
2. Coaches shall actively supervise their swimmers throughout the warm-up sessions at meets and at all practices.
3. Coaches need to assure that all athletes are proficient in their diving skills prior to using the starting blocks. (Per USA Swimming Diving Requirements)

B. HOST TEAM RESPONSIBILITIES

1. Marshaling
 - a. a minimum of four (4) marshals, who report to, and receive instructions from the Meet Referee and/or Meet Director, shall be on deck during the entire warm-up session and any warm-up breaks to enforce the Safety Guidelines and Warm-up Procedures as outlined in Article IX
 - b. marshals shall have the authority to remove from the pool, for remainder of the warm-up session, any swimmer who is in violation of safety guidelines or warm-up procedures.
 - c. for continuous warm-up pools, lifeguards from the host facility may serve as marshals, if:
 - 1) they are currently certified by Red Cross in Advanced Lifesaving and agree to enforce the warm-up procedure as instructed by the Meet Referee and/or Meet Director

- 2). a marshal is provided to supervise the work of the lifeguards
2. Host teams shall post signs at each lane at both ends of pool which indicate the designated use during warm-up.
3. Warm-up times and lane assignments shall be published in the meet information and posted at several locations around the pool area.
4. The following statement shall appear in the meet information: "Snake River Swimming, Inc. Safety Guidelines and Warm-up Procedures will be in effect at this meet." In addition, a copy of SRS, Inc. Safety Guidelines and Warm-up Procedures shall be included with each invitation, either within the invitation or as a separate page.
5. An announcer shall be on duty for the entire warm-up session to announce lane and/or time changes and to assist with the conduct of the warm-up.
6. Hazards in locker rooms, on the deck area, or in areas used by coaches, swimmers, spectators, or officials shall be removed or clearly marked.

C. MISCELLANEOUS

1. Use of hand paddles and other training devices during warm-ups is at the Meet Referee's discretion.
2. Backstroke swimmers shall ensure that they are not starting at the same time as a swimmer on the blocks. Swimmers shall not step on the block if there is a backstroke swimmer waiting to start.
3. Swimmers are required to exit the pool upon completion of their warm-up to allow other swimmers adequate warm-up time.
4. Warm-up procedures shall be enforced for any breaks scheduled during the meet.
5. Swimmers shall not jump or dive into the pool to stop another swimmer on a recalled start.

NOTE: Host clubs may, with the consent of the Meet Director and/or Meet Referee, modify the time schedule or recommended lane assignments depending on pool configuration, number of swimmers, or other considerations, so long as safety considerations are not compromised. Any such changes shall be announced, and/or posted prominently in the pool area.

Policies & Procedures

Updated October, 2025

Snake River Swimming Policies & Procedures

Part I: Organization

Snake River Swimming is the governing body for competitive swimming encompassing a portion of the State of Idaho south of Idaho County, the counties of Elko, White Pine, and Eureka in the State of Nevada, and Malheur County in the State of Oregon. Our organization falls under the direction of USA Swimming, as delegated to it in the USA Swimming Rules and Regulations, has jurisdiction to conduct swimming programs consistent with the policies and procedures of USA Swimming and to sanction, approve, observe, and conduct, on behalf of USA Swimming, competitive swimming events with the LSC boundaries.

Snake River Swimming is a tax-exempt organization as described in Section 501(c)(3) of the U.S. Internal Revenue Code and may accept contributions, bequests, and gifts deductible for federal income and estate and gift tax purposes respectively. Snake River Swimming operates under by-laws and is governed by its House of Delegates (Article 4), a Board of Directors (Article 5), elected and appointed Officers (Article 6), and various Divisions, Committees, and Coordinators (Article 7) as described in its By-laws.

The House of Delegates governs Snake River Swimming. The Board of Directors has the authority to act for the Corporation between meetings of the House of Delegates. The officers of the Corporation comprise the Executive Committee and shall have the authority to act for the corporation between meetings of the Board of Directors

A. Objective

The objectives and primary purpose of SRS shall be the education, instruction, and training of individuals to develop and improve their capabilities in competitive swimming. SRS shall promote swimming for the benefit of swimmers of all ages and abilities, in accordance with the standards, rules, regulations, policies, and procedures of FINA, USA Swimming, SRS, and the SRS Articles of Incorporation.

B. Mission

STRIVE TOGETHER, THRIVE TOGETHER by helping swimmers to achieve success from the grassroots level to the elite.

C. Vision

Provide a safe and positive atmosphere for all swimmers of all abilities to achieve and sustain lifelong success TO STRIVE RISE SUCCEED

D. Conflict of Interest Statement

1. It is the policy of Snake River Swimming (SRS) that all staff, committee chairs, and board members avoid any conflict of interest or perception of a conflict with the interests of SRS or USA Swimming. Members of SRS have an obligation to carry out the duties of their respective positions, whether the position is as a Board member, coach, athlete, or volunteer of Snake River Swimming. Members should avoid placing themselves in position where personal interest or potential conflict of interest exists. When a potential conflict of interest exists, it shall be the

responsibility of the person involved, or any other person with knowledge, to notify the Board of Directors of the circumstance resulting in the potential conflict so the Board of Directors can provide guidance and take action as it shall deem appropriate.

2. At the beginning of the short course season each year, all Head Coaches and Swim Team Board Presidents should review the LSC Conflict of Interest Statement and sign an affirmation page that they have done so. The LSC Conflict of Interest statement should also be sent to all team members as a reminder they will be held accountable for violating this LSC policy.

E. Expected Behavior

1. Recognition of multiple USA Swimming-related interests - As members of SRS, it is recognized that all board members and other SRS volunteers have interests in their athlete family members (if any), affiliated club, and USA Swimming. This policy does not generally require specific action or inaction because of these interests unless they are of particular importance to or bearing on the issue at hand.
2. Disclosure of interests – When discussing issues in any board or committee, it is expected that all SRS staff, Committee Chairs, and members of the Board of Directors will either refrain from the discussion or openly disclose any interest they have that may present a conflict with the interests of SRS or USA Swimming.
3. Voting – When voting or making a decision in the performance of SRS duties, all SRS staff, Committee Chairs, and members of the Board of Directors shall recuse themselves from voting on issues that cause or appear to cause a conflict with the interests of SRS or USA Swimming.
4. Responsibility to perform duties – Should a conflict of interest exist or arise that prevents or substantially compromises the performance of necessary SRS duties, it is expected the affected person will resign from the SRS position.

F. Staff and Board of Director Member Acknowledgement

1. Upon appointment, or election, and every year thereafter, all Committee Chairs, and members of the Board of Directors shall sign a copy of this Policy acknowledging the need to adhere to this policy. The SRS Secretary shall be responsible for retaining copies of these signatures for the duration that the position is held.

G. Athlete Code of Conduct

1. Snake River Swimming athletes recognize and agree to always conform to the following principles while representing SRS and will read and sign the Code of Conduct before team travel or participation.
 - a) To conduct myself as to be a worthy athlete, and/or staff member.
 - b) To follow all Snake River Swimming and USA Swimming Rules.
 - c) To conduct myself to earn the respect and confidence of others.
 - d) To act/conduct myself with dignity and with respect to others and the property of others.
 - e) To dress in a manner suitable to my position as a representative of SRS.
 - f) To be a responsible goodwill ambassador between the sport of swimming and the public.
 - g) To strive to do my best and encourage all team members to do the same.

- h) To deal kindly, justly, impartially, and intelligently with all of my fellow team members to promote a healthy swimming environment in or out of the water during practice and/or swimming competitions, with good sportsmanship throughout.
 - i) To do my best to bring the highest possible credit and regard to myself, my team, SRS, and the sport of swimming.
 - j) Compliance with USA Swimming Article 304, Code of Conduct. Other than through general advertising by a SRS coach, owner, officer, volunteer, representative, or employee of a swim club, or a USA Swimming or LSC employee, either through direct contact with an athlete or the encouragement of others, to recruit or otherwise encourage an athlete who is already a member of a USA Swimming member swim club to leave that club, unless the acting party receives prior written to recruit or encourage the athlete to change affiliation from the athlete's existing USA Swimming member swim club or contact is initiated by the athlete, the athlete's parent or authorized representative.
2. The use of any of the below is strictly forbidden while representing SRS as an athlete.
 - a) Alcoholic beverage and tobacco products.
 - b) Drugs (other than those prescribed by the athlete physician.
 - c) Fireworks
 3. Indiscreet or destructive behavior will not be tolerated. Consequences for failure to follow Code of Conduct guidelines may include any or all of the following:
 - a) The athlete may be suspended from practice, meets, camp/team activities, and meetings.
 - b) The athlete may be sent home at his/her family expense from the meet or camp.
 - c) The athlete and his/her family will be responsible for any damages caused by the athlete.
 - d) The athlete may be suspended from membership in SRS and USA Swimming.

H. Member Code of Conduct

1. Members of Snake River Swimming are bound to the USA Swimming Code of Conduct as outlined in Article 304 of its Rules and Regulations and will sign the appropriate Code of Conduct before participating in Snake River Swimming -sponsored activities or events.
2. Any member or prospective member of USA Swimming may be denied membership if such member violates provisions of the USA Swimming Code of Conduct or aid, abet, or encourages another person to violate the provisions of the USA Swimming Code of Conduct.

Part II. Document Retention

A. Purpose

The purpose of this document retention policy is for Snake River Swimming to enhance compliance with the Sarbanes-Oxley Act and to promote the proper treatment of corporate records of Snake River Swimming, Inc.

B. General Guidelines

Records will not be kept if they are no longer needed for the operation of or required by law. Unnecessary records will be eliminated from the files. Records will be destroyed in a manner deemed appropriate for compliance with privacy laws.

C. Exception for Litigation Relevant Documents

SRS expects all officers, directors, and volunteers to comply fully with any published records retention or destruction policy schedules, provided that the following general exception to any stated destruction schedule is noted: If you believe, or SRS informs you, that SRS records are relevant to litigation, or potential litigation (i.e., a dispute that could result in litigation), then you must preserve those records until it is determined that the records are no longer needed. That exception supersedes any previously or subsequently established destruction schedule for those records.

D. Document Retention Periods of Specific Categories

1. Organizational Documents – permanently
2. Tax Records – 7 years with exceptions
3. Banking Records
4. Employment Records/Personnel Records
5. Board and Board Committee Materials
6. Legal Files – 10 years minimum
7. Contracts
8. Insurance Policies
9. Inventories – 7 years
10. Correspondence
11. Electronic Mail
12. Meet Reports

Part III. Representatives and Delegates

A. USA Workshop

1. Officer and Representative Delegates

It shall be the duty and privilege of up to 6 members of the SRS Board of Directors. The final attendance shall be as recommended by the General Chair and approved by the Board of Directors once USA Swimming publishes the schedule.

2. Representative Alternates

If a Representative Delegate is unable to attend the USA Swimming Workshop, then a Representative, with the advice and consent of the General Chair, shall be designated to attend as a representative of SRS.

B. Zone Meetings

1. Officer and Representative Delegates. It shall be the duty and privilege of

- a) the General Chair,
- b) the Administrative Vice-Chair,
- c) the Age Group Vice-Chair,
- d) the Senior Vice-Chair.
- e) the Senior Athlete Representative and
- f) the Coach Representative to attend the Western Zone Meeting as voting delegates to the Western Zones Meetings.

2. Officer Delegate Alternates

If any of the other officer delegates are unable to attend, their elected alternates, if any, shall attend in their places. If 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 Western Zone meeting as delegates representing SRS.

3. Athlete Representative Alternates

If an athlete delegate is unable to attend, the Athlete Representative next most senior in term of office shall attend. If seniority cannot be established or there remain no additional Athlete Representatives or alternates able to attend, then the General Chair, with the advice and consent of the Board of Directors, shall designate one or more Athlete Members to attend as a representative of SRS.

4. Coach Representative Alternates. If the Coach Representative is unable to attend the USA Swimming annual meeting, then the Coach Representative, with the advice and consent of the General Chair and the Board of Directors, shall designate a Coach Member to attend as a representative of SRS.

Part IV. Membership

Snake River Swimming (SRS) is composed of clubs, athletes, and non-athletes as defined in Article 2 of the Snake River Swimming By-laws. Any of the above may become members of Snake River Swimming by completing the requirements outlined in the Registration Section 2.1 of this Policy & Procedures Manual. All memberships in Snake River Swimming require membership in USA Swimming.

A. Registration

1. Group Member

- a) Every group member under the auspices of SRS must be a member in good standing. Good standing is defined as complying with all USA Swimming and SRS rules, procedures, code of conduct, and prompt payment of fees and fines. Existing Group Members must be in good standing to renew their Group Member registration.
- b) Applications for group membership (Club Registration Form) may be obtained from the Registration Chair. Club packets will be sent to all currently registered clubs in August. Membership is for a calendar year, although applications received after September 1 will be valid until December 31 of the following year (up to 16 months). The affiliations of at least one Athlete member 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 at sanctioned meets.

2. Individual Member

- a) Individual
 - (1) The following persons must be members of USA Swimming, per USA Swimming Rules and Regulations and SRS By-Laws:
 - (a) Meet directors, officials, coaches, and any others required by USA Swimming regulation 202.5
 - (b) Club owners by USA Swimming regulation 305.5.
 - (c) Voting Members of the SRS House of Delegates as required by SRS Bylaw 4.1.1
 - (d) All members of the SRS Board of Directors as required by SRS By-Law 6.3
 - (e) SRS Committee Chairs and members per relevant section of SRS By-Laws Article 7
 - (f) SRS also requires that officially recognized functionaries of SRS Sponsored teams (e.g., Zone or All-Star Teams) be members of USA Swimming:
 - (i) SRS Sponsored Team Chaperones
 - (ii) Other SRS Chaperones receiving travel funding
 - (iii) Any other officially recognized SRS sponsored team functionary, e.g. Team Trainers, Managers or Coordinators
 - (g) Any Club member Directors/Officers or other official representatives/agents as required in USA Swimming Corporate Bylaws 2.6.6.

B. Full Membership

- 1. A swimmer must be a current member of USA Swimming to participate in any sanctioned USA Swimming meet, including Snake River Swimming meets. Swimmers may compete representing their Club or as an Unattached swimmer.
- 2. Athlete memberships are valid from January 1 through December 31. Registrations received after September 1 are valid through December 31 of the following year (up to 16 months). Current annual dues are shown on the current application(s).

3. Membership applications are available from each SRS club, from the Snake River Swimming website, or the Snake River Swimming Registration Chair.
4. Swimmer registrations from a Club may be submitted electronically. New swimmer registrations will require copies of a government-issued birth document. Clubs using electronic registration will be required to submit their Team Manager database to the Snake River Swimming Registration Chair before registration for the new year. See the SRS Registration Policy Guidelines for complete information and requirements.

C. Outreach Membership

1. Outreach Athlete membership is available to qualified athletes per USA Swimming guidelines. The purpose is to make year- round membership available to athletes who might otherwise not be able to afford the standard athlete membership fee. If the athlete participates in a reduced or free school lunch program and can provide documentation to Snake River Swimming (SRS), they qualify for the Outreach Membership and a reduced USA Swimming/Snake River Swimming Athlete Membership fee. The Outreach registration link is separate from the General registration link, and documentation must be provided before access to the Outreach link is granted.
2. Documentation is as simple as a one-page form on the school's letterhead indicating that the athlete member is on a free or reduced lunch program. Documentation shall be submitted with the registration Transmittal of Funds form and payment.

D. Seasonal Membership

1. Snake River Swimming offers a seasonal (summer only) membership. This membership is good for up to, but not more than, 150 days as of the date of registration. Seasonal athletes are afforded the same insurance coverage as Full Athletes.
2. Seasonal athletes cannot compete "above" the SRS Championship level. Meets not open to seasonal athletes include Western Zones, Sectionals, Juniors, US Open, Nationals, and Olympic Trials.
3. Seasonal athletes cannot transfer their seasonal membership to another club or to another LSC.

E. Flex Membership

1. Snake River Swimming offers a Flex membership for the same period of time as the year-round athlete membership. The Flex Membership is optional for each club. There are several limitations and stipulations:
 - (a) Athletes may compete in only two sanctioned competitions per registration year.
 - (b) Athletes may transition to Annual membership within the same calendar year, paying the difference between the cost of the Flex membership and the Annual membership.
 - (c) Flex membership is not valid for competition at or above the LSC championship level.

F. Non-Athlete Coach Member

1. Coach Members - To be a Coach member of USA Swimming, an individual must be a Non-Athlete member and must:
 - (a) Submit current Snake River Swimming non-athlete application found on the SRS website
 - (b) Submit current coach membership fee as documented on the application
 - (c) Submit copies of all three safety certification cards as on the USA Swimming approved list (can be found on the USA Swimming website). Class rosters will be accepted.

- (d) Complete or have a current USA Swimming mandated Background Screen. Access to the screening process must be from the USA Swimming website. No other background screens are acceptable. The USA Swimming background screen is good for two (2) years and has a separate fee.
- (e) Complete the current Athlete Protection Training course online on the USA Swimming website.
- (f) First-year coaches in USA Swimming must complete an education requirement (Foundations of Coaching) before they can renew for a second membership year. Detailed information can be found on the USA Swimming website. VALID TO: Coach membership will be valid until December 31 of the current year or until the first expirations date of a Coach BGS, Safety credential, or APT, whichever occurs first. The VALID TO date will be printed in large bold letters on the face of each Coach membership card (available on the USA Swimming website to print and available on USA Swimming DeckPass). When a Coach member submits new credentials with changed expiration dates, NO card will be printed and mailed. EXPIRED VALID TO: If the required safety credentials are not provided before the passage of the VALID TO date, the coach will lose all coach privileges and authority. The individual will not be permitted on deck at practices or meets, and risks lapsed insurance coverage for the club.

G. Non-Athlete, Coach Members

1. Any person interested in the purposes and programs of Snake River Swimming is eligible to be a Non-Athlete member
2. Must complete or have a current USA Swimming mandated Background Screen. Access to the screening process must be from the USA Swimming website. No other background screens are acceptable. The USA Swimming background screen is good for two (2) years and has a separate fee.
3. Must complete current Athlete Protection Training (APT) course online on the USA Swimming website.
4. Deck Officials (Starter, Referee, Stroke & Turn Judge, Admin Official) must be Non- Athlete members of USA Swimming with current Background Screen and APT.
5. Members of the Board of Directors and Club Representatives to the House of Delegates must be members of USA Swimming and Snake River Swimming with current Background screen and APT.
6. Non-athlete registrations are valid from January 1 through December 31. Applications received after September 1 are valid through December 31 of the following year (up to 16 months).
7. Non-athlete applications may be obtained from the Snake River Swimming website and should be returned to Snake River Swimming Registration Chair. The current annual membership fees for individual and family non-athlete members are on the application as posted

B. Transfers

An athlete transferring from one Club to another, from representing a specific Club to Unattached status, or from one LSC to another, must submit a Snake River Swimming Application for Transfer signed by the athlete and the parent, along with the fee to the Snake River Swimming Registration Chair.

1. The application must state the date of the last competition, current club, and club to which the swimmer wishes to transfer after the unattached period has expired.

2. USA Swimming Rule 203.3 requires that 120 days must pass from the date of the last competition representing the prior Club before a swimmer may represent a new Club in competition.
3. Applications without the last day of competition will be processed with the date that the application is received as the last date of the competition.
4. The previous club of the swimmer will be notified of the transfer request.

C. Officials Requirement for Teams

All Snake River Swimming Teams shall have at least one (1) trained official for every 25 active swimmers on the team roster as of September 1 each year. This requirement shall take effect on September 1, 2024. The Officials Chairman will work with each team to make sure each team is being trained and is current with this policy.

Part V: Governance

A. Members

1. House of Delegates

The House of Delegates of Snake River Swimming membership shall be in accordance with Article 4 of the Snake River Swimming Bylaws.

2. Board of Directors

The Board of Directors of Snake River Swimming membership shall be in accordance with Article 5 of the Snake River Swimming Bylaws.

B. Duties and Powers

1. House of Delegates

The House of Delegates of Snake River Swimming duties and powers shall be in accordance with Article 4 of the Snake River Swimming Bylaws.

2. Board of Directors

The Board of Directors of Snake River Swimming duties and powers shall be in accordance with Article 4 of the Snake River Swimming Bylaws.

3. Voting: No more than (3) three Members per club team shall serve as voting members on the Board of Directors at any time. This limitation shall be applied separately as to Athlete Representatives and Non-Athlete Members in accordance with SRS Bylaws 5.4.1

C. Meetings

1. House of Delegates Items for consideration (i.e, the Agenda) and unapproved minutes will be posted on the SRS website (www.snakeriverswimming.org) seven (7) days before the meeting. Any items not on the published agenda must be approved by a 75% majority of those present and voting for the item to be added to the Agenda and will require a subsequent 75% majority for adoption. Meetings shall be held per Section 4.6 and 4.7 of Article 4 of the SRS Bylaws.

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

- Roll Call
- Reading, correction, and adoption of minutes of the previous meeting
- Reports of officers
- Reports of committees and coordinators
- Presentation and approval of the annual budget
- Presentation and approval of the annual audit, when applicable
- Unfinished (old) business
- Elections
- New business
- Resolutions and orders
- Adjournment

2. Board of Directors Meetings of the SRS Board of Directors are generally held every 3 months. Additional meetings may be scheduled, when necessary. Items for consideration and unapproved minutes shall be sent to all members of the Board of Directors and posted on the SRS website no less than seven (7) days before each meeting. Any items not on the published agenda must be approved by a 50% majority of those present and voting for the item to be

added to the agenda and will require a subsequent 75% majority for approval or adoption at that meeting. New members of the Board of Directors should be acquainted with the philosophy of the organization and the makeup of the community it services. Each new Board member should:

- Understand the general duties of a Board member and the duties and powers specific to their office.
- Be familiar with Robert's Rules and the rules of the organization, as well as any ethics statements and/or conflict of interest agreements.
- Understand which committees they serve on and/or chair, know which committees report to them, and understand the composition and responsibilities of each committee.
- Be familiar with any other responsibilities outside of their committee work.
- Be introduced to all Board members and staff.
- Know how to reach the staff and have access to any needed contact information • Understand where the money to support the SRS Budget comes from and how it is spent.
- Be aware of the past so that present planning, direction, and actions make sense and can be viewed in context.
- Be guided by the mission and vision statements along with the organization's values. These principles should be kept at the forefront of the decision-making and strategic planning processes.

D. Job Descriptions for Board of Directors (please refer to the Board Orientation Manual on the Snake River Swimming website for complete details):

1. SRS General Chair:

Term: 2 -years

Election: FALL HOD, ODD years

Voice and vote

The Snake River Swimming General Chair is responsible for the overall administration and management of the LSC. The General Chair is the Chairperson of the Board of Directors. The General Chair oversees board and executive committee meetings and works in partnership with fellow members to make sure board resolutions are carried out.

2. SRS Admin Vice-Chair:

Term: 2 -years

Election: FALL HOD, ODD years

Voice and vote

The Snake River Swimming Admin Vice-Chair has many duties and responsibilities. The main duty of the SRS Admin Vice-Chair is to assist the General Chair, mainly with administrative matters of the LSC, as directed by the General Chair. They shall conduct meetings in the absence of the General Chair and shall conduct the meetings of the House of Delegates. 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.

3. SRS Finance Vice Chair:

Term: 2 -years

Election: FALL HOD, ODD years

Voice and vote

The Finance Vice-Chair provides financial advice and budget review to the LSC. The SRS Finance Chair prepares and recommends the annual budget and is also a member of the Budget and Finance Committee. The SRS Finance Chair is the Chief Financial Officer of the LSC, is responsible for the LSC investments, and plays a part in putting together the LSC Marketing and Fundraising plan. The Finance Chair is responsible for our audit, and also for the LSC's internal financial controls.

4. SRS Secretary:

Term: 2 -years

Election: FALL HOD, ODD years

Voice and Vote

The Secretary, or a delegate, shall be responsible for keeping a record of all meetings of the SRS House of Delegates and Board of Directors, conducting official correspondence, issuing meetings and other notices, and making such reports to USA-S as are required and shall perform the other duties incidental to the office of Secretary. The Secretary shall be the custodian of the records of SRS, and attest to the execution of all duly authorized instruments. The Secretary shall cause to be kept copies of all minutes, official correspondence, meeting and other notices, and any other records of SRS. The Secretary's custody of the minute books and other records shall be as a fiduciary for IES and shall end when the Secretary leaves office and shall pass them on to the successor Secretary.

5. SRS Senior Vice Chair:

Term: 2 -years

Election: Spring HOD, ODD years

Voice and vote

The Senior Chair shall chair and have general charge of the affairs and property of the Division that develops and conducts the senior swimming program of SRS LSC. The Senior Vice-chair serves as a liaison to the Athlete Representatives and the Athletes Committee and shall be responsible to see that the Athlete Representatives' elections are held per SRS Bylaws. The SRS Senior Chair is responsible for oversight and direction of the LSC's Senior swimming program and is also responsible for the planning and coordination of regular season senior meets and Senior Championships. One of the main responsibilities of the SRS Senior Chair is ensuring SRS athletes get reimbursement from approved National Level meets.

6. SRS Age Group Vice Chair:

Term: 2 -years

Election: FALL HOD, EVEN years

Voice and vote

The Snake River Swimming Age Group Vice Chair is responsible for the oversight and direction of the LSC's Age Group swimming program. The Age Group Chair is responsible for the planning and coordination of regular season age group meets and the series of age group championship meets. The Age Group Chair also plans for the needs of the Age Group level of our sport, and generates, evaluates, and communicates ideas, which will assist SRS Swimming in planning and developing quality age group swimming programs. The SRS Age Group Chair is also involved in but is not limited to, Adaptive Swimming, Camps/Clinics, Technical Planning, Time Standards, and the SRS Zone Team.

7. Safe Sport Chair

Term: 2 -years

Election: FALL HOD, EVEN years

Voice and vote

The Safe Sport Chair shall be responsible for the implementation and coordination of and serve as the Snake River Swimming liaison for the Safe Sport Program established by USA Swimming. The Safe Sport Chair shall be Snake River Swimming member in good standing at time of taking office, 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 Snake River Swimming. The Safe Sport Chair will:

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

8. SRS Coaches Representative:

Term: 2 -years

Election: Spring HOD, EVEN years

Voice and vote

The Snake River Swimming Coaches Rep is responsible for conveying information from the Coach's Committee to the Board of Directors. The SRS Coaches Rep represents the LSC's coaches and their positions to the Board of Directors and House of Delegates regarding the LSC's policies and procedures and coaching direction.

9. SRS Athlete Representative:

Term: 2 -years

Election: Spring HOD, Sr – Even, Jr – Odd

Voice and vote

The Snake River Swimming Athlete Rep represents the LSC's athletes' views and desires and coordinates athlete legislation within the LSC. The SRS Athlete Rep represents Snake River Swimming's athletes to USA Swimming. The SRS Athlete Representatives shall serve as the liaison between the athletes who are members of SRS LSC and the Board of Directors and House of Delegates. The Senior Athlete Representative shall chair the Athletes' Committee. The Junior Athlete Rep assists the Senior Athlete Rep.

10. SRS Treasurer:

Term: 2-years

Election: FALL HOD, EVEN years

Voice and vote

The Treasurer shall be the principal receiving and disbursing officer of SRS. Except as otherwise directed by the Finance Vice-chair, the Finance Committee, or the Board of Directors, the Treasurer shall oversee the independent contractor (bookkeeper) for all money, incomes, fees, and other receipts of SRS: and pay all bills, and expenses, and other disbursements approved by an authorized officer, committee chair, the Finance Vice-chair, the Finance Committee, the Board of Directors or the House of Delegates, or required to be paid. 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 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 supervises, deposits, segregates, disperses, and keeps safe all the finances of the SRS LSC.

11. Diversity, Equity, and Inclusion (DEI) Chair:

Term: 2- years

Election: FALL HOD -ODD years

Voice and vote

The purpose of the LSC DEI Chair is to lead the LSC to increase diversity, implement equity, and promote inclusion at the team and LSC level by providing consultation to teams, creating opportunities through diversity-themed camps, and actively advocating for DEI at the LSC Board of Directors meetings. This is done by providing DEI education within the LSC and serving as chair for the LSC DEI committee. In addition, they shall serve as the official representative of the LSC to Zone and USA Swimming on DEI activities, meetings, and committees.

12. Officials Chair

Term: 2- years

Election: FALL HOD -ODD years

Voice and vote

Nominated candidate should submit his/or her name with their qualifications listed no later than September 14th to the Snake River Swimming Officials Committee for the ODD year election. Electronic voting by members of the Official Committee will open September 15 and close September 20. Results will be announced at the Fall House of Delegates meeting.

The Officials Chairman shall work together with the Officials Committee which is responsible for recruiting, training, certifying and supervising officials for Snake River Swimming. The elected Official Chair should appoint an Assistant Officials Chair for each Region to help in sharing of Officials Chair responsibilities and communications. The Assistant Officials Chair shall be approved by the SRS BOD. The Officials Chairman election requirement shall be a referee certified by Snake River Swimming. Each member of the Official's Committee shall be a certified meet referee of Snake River Swimming with the appropriate number of athletes to comprise 20% of the committee. The Official's Chairman is responsible for all training clinics, certification and tracking of Snake River Swimming Officials and available for

LSC Championship Meets, and all required Snake River Swimming Fall and Spring House of Delegates Meetings.

13. At Large Board Member

Term : 1 year

Appointed: by General Chair with advice and consent of the BOD

AT-LARGE BOARD MEMBERS - The House of Delegates may specify five (5) At-Large positions. Any reduction in the number of At-Large Board Members shall not take effect until the terms of office of the incumbents expire or become vacant. Additionally, a sufficient number of Athlete Representatives shall be elected as At-Large Board Members such that athletes constitute at least twenty percent (20%) of the voting membership of the Board of Directors at any given time (taking into account the Athlete Board Representatives).

The Athlete At-Large Board Members shall meet the same requirements as the Athlete Representatives set forth in Section 6.2.1.

All At-Large Board Members shall hold office from the date of their election through the conclusion of the annual meeting of the House of Delegates following such election, or until their successors are elected.

Voting members must be USA Swimming and Snake River Swimming members. No more than three Members of any Group Member shall serve [as voting members] on the Board of Directors at any time. This limitation shall be applied separately as to Athlete Representatives and Non-Athlete Members.

14. Membership/Registration Chair:

Term: 2 years (EVEN year)

Appointed: HOD, no term limitation

Voice and vote

The Membership/Registration Chair is responsible for processing all registrations and transfers for athletes, non-athletes, and clubs within Snake River Swimming through the SWIMS database.

Duties and Responsibilities:

Annually

- o Preparation for new registration season (September 1st of each year):
- o Notify clubs of any changes to the registration process
- o Update all forms and documents on the SRS Registration page
- o Update LSC offerings within USA Swimming
- o Attend Spring and Fall HOD meeting
- o Prepare the Annual Registrar's report for the Fall HOD meeting, including:
 - o Current Membership Levels
 - o Membership trends
 - o Changes for the upcoming registration season
 - o Membership fees
 - o General announcements
- o Prepare annual transaction report SRS Treasurer, including:
 - o Annual membership levels
 - o Current memberships by club
 - o Any changes in fees

- o Renew/register club USAS registrations
- o Track dates, assigning fines as appropriate for late payments

Monthly

- o Prepare monthly transaction report for SRS Treasurer, including:
- o Monthly USAS transaction report
- o Monthly Venmo/cash payment report
- o Monthly USAS payout report
- o Attend monthly USAS Registrar's meeting via Zoom
- o Monitor non-athlete status, including:
- o Expiring credentials
- o Team Admin is listed correctly on USAS and is current

On-Going

- o Update coach/admin/official credentials as they come in
- o Monitor Unattached Athletes and Non-Athletes
- o Assist teams with registration process
- o Assist parents with USAS registrations
- o Resolve registration issues when able, working with USAS
- o Prepare informational and procedural documents as the need arises
- o Monitor transfers, including last competition date and whether a fee is required
- o Collect fees as required, such as:
- o Transfers
- o Club registrations
- o Fines
- o Complete Meet Reconciliations prior to every meet and again after a meet is completed
 - o Notify meet admin of errors
 - o Assist teams with resolving errors
 - o Assign fines as appropriate for unresolved errors
- o Compile Contact lists as needed

15. Operational Risk Chair

Term: 2 years (EVEN year)

Voice and Vote

Appointed in Even year in FALL HOD by General Chair with advice and consent of the BOD, elected by the Governance Committee. The Operational Risk Chair is responsible to promote safety throughout the SRS swimming community.

Duties and Responsibilities:

- o Attend HOD meetings and BOD meetings
- o Serve as liaison between USA Swimming/MWS and Club Operational Risk

Coordinators

- o Provide reports of injuries within SRS at BOD and HOD meetings as requested
- o Provide input and periodically review SRS warm-up guidelines
- o Arrange and/or conduct water safety training opportunities as needed in SRS
- o Communicate regularly with Club Operational Risk Coordinators
- o Contact USA Swimming, with knowledge of the General Chair unless otherwise agreed

to, with safety questions and concerns

- o Disseminate safety information and required forms to all member clubs, coaches and officials within SRS
- o Provide information for compliance with USA Swimming rules and SRS rules
- o Review and refine SRS safety programs and club level programs
- o Review completed Report of Occurrence forms, making suggestions on how to prevent re-occurrence
- o Promote safety as a topic to be discussed at coaches and officials pre-meet meetings
- o Prepare and distribute facility checklists, safety checklists and emergency action plans to be used by clubs
- o Member of the following committees:
 - Chair the Operational Risk Committee
 - Serve on other committees as delegated by the General Chair or BOD

16. Governance Chair

Terms: 2 years (ODD Year)

Appointed by General Chair with advice and consent of the BOD, elected by Governance Committee.

The Governance Chair is responsible for guiding the Governance Committee in its stated duties in the SRS Bylaws to include evaluation of the governing of SRS and the nomination of candidates for HOD elected positions within SRS.

Committee includes: General Chair, Admin Vice Chair, 2 Non-Athlete members

Duties and Responsibilities:

- o Attend HOD meetings and BOD meetings
- o Attend to duties of the Governance Committee as outlined in the SRS Bylaws
- o Lead in evaluation of mission, vision and value statements
- o Lead in periodic evaluation of general operating policies of SRS
- o Nominate candidates for the positions elected by the HOD

17. Technical Planning Coordinator

Terms: 2 years (EVEN Year)

Elected by House of Delegates

Voice and Vote

Develop the meet schedule, championships meet events, qualified time standard and present it to the Board of Director for review and approval and coordinate the conduct of all swimming programs for all levels of swimming in Snake River Swimming.

Committee members include General Chair, Official Chair, Age Group Vice Chair, Senior Vice Chair, Sanction Chair, Coach Representative, Jr Athlete Representative, Senior Athlete Representative, and Representative from Club Per Meet Schedule that is listed in the appointed year under Snake River Committees on the Snake River Swimming website.

18. Awards Chair

Terms: 2 years, Unlimited

Voice and vote

Elected by House of Delegates

Coordinate with the appropriate committees the awards presented to all recipients in each award categories under Snake River Swimming Standing Rules.

19. Past General Chair

Term: Until the end of the newly elected General Chair's term(s).

Part VI: Funding & Reimbursements

Any team or non-athlete individual receiving funding or requesting reimbursement from Snake River Swimming while representing the LSC should provide all travel receipts and documentation to the Treasurer no later than 30 days following the event. Reservations for airfare, car rental, and lodging (room & tax only) should be made within the approved travel budget.

Changes to travel arrangements which incur an additional expense, such as a change or additional collection fee, non-use of a non-refundable or non-transferable ticket, no matter the travel vendor or cause, the cost of the change, fee, or unused ticket becomes the sole responsibility of the traveler and shall not be paid by Snake River Swimming.

Duplicate reimbursement is strictly prohibited.

Reimbursement funding should be sent by US Mail with the team, coach, or non-athlete individual mailing address provided in the reimbursement electronic request or reimbursement documents. Payments should be delivered to the reimbursed individual directly, not to a third party. Payments sent by US Mail are valid for 90 days from the date of issue. Expired payments may be reissued and will be deducted with any additional postage fees from the original reimbursed amount. Payments that expire after a second issue by US Mail may only be reissued by Electronic Payment and the additional bank fee will be deducted from the reimbursement difference.

To request reimbursement, please use one of the links below. Complete the form and submit. Submitted forms will be directed to the LSC Treasurer and to the LSC Bookkeeper. Questions about payment should be directed to the LSC Treasurer (email address can be found on the LSC Board of Directors page).

Coach Reimbursement Form

Non-Athlete Reimbursement Form

For detailed information, please refer to the Snake River Swimming By-Laws and BOD Manual