

**WYSI POLICIES AND PROCEDURES MANUAL**  
**(4-16-2024)**

**Policies & Procedures**

**I. Adoption and Amendment of Policies & Procedures**

A. AUTHORITY FOR ADOPTION

These policies and procedures are adopted by the House of Delegates (HOD) of Wyoming Swimming, Inc. pursuant to Sections 1.4 “Jurisdiction” and 4.5 “Duties and Powers” of the Bylaws of Wyoming Swimming, Inc. (“WYSI”).

B. AMENDMENTS

These policies and procedures may be amended by majority vote of the HOD or by the WYSI Board of Directors between meetings of the HOD, subject to the exercise by the HOD of its powers of ratification or prospective modification or rescission at the next HOD meeting, pursuant to 4.55 “Duties and Powers” of the WYSI Bylaws.

C. PURPOSE

These policies and procedures are adopted to govern the specific circumstances within WYSI and are intended to supplement the USA Swimming Rules and Regulations as applicable.

**II. Member Registration**

A. REGISTRATION TO BE SUBMITTED THROUGH CLUB REGISTRARS

Each athlete, non-athlete, or administrative member registering with Wyoming Swimming shall do so using the SWIMS 3.0 platform maintained by USA Swimming.

B. DUTIES OF CLUB REGISTRARS

Each club is responsible for keeping the WYSI LSC registrar apprised of whom their Club Registrar is. Each Club Registrar is responsible for disseminating their club’s unique registration link that can be used for its athlete and non-athlete members to register with USA Swimming. For those members who are unattached, the WYSI Registrar shall serve as their Registrar and will provide any information they may need.

### **III. Non-Championship WYSI Meets**

*This Section provides the policies and procedures generally applicable to all meets held within WYSI's jurisdiction.*

#### **A. EVENTS**

1. The events for all age group or senior meets will be established by the Host Club subject to review by the Sanctions Chair, or his/her designee. Consideration should be given to the frequency with which swimmers in the various age groups will have to swim. If the total time for the meet is anticipated to be more than four (4) hours, the age groups should be divided into at least two (2) separate sessions.
2. Whenever events or age groups to be swum are not listed in the USA Swimming Rules and Regulations, special permission must be obtained from the Age Group or Senior Vice-Chair or his/her designee prior to submitting the sanction application. The non-standard events or age groups shall be specially noted in the Meet Announcement (e.g., 150-yard races, mixed-gender relays).
3. For meets with time standards, the appropriate qualifying times shall be listed for all applicable events. The times in the USA Swimming Rules and Regulations should be used for these standards in sanctioned meets. For events not listed in the USA Swimming Rules and Regulations (e.g., relays), the Host Club may set its own time standards.

#### **B. MEET ENTRIES**

1. For all meets, each Host Club shall forward to WYSI a "Hytek meet event file" for posting on the WYSI website at least fourteen (14) days prior to the entry due date.
2. Host Clubs may not require that entries be received more than nine (9) days before the first day of the meet (Thursday for meets beginning on Saturday of the next week). Any entries postmarked eleven (11) days or more before the first day of the meet shall not be rejected (in case of delay in delivery these entries may be seeded as "no time").
3. Entry forms, cards and/or master sheets shall be required. If any of the required information fails to reach the Meet Director, the entire entry may be rejected. Meet Announcements shall specify that entry forms or cards be completely filled out, giving first and last names, age as of the first day of the meet, USA Swimming number, and best time. Relay entries

should include the first and last names of eligible swimmers when possible.

4. The fastest time ever swum by the swimmer for the event shall be submitted for seeding purposes. All “No Time” entries will be randomly seeded in the slowest heats. Entry times for meets held in yard pools should be submitted in yard times. Entry times for meets held in meter pools should be submitted in meter times.

5. For meets with time standards, the date and location of the meet where the standard was met shall be included with the entry. Failure to do so may be corrected before the first event of the meet. If not corrected, the swimmer may not swim that event.

6. USA Swimming Time Standards

a. Any swimmer who achieves a letter level for a specific stroke distance will be considered to be at that level in all courses. (For example, a swimmer that is AA in the 100-yard freestyle is also considered to be AA in both the long course and short course 100-meter freestyle.)

b. Swimmers may achieve these time standards in USA Swimming sanctioned or approved meets and in observed high school, junior high school, middle school or college competition.

c. When swimmers move up to the next age group they carry with them their times and are automatically considered to have made the appropriate new age group USA Swimming letter time standard.

d. In swim meets having a mixture of letter time- standards, a swimmer achieving the next highest level in an event in the meet will be considered for individual awards in the new time-standard level.

7. Each Host Club shall send by email to the Registration Coordinator, an “SD3 export file” from “Meet Manager” listing the meet registrants forty-eight (48) hours following the meet entry deadline or three (3) days prior to the first day of the meet, whichever occurs first.

8. Any club or individual entering a swimmer in a sanctioned meet who is not an Athlete Member in good standing of USA Swimming shall be fined fifty dollars (\$50) for each non-compliant swimmer entered. Such fine shall be payable to WYSI within ten (10) days of notification of the infraction.

C. ENTRY FEES

See Section IX, Fee Schedule, for the maximum amount that may be charged as an entry fee.

D. MEET ANNOUNCEMENT

The Meet Director shall electronically submit a draft Meet Announcement conforming to the template provided in, the 'Sanctions Requirements' section on the WYSI website and complying with associated requirements as set forth on the 'Swim Meet Sanction Checklist' to the Sanctions Chair and the Meet Referee at least thirty-five (35) days prior to the first day of the meet. Failure to comply with a minimum of thirty-five (35) days' notice will require the requested meet to be rescheduled so that such requirement can be met.

Meets which are limited to three teams or less shall be required to fulfill all requirements of the above paragraph with the exception that the Meet Announcement shall be submitted to the WYSI Sanctions Chair and the Meet Referee no less than fourteen (14) days prior to the first day of meet.

E. MANDATORY CLUB PARTICIPATION OF OFFICIALS

1. Any Club wishing to host a home meet must provide two (2) officials for each day of their meet. Such Official must be a fully registered and up-to-date certified official registered under the Host Club.

Unattached officials will not be considered to be part of the Host Club's quota.

2. All WYSI Clubs participating in any WYSI sanctioned meets are required to provide the following number of officials:

1 - 9 Swimmers: No Officials (unless you are the Host Club, then it shall be two (2) officials for each day of the meet);

10-17 Swimmers: One (1) Official for each day that 10-17 swimmers swim in such meet;

18-25 Swimmers: Two (2) Officials for each day that 18-25 swimmers swim in such meet;

26 or more Swimmers: Three (3) Officials for each day that 26 or more swimmers swim in such meet.

3. Each Traveling Club shall submit the name of the official(s) they are providing at the time their registrations are submitted to the Host Club. Traveling Clubs will have authority to list officials not registered with their

Club if they have such official's consent to do so. It shall be the Traveling Club's responsibility to ensure that they have the required number of officials on the first day of the meet.

4. PENALTY: Failure of the Host Club to provide the required number of officials shall result in such Club's meet not being sanctioned nor posted on the WYSI web site. Failure of the Traveling Club to provide the required number of officials will result in no awards (medals, ribbons, trophies, high point, etc.) being provided to such Club or its swimmers and an additional fine of \$500.00 payable to the Host Club on or before the first day of the meet.

5. The Host Club, the meet director and/or the meet Referee will have NO AUTHORITY to waive the required participation of Officials. Failure to enforce this provision shall result in a \$500 penalty payable by the Host Club to WYSI. and such Host Club will be barred from holding a swim meet for one (1) calendar year, unless an additional penalty is set by the WYSI Board of Directors.

6. This rule and penalty shall be applicable to any and all WYSI sanctioned meets held on or after April 1, 2017, including State Championship Meets.

#### F. SANCTIONS AND APPROVALS

1. All swimming competitions and benefits, exhibitions, clinics and entertainment involving competitive swimming shall be sanctioned/approved except those held by and on the premises of a member club and limited to members of the club. Intra-squad meets cannot be sanctioned. (USA Swimming Rules and Regulations, 202.1)

2. If a club has a swimming related event that has a participation fee, there will be a sanction/approval fee. (See Section IX, Fee Schedule.) If there is no charge to participants, then there will be no fee for the sanction/approval. If the Host Club holds an unsanctioned meet or unapproved event that would require a sanction/approval under this Section, the Host Club may be subject to a \$2,500 fine and it will not be granted a sanction/approval until payment is received.

3. The Meet/Event Director shall send to the Sanction Chair a completed application for sanction on the form provided in Section X, Forms, along with a copy of the draft Meet/Event Announcement, and a check payable to WYSI no less than thirty (30) days prior to the first day of the meet/event.

4. Sanctions shall be issued only to clubs currently registered with WYSI.

5. Sanctions shall be issued only in accordance with the meet dates selection procedure in Section G below.

G. PRIORITY AND NON-PRIORITY MEET DATES

1. The HOD shall select "Priority Meet" dates during the Summer Championship Meet between the preliminaries and finals on Saturday.

2. Prior to the Summer Championship Meet, clubs desiring a priority meet must confirm in writing that the facility to be used is available. Clubs should have facility-approved backup dates in case they do not receive their first choice of date.

3. The names of clubs who have submitted written confirmation of facility availability shall be drawn randomly and allowed to choose their priority meet date in the order they are drawn. After each club desiring a priority meet has received a date, other dates may be selected.

4. No two (2) clubs may host an invitational or open meet within two hundred (200) miles of each other on the same dates without approval from the club with the earliest request for the date. WYSI- sponsored meets and closed meets (e.g., league or dual meets) are exempt from this distance separation restriction. All priority meets shall be open to all WYSI clubs and swimmers.

5. If, after the priority meet selection process concludes, two (2) or more clubs request the same date for a non-priority meet, the club with the earliest application for sanction shall prevail.

6. Selection of a meet date will not alter the sanction process or procedures.

7. The Host Club must have submitted all required moneys, reports, and final results for previous meets to WYSI prior to receiving another sanction. If a Host Club disputes whether any fees are owed, the Host Club must send a valid check in the amount of the disputed fees to the General Chair to be held for adjudication by the Administrative Review Board before another sanction can be issued.

H. CONDUCT OF MEETS

1. Meet Safety Committee

The Meet Safety Committee shall consist of the Meet Referee, Meet Director and the Host Club Safety Coordinator acting as the Meet Safety Director. This committee shall prepare and implement an action plan to ensure safety is considered during warm-up sessions and swimming competition. The committee shall review the warm-up procedures with

the coaches and marshals monitoring the warm-up sessions.

## 2. Coaches

Coaches shall instruct their swimmers regarding safety guidelines and warm-up procedures at meets.

Coaches shall supervise their swimmers throughout the pre-meet warm-up session. Coaches must remain on deck during the warm-up periods of their swimmers.

Coaches shall display their USA Swimming credentials at all times during warm-ups and competition. Failure to do so may result in disciplinary action (such as swimmers for that club entered as "unattached" and the coach not allowed on deck).

A coach can be approved by the Meet Safety Committee to supervise activities at the continuous warm-up pool.

## 3. Marshals

A minimum of two (2) marshals, who report to and receive instructions from the Meet Referee, Meet Director and/or Head Marshal, shall be on deck during the entire warm-up session to enforce safety guidelines for warm-up procedures. Marshals shall actively supervise the warm-up to ensure that proper procedures are followed. The marshals shall report to the Meet Safety Committee unsafe conditions or activities and any disciplinary actions they have taken to enforce safety.

Marshals shall be clearly identified. The marshals shall be responsible and capable of performing the assigned duties but need not be a registered member of USA Swimming.

Marshals shall have the authority to remove from the deck, for the remainder of the warm-up session, any swimmer or coach who is in violation of safety guidelines for warm-up procedures.

## 4. Warm-Up Procedures

### a. Modifications

Host Clubs may, with the consent of the Meet Safety Committee, modify the time schedule or lane assignments depending on pool configuration, number of swimmers, or other considerations so long as safety is not compromised. Any such changes shall be announced and posted prominently in the area.

- b. The first 20-30 minutes of the warm-up session shall be general warm-up. Swimmers must enter the water feet first. No sprinting or pace work. All lanes will be used for general warm-up.
  - c. The last 10-15 minutes of the warm-up session shall be specific warm-up. Each team will be assigned a lane. Diving will only be allowed from the starting end of the pool (attached blocks). Diving will include a one-length swim. Swimmers will then climb out of the pool and walk back to continue. No one is allowed on the starting block until a back stroker has executed his/her start.
  - d. A USA Swimming Certified Coach must be present at each lane to ensure safety between swimmers. Coaches should maintain as much contact with their swimmers as possible, verbal and visual, throughout the warm-up periods.
5. In meets with preliminaries and finals, the finals may not begin less than one (1) hour after the last heat of the session during which the preliminaries have been conducted, (even if the last event of the session is a timed final).
6. In meets with preliminaries and finals, the announcer shall introduce each swimmer in heat of finals by name and club just before the heat is swum.
7. For all events using the forward start and which finish at the start end of the pool, "flyover starts" shall be used. A "flyover start" means that the finishing swimmers shall stay in their lanes, in the water, close to the wall, while the next heat is called to the blocks and started. After the subsequent heat has completed the start, the finished swimmers shall immediately exit the pool.
8. Awards
- a. All awards shall conform to the current USA Swimming Rules and Regulations.
  - b. In meets with consolation and championship finals, there shall be awards for all finalists.
  - c. Club awards shall not be given where swimmers have been excluded from the meet due to having achieved times faster than the time standards for the meet.
9. Meet Results and Financial Reports
- a. Within fourteen (14) days following the conclusion of each



meet, the Meet Director shall email the final results, (in the “Meet Manager” file format), to the Reportable Times Chair, the Sanctions Chair, and each competing club. A Host Club will be fined \$25.00 if results of the meet are not timely emailed to the Reportable Times Chair and Sanctions Chair. An additional \$25 fine shall be assessed against the Host Club for each thirty (30)-day period following the first deadline and prior to the actual submission. Hard copies will not be accepted.

b. Published meet results shall contain the following:

1. The title of the meet, the location, the elevation, the type and length of pool, the date, and the club scores (if kept).
2. The first and last names and the club for all swimmers in each event.
3. All preliminary and final times except in the case of a disqualified swimmer. Only the note of the disqualification is made in the results.
4. If there is a swim-off to determine an entry in either the consolation or championship finals, times of the swim off should be listed at the bottom of the event.
5. The names and ages of all relay swimmers.

c. Within fourteen (14) days following the conclusion of the meet, the Host Club shall mail a Participation Report and payment of participation fees to the Sanctions Chair. A Host Club will be fined one hundred dollars (\$100) if the Participation Report and payment are not timely submitted to the Sanctions Chair. (See Section X, Forms)

d. Within forty-five (45) days following the conclusion of the meet, the Host Club shall file a Financial Statement setting forth all receipts and disbursements with the Sanctions Chair. (See Section X, Forms)

## I. DISTRICT MEETS

WYSI Swim Clubs shall be divided into regional districts (limited to no more than a total of eight (8) districts) which shall, for the sole and exclusive, purpose be used as semi-culminating or ‘Last Chance Meets’. Districts shall be set at the preceding November HOD Meeting. Each district shall hold a meet on the weekend (comprised of a Friday, and/or Saturday, and/or Sunday) two (2) weeks prior to the Short Course

Championship meet. Teams may collectively determine that meets will be held yearly on a rotating basis between the teams of that District to allow for last chance qualifying times, final improvement of already qualified times, and acknowledge and award swimmers not qualified to attend the Short Course Championship meet. WYSI will provide each region the following sums:

- a. If there are five (5) or less districts, each region will be provided a seven hundred fifty dollars (\$750.00) stipend to allocate towards awards and/or facility use fees.
  - b. If there are more than six (6) but in no event more than eight (8) districts, each district shall be provided a five hundred dollars (\$500.00) stipend to allocate towards awards and/or facility use fees.
  - c. Receipts will be required in order to receive reimbursement
- All other provisions of this Section shall apply.

#### **IV. WYSI Championship Meets**

*This Section provides the procedures that apply specifically to WYSI championship meets and supersedes any inconsistent procedures in Section III.*

The following amendments are effective starting with the 2021 Short Course Championship Meet.

##### **A. TWO CHAMPIONSHIP MEETS – DATES**

During the swimming year, September through August, WYSI shall conduct two championship meets, the Short Course Championship Meet and the Long Course Championship Meet. The Long Course Championship Meet dates will be finalized at the Summer HOD meeting each year. The Short Course Championship Meet shall be held the weekend following the Wyoming High School Boys State Swimming & Diving Championship taking into account the dates of any USA Swimming zone or sectional championships. The Long Course Championship Meet shall be held as late in July as possible, taking into account date and location of the any USA Swimming sectional and zone long course meets.

##### **B. POOLS**

The Short Course Championship Meet shall be held in a short course pool, 25 yards or meters, with at least 6 lanes, and an automatic timing system. The Long Course Championship Meet will be held in a 50-meter pool, when available, with at least 6 lanes, and an automatic timing system.

##### **C. HOST FACILITY**

WYSI Championship meets shall be held in a Host Facility. The Host Facility shall be determined each year by vote of the HOD at the Summer HOD Meeting. Bids to host the Short Course Championship Meets shall be

submitted to the Meet Organizing Committee at least fourteen (14) days prior to the Summer HOD meeting. Bids shall include written confirmation of pool availability from the pool administrator for the date along with any other relevant information requested by the Meet Organizing Committee.

The Host Facility and such Facility's WYSI Club shall be responsible for the obligations set forth in Section E. set forth below.

D. MEET ORGANIZING COMMITTEE

1. The Administrative Vice Chair, the Senior Chair, the Age Group Chair, and one WYSI athlete member appointed by the General Chair shall constitute the Championship Meet Organizing Committee. The Committee shall be responsible for coordination and assignment of WYSI Clubs and non-athlete members to assist in certain limited aspects of running such meets. The Administrative Vice Chair shall convene the Committee at least seventy-five (75) days prior to the meet.

2. The Committee shall solicit and select WYSI Clubs and/or individual non-athlete members to perform the following duties:

a. Meet Entry Personnel

One or more individuals shall be designated by the Meet Organizing Committee to perform all functions associated with preparation of the meet files, including but not limited to: entry of all swimmers and verification of eligibility; verification of qualifying times; entry of all meet events and relays, and any other duties required to ensure that the electronic meet file is ready for operation of the Championship Meet and printing by the Host Pool.

1. Administrative Referee: For each session of the Championship Meet, the Administrative Referee as the Representative of WYSI, shall be responsible for verification of all times swam, verification of place picks, reconciliation of such times, and the final and official standings of each heat of the Championship Meet. Such individual shall be responsible for entry into Meet Manager of all final and official times for each swim undertaken. This position shall be in addition to the individuals appointed by the Host Facility's Swim Club for operation of the computer and timing system.

3. The Committee may solicit and select trainees to work alongside the principals to learn the duties of any of the positions listed above.

E. REVENUES AND EXPENSES; DIVISION OF RESPONSIBILITIES

1. 1. WYSI shall pay a stipend of \$10,000 to the host club for winter championships and \$8,500 to host club for summer championship to the Host Facility Swim Club thirty (30) days in advance of a State Meet. The Host Facility's Swim Club shall be responsible for:
  - a. Filling the following positions:
    - Timer System Operators
    - Computer Operators
    - Public Address Announcers
    - Concessions
    - Hospitality
    - Programs
    - Awards
    - Marshals
    - Set-Up and Break-Down Crews
  - b. Facility Charges
  - c. All organizing, staffing, and catering for Hospitality Room for Coaches and Officials
  - d. All printing charges related to programs and heat sheets
  - e. Office and administrative supplies
  - f. All expenses related to money raising activities undertaken by the Host Pool's Club, such as programs and concessions.
  - g. The Host Club shall retain income from concessions, swim-store and other fundraising activities, except as specifically excluded herein, as well as, advertisement money, the monetary stipend from WYSI and program sales.
  - h. Sufficient space and electrical outlet use for the Silk-Screen/Apparel Vendor designated by the Meet Organizing Committee as the Authorized Vendor for each such Championship Meet.
  - i. Any club holding a WYSI Championship Meet in their facility and is receiving a stipend from WYSI shall complete the WYSI Financial Form and submit all receipts.
2. WYSI is responsible for:
  - a. Awards (which shall remain consistent from year to year), however, the Host Club shall place the order for the awards with the designated vendor.
  - b. WYSI shall retain all income from entry fees.
  - c. Designating the Authorized Vendor for the Silk-Screen and/or Apparel wear products for each Championship Meet.
3. Silk-Screen Printer/Apparel Revenue – all proceeds payable by the Designated Silk-Screen Printer/Apparel vendor shall be payable to WYSI

and then distributed as follows:

- a. The first 50% of such funds shall be retained by WYSI.
- b. The remaining balance shall be divided between the WYSI Clubs attending such Championship Meet on a pro-rata basis of registered swimmers. Such funds shall be paid to each club by WYSI within thirty (30) days of WYSI's receipt of such funds from the designated vendor. Unattached Swimmers shall not be entitled to participate in the swimmer count for determination of each club's pro rata share.

#### F. MEET REFEREE

The Officials Chair or his/her designee shall be the Meet Referee. The Meet Referee shall designate the Administrative Referee, Deck Referees, Starters, and such other personnel as needed.

#### G. SANCTION COMMITTEE

The Championship Meet Committee shall prepare the Meet Announcement and the Meet Schedule at least sixty (60) days before the start of the meet. The Committee shall provide WYSI clubs this material at least thirty (30) days before the start of the meet. There is no sanction fee for the State Meets.

#### H. SWIMMER ELIGIBILITY

WYSI Championship Meets are open to all swimmers registered as Premium, Seasonal, or Outreach Members with WYSI for the current year. Proof of registration must be available for all swimmers. To participate in relays and compete for club awards, clubs must be current members of WYSI. In the event entry(ies) are submitted for a swimmer for the Championship meet who does not currently hold a valid USA Registration the following shall apply: (1) Any club, or individual, entering a swimmer in a Championship meet who is not an Athlete Member in good standing for entry into such meet shall be fined fifty (\$50) for each non-compliant swimmer entered, such fine shall be payable to WYSI within ten (10) days of notification of the infraction and (2) the club or individual submitting such entries will be notified as soon as the discrepancy is discovered and shall have twenty-four (24) hours from the time of the notification to provide proof that the failure to hold a valid registration has either been in error or been corrected. Failure to submit proof of registration within twenty-four hours of notification shall result in the swimmer being struck from the meet and all entries submitted void. Teams will be given the opportunity to submit alternate names for relays if needed. No refunds for payments will be made.

#### I. SWIMMERS WITH DISABILITIES

In order to encourage inclusion, WYSI will allow swimmers with disabilities to swim in the Short and Long course Championship Meets under the following parameters: Swimmers with disabilities are not required to meet the time standards for their age group events; however, they must provide a time for each event they enter. Classification of a swimmer with a disability is irrelevant. Swimmers with disabilities must be identified at the time entries are submitted. Adaptive swimming: in accordance with USA Swimming rule 202.4.14 & Article 105 the Meet Referee has the authority to accommodate swimmers with disabilities and make appropriate accommodations exclusively determined by him/her. The Team Entry Representative must notify the Meet Referee and entry contact of accommodation requests at the time of entry submission. Such swimmer may enter up to three (3) events. For swimmers 12 & under each event must be 100 yards/meters or less and for swimmers 13 & over events must be 200 yards/meters or less. There will be no special or separate scoring.

#### J. QUALIFYING TIMES

1. Every four (4) years coinciding when USA Swimming publishes their National Age Group Motivational Times, the Reportable Times Chair shall prepare the qualifying times for both LSC Championship Meets. Times shall be posted to the LSC website prior to the first scheduled LSC meet of the subsequent season. Effective September 2022:

##### Long Course Championship Time:

- a. For events 200 meters or less, the qualifying time will be the average of the 22<sup>nd</sup> place over the last 3 years state events. If there is not a 22<sup>nd</sup> time recorded then the average of the USA Swimming National "B" and "BB" motivational time will be used.
- b. For events over 200 meters long, the qualifying time will be the average of the 22<sup>nd</sup> place over the last 3 years state events. If there is not a 22<sup>nd</sup> time recorded then the average of the USA Swimming National "B" and "BB" motivation times will be used.
- c. Qualifying times for the Open age-group shall be calculated from times for the 17-18 USA Swimming National Motivational Age Group times.
- d. Altitude adjusted times will not be accepted.

##### Short Course Championship Time:

- a. For events 200 meters or less, the qualifying time will be the average of the 22<sup>nd</sup> place of the last 3 years state events. If there is not a 22<sup>nd</sup> time recorded then the average of the USA

Swimming National “B” and “BB” motivational time will be used.

- b. For events over 200 meters long, the qualifying time will be the average of the 22<sup>nd</sup> place of the last 3 years state events. If there is not a 22<sup>nd</sup> time recorded then the average of the USA Swimming National “B” and “BB” motivational time will be used.
- c. Qualifying times for the Open age-group shall be derived calculated from times for the 17-18 USA Swimming National Motivational Age Group times.
- d. Altitude adjusted times will not be accepted.

2. WYSI qualifying time for the Open age group may never be slower than a younger age group. In the event that a younger age group has a faster time, that time shall be used for the Open Time.

3. Qualifying times for both Championship Meets must have been swum during the period beginning one month prior of the same meet one year earlier.

#### K. BONUS SWIMS

1. Swimmers may only compete in Bonus Events in their own age group. For example: a 12-year-old may not select an Open Event as a Bonus Event.

##### Long Course Championship

- a. Bonus events shall not exceed 100’s in length for swimmers aged 12& under and not exceed 200’s in length and for swimmers aged 13 & Over.
- b. Swimmers with a qualifying time in one (1) event may swim up to two (2) bonus events. Swimmers with qualifying times in two (2) events may swim one (1) bonus event.
- c. Swimmers with qualifying times in three (3) or more events may not swim bonus events.
- d. Bonus events shall not exceed 200’s in length.
- e. “No time” entries will not be accepted for any bonus swim.

##### Short Course Championship

- a. Bonus events shall not exceed 100’s in length for swimmers aged 12& Under and not exceed 200’s in length and for swimmers aged 13 & Over.

- b. Swimmers with a qualifying time in one (1) event may swim up to two (2) bonus events provided that they have achieved a “B” USA Swimming National Motivational Time in each of the bonus swims.
- c. Swimmers with qualifying times in two (2) events may swim one (1) bonus event provided that they have achieved a “B” USA Swimming National Motivational Time in the bonus swim.
- d. Swimmers with qualifying times in three (3) or more events may not swim bonus events.

L. AGE GROUPS

- 1. Age groups for individual events at both Championship Meets shall be: 8-under, 10-under, 11-12, 13-14,15-16, and Open. Age as of the first day of the meet will determine the age group designation for the entire meet. A swimmer may not swim the same event in more than one age group in the same meet.
- 2. With the exception of Mixed Relays, age groups for relay teams at both Championship Meets will be 8-under, 10-under, 12-under, 13-14,15-16, and Open. Mixed Relay age groups shall be 12-under, and 13-over.

M. ENTRY LIMITS

- 1. Swimmers may enter and swim no more than three (3) individual events per day for a total of nine events in the Championship meet and no more than one (1) relay event each day.
- 2. Each club may enter one (1) team in each relay event. Individuals with non-qualifying times are eligible to swim in relay events, subject to the provisions set out below for Open Relay event participants.

N. ENTRY TIMES, DEADLINES, FEES

- 1. The Meet Director may specify whether yard or meter, short or long course times are to be submitted. If a qualifying time occurred in a different length pool than the one specified, the qualifying time of the swimmer shall be entered without conversion. After the Meet Director has verified the entry times, the “Hytek” conversion procedure shall be used to convert times to the same course for seeding purposes.

The date and location of the meet where the qualifying time was swum



must be provided with the entry form for each entry. Failure to do so before the first event of the meet will prevent the swimmer from swimming in the events where the date and location are not provided.

The Meet Director will provide the appropriate entry forms for the computer software being used for the meet and will designate to whom the entries and entry fees are to be sent. The name, address and phone number of this individual are to be given.

2. The entry deadline for the Championship Meets shall not be earlier than the Wednesday of the week prior to the week before the Championship meet, or nine days (9) prior to commencement of the first day of the Championship Meet.

3. See Section IX, Fee Schedule, for the entry fees. The WYSI participation fee will be charged. Relay only swimmers will also be subject to the WYSI participation fee.

#### O. RELAYS

In "Team Unify" and "TM", relay participants may be declared but it is not required. All relays (swam during finals) must submit relay cards by the start of finals. Changes are permitted up until the heat is closed. Clubs shall provide the Meet Director with a list of all eligible relay swimmers for each relay. Swimmers aged 16 & under swimming in Open relays must have an Open Age Group qualification time in an individual event. The qualification time achieved, date, and name of the meet at which it was achieved must be noted on the eligible relay swimmer list.

Mixed Relays – Mixed Relays shall consist of two (2) male and two (2) female athletes from the same team and within the same age group. Mixed relays shall be swum during the morning/prelims session on Friday and Saturday. All such relays must submit relay cards by the start of such Event. Changes are permitted up until the heat is closed. Clubs shall provide the Meet Director with a list of all eligible relay swimmers for each relay. Mixed relays will be scored the same as all other relays in the Championship Meet.

#### P. SEEDING

Events will be pre-seeded according to the entry time submitted. Events for 10 and over, including Open, will be seeded for either timed finals or preliminary and finals as shown on the Meet Event Schedule. The 1500/1650, 500 free and 400 IM events at State Meets positive check in as set out in the Meet Sanction. Additionally, all heats of the 1500/1650, 500 free and 400 IM events swum at the Championship meet shall be seeded as the fastest girl's heat, followed by the fastest boy's heat and alternating between girls and boys heat until the final and slowest heat of each gender

has been swum.

**Q. MEET SCHEDULE**

1. At least one (1) hour will be allowed for warm-up before all sessions, including the evening finals. The schedule for individual teams will be determined by the Meet Director and included in the program for the meet. The Meet Director will inform out-of-town clubs of their warm-up schedule for the first day of the meet in time for them to arrange their travel schedule.
2. Warm-ups for finals on Sunday of state meets shall start immediately after last heat of the morning preliminary session.
3. Preliminaries for all age groups will be swum as one session, unless Committee determines a different format.
4. The start time of finals for 10 and up will be estimated by the Meet Director and included in the Meet Announcement.
5. Because the number of events offered varies from day today the stroke events will be rotated in the following sequence.

	2015 Winter 2018 Winter 2021 Winter	'15 Summer '18 Summer '21 Summer	2016 Winter 2019 Winter 2022 Winter	'16 Summer '19 Summer '22 Summer	2017 Winter 2020 Winter 2023 Winter	'17Summer '20Summer '23Summer
<b>Fri.</b>	Long Fly	Long Back	Long Breast	Long Fly	Long Back	Long Breast
	Short Back	Short Breast	Short Fly	Short Breast	Short Fly	Short Back
<b>Sat.</b>	Short Breast	Short Fly	Short Back	Short Fly	Short Back	Short Breast
	Long Back	Long Breast	Long Fly	Long Back	Long Breast	Long Fly
<b>Sun.</b>	Long Breast	Long Fly	Long Back	Long Breast	Long Fly	Long Back
	Short Fly	Short Back	Short Breast	Short Back	Short Breast	Short Fly

6. The order of events for the State Meets shall be as follows:

### **Short Course Championship**

#### **Friday Prelims and Timed Finals (TF denotes Time Final)**

<b>Girls</b>	<b>Event</b>	<b>Boys</b>
1	12 & Under 200 Mixed Free relay	1
2	13 & Over 200 Mixed Free relay	2
3	10 & Under 100 Free	4
5	11-12 100 Free	6
7	13-14 100 Free	8
9	15-16 100 Free	10
11	Open 100 Free	12
13	10 & Under 100 Stroke TF	14
15	11-12 100 Stroke TF	16
17	13-14 200 Stroke TF	18
19	15-16 200 Stroke TF	20
21	Open 200 Stroke TF	22
23	10 & Under 50 Stroke	24
25	11-12 50 Stroke	26
27	13-14 100 Stroke	28
29	15-16 100 Stroke	30
31	Open 100 Stroke	32
33	10 & Under 500 Free TF	34
35	Open 1650 Free TF	36

#### **Friday Finals**

<b>Girls</b>	<b>Event</b>	<b>Boys</b>
3	10 & Under 100 Free	4
5	11-12 100 Free	6
7	13-14 100 Free	8
9	15-16 100 Free	10
11	Open 100 Free	12

23	10& Under 50 Stroke	24
25	11-12 50 Stroke	26
27	13-14 100 Stroke	28
29	15-16 100 Stroke	30
37	10&Under 200 Medley Relay	38
39	11-12 200 Medley Relay	40
41	13-14 200 Medley Relay	42
43	15-16 200 Medley Relay	44
45	Open 400 Medley Relay	46

### Saturday Prelims and Timed Finals

<b>Girls</b>	<b>Event</b>	<b>Boys</b>
47	12 & Under 200 Mixed Medley relay	47
48	13 & Over 200 Mixed Medley relay	48
49	10 & Under 50 Free	50
51	11-12 50 Free	52
53	13-14 50 Free	54
55	15-16 50 Free	56
57	Open 50 Free	58
59	10 & Under 100 Stroke TF	60
61	11-12 100 Stroke TF	62
63	13-14 200 Stroke TF	64
65	15-16 200 Stroke TF	66
67	Open 200 Stroke TF	68
69	10 & Under 50 Stroke	70
71	11-12 50 Stroke	72
73	13-14 100 Stroke	74
75	15-16 100 Stroke	76
77	Open 100 Stroke	78
79	10 & Under 100 IM TF	80
81	11-12 100 IM TF	82
83	13-14 200 IM TF	84
85	15-16 200 IM TF	86
87	Open 200 IM TF	88
89	11 & Over 500 Free TF	90

### Saturday Finals

Girls	Event	Boys
49	10 & Under 50 Free	50
51	11-12 50 Free	52
53	13-14 50 Free	54
55	15-16 50 Free	56
57	Open 50 Free	58
69	10 & Under 50 Stroke	70
71	11-12 50 Stroke	72
73	13-14 100 Stroke	74
75	15-16 100 Stroke	76
77	Open 100 Stroke	78
91	10 & Under 200 Free Relay	92
93	11-12 200 Free Relay	94
95	13-14 200 Free Relay	96
97	15-16 200 Free Relay	98
99	Open 400 Free Relay	100

### Sunday Prelims and Timed Finals

Girls	Event	Boys
101	10 & Under 200 Free TF	102
103	11-12 200 Free TF	104
105	13-14 200 Free TF	106
107	15-16 200 Free TF	108
109	Open 200 Free TF	110
111	10 & Under 100 Stroke TF	112
113	11-12 100 Stroke TF	114
115	13-14 200 Stroke TF	116
117	15-16 200 Stroke TF	118
119	Open 200 Stroke TF	120
121	10 & Under 50 Stroke	122
123	11-12 50 Stroke	124
125	13-14 100 Stroke	126
127	15-16 100 Stroke	128
129	Open 100 Stroke	130
131	10 & Under 200 IM TF	132

133	11-12 200 IM TF	134
135	13 & Over 400 IM TF	136

400 IM will be scored in the 13-14, 15-16 and Open Age Groups.

### Sunday Finals

Girls	Event	Boys
121	10 & Under 50 Stroke	122
123	11-12 50 Stroke	124
125	13-14 100 Stroke	126
127	15-16 100 Stroke	128
129	Open 100 Stroke	130

## Long Course Championship

### Friday Prelims and Timed Finals

Girls	Event	Boys
1	12 & Under 200 Mixed Free relay	1
2	13 & Over 200 Mixed Free relay	2
3	10 & Under 100 Free	4
5	11-12 100 Free	6
7	13-14 100 Free	8
9	15-16 100 Free	10
11	Open 100 Free	12
13	10 & Under 100 Stroke TF	14
15	11-12 100 Stroke TF	16
17	13-14 200 Stroke TF	18
19	15-16 200 Stroke TF	20
21	Open 200 Stroke TF	22
23	10 & Under 50 Stroke	24
25	11-12 50 Stroke	26
27	13-14 100 Stroke	28
29	15-16 100 Stroke	30
31	Open 100 Stroke	32
33	12 & Under 400 Free	34
35	13 & Over 800 Free	36

### Friday Finals

Girls	Events	Boys
3	10 & Under 100 Free	4
5	11-12 100 Free	6
7	13-14 100 Free	8
9	15-16 100 Free	10
11	Open 100 Free	12
23	10& Under 50 Stroke	24
25	11-12 50 Stroke	26
27	13-14 100 Stroke	28
29	15-16 100 Stroke	30
37	10 & Under 200Medley Relay	38
39	11-12 200 Medley Relay	40
41	13-14 400 Medley Relay	42
43	15-16 200 Medley Relay	44
45	Open Medley Relay	46

### Saturday Prelims and Timed Finals

Girls	Event	Boys
47	12 & Under 200 Mixed Medley relay	47
48	13 & Over 200 Mixed Medley relay	48
49	10 & Under 50 Free	50
51	11-12 50 Free	52
53	13-14 50 Free	54
55	15-16 50 Free	56
57	Open 50 Free	58
59	10 & Under 50 Stroke	60
61	11-12 50 Stroke	62
63	13-14 100 Stroke	64
65	15-16 200 Stroke TF	66
67	Open 100 Stroke	68
69	10 & Under 100 Stroke TF	70
71	11-12 100 Stroke TF	72
73	13-14 200 Stroke TF	74
75	15-16 100 Stroke	76
77	Open 200 Stroke TF	78

79	10 & Under 200 IM TF	80
81	11-12 200 IM TF	82
83	13-14 200 IM TF	84
85	15-16 200 IM TF	86
87	Open 200 IM TF	88
89	13 & Over 400 Free TF	90

### Saturday Finals

<b>Girls</b>	<b>Event</b>	<b>Boys</b>
49	10 & Under 50 Free	50
51	11-12 50 Free	52
53	13-14 50 Free	54
55	15-16 50 Free	56
57	Open Free	58
69	10 & Under 50 Stroke	70
71	11-12 50 Stroke	72
73	13-14 100 Stroke	74
75	15-16 100 Stroke	76
77	Open 100 Stroke	78
91	10 & Under 200 Free Relay	92
93	11-12 200 Free Relay	94
95	13-14 200 Free Relay	96
97	15-16 200 Free Relay	98
99	Open Free Relay	100



### Sunday Prelims and Timed Finals

Girls	Events	Boys
101	13 & Over 400 IM TF	102
103	10 & Under 200 Free TF	104
105	11-12 200 Free TF	106
107	15-16 200 Free TF	108
109	13- 14 200 Free TF	110
111	Open 200 Free TF	112
113	10 & Under 100 Stroke TF	114
115	11-12 100 Stroke TF	116
117	13-14 200 Stroke TF	118
119	15-16 200 Stroke TF	120
121	Open 200 Stroke TF	122
123	10 & Under 50 Stroke	124
125	11-12 50 Stroke	126
127	13-14 100 Stroke	128
129	15-16 100 Stroke	130
131	Open 100 Stroke	132
133	13 & Over 1500 Free TF	134

Boys and girls 400/500 free events shall be swum separately.

### Sunday Finals

Girls	Events	Boys
123	10 & Under 50 Stroke	124
125	11-12 50 Stroke	126
127	13-14 100 Stroke	128
129	15-16 100 Stroke	130
131	Open 100 Stroke	132

R. SCORING

Individual Events:

Six (6) lane pools 12 places  
(16 13 12 11 10 9 7 5 4 3 2 1)

Eight (8) and ten (10) lane pools 16 places  
(20 17 16 15 14 13 12 11 9 7 6 5 4 3 2 1)

Relay Events:

Six (6) lane pools 12 places  
(32 26 24 22 20 18 14 10 8 6 4 2)

Eight (8) and ten (10) lane pools 16 places  
(40 34 32 30 28 26 24 22 18 14 12 10 8 6 4 2)

S. AWARDS

1. WYSI will furnish the awards for both Championship Meets.

Individual Events:

Six (6) lane pools  
WYSI custom medals 1 to 6  
WYSI custom ribbons 7 to 12

Eight (8) and ten (10) lane pools  
WYSI custom medals 1 to 8  
WYSI custom ribbons 9 to 16

All Relay Events:

Six (6) lane pools  
WYSI custom medals 1 to 3  
WYSI custom ribbons 4 to 6

Eight (8) and ten (10) lane pools  
WYSI custom medals 1 to 4  
WYSI custom ribbons 5 to 8

2. The girl and boy in each age group with the most points accumulated in her/his age group will be presented the high point award for the meet.

3. Awards will be presented to the top three (3) clubs in each division. Those clubs competing in the State Meet shall be divided into three (3) equal divisions (I, II, and III) based on each club's number of splashes, with Division I being those clubs with the most number of splashes. A club shall be assessed one (1) splash for each swimmer entered in an individual event and two (2) splashes for each relay team entered. If the clubs cannot be divided into equal sized divisions, the largest number of clubs shall be in Divisions III and II.

4. The David Schmitt Award shall be given to the club exhibiting superior team spirit, sportsmanship, and behavior as determined by a vote of the clubs competing at the meet. Each club shall have one vote, cast by an athlete member of the club. It shall be presented at the conclusion of both State Meets.

#### T. MEET JURY

1. The Meet Referee shall appoint a Meet Jury the first day of the Championship Meets to hear any protests concerning points of rule. The Meet Referee will not be a member of the Meet Jury. The Meet Jury shall be comprised of one (1) Coach from one of the three (3) largest clubs, one (1) coach from one of the (3) smallest clubs, the Senior or Junior Athlete Representative of his/her designee, and one to three (1-3) Referees.

2. The Meet Jury shall not hear any protest concerning judgment calls made by an official. (USA Swimming Rule 102.23.1) Members of the Meet Jury who are from the same club as the swimmer in question or the source of the protest shall recuse themselves from hearing that protest.

3. Protests must be in writing and may only be submitted by a WYSI coach.

#### U. TIME TRIALS

WYSI may sanction time trials for all State Meets. The time trails shall be swum from shortest to longest events, (i.e. 25's first, 50's second, 100's third etc.) Time trials for events over 200 yards/meters will be held on Sunday only. The time trials shall be combined with all age groups and both genders swimming in the same heats for the given length. Seeding for lane assignment shall be random and lanes assigned by the deck referee. Different stroke types for the given lengths shall be swum simultaneously, space permitting, with one lane between the swimmers using different strokes. The Officials Chair shall designate another referee as the referee for the time trial.

#### V. Non-WYSI Meets

A. APPROVED MEETS AND OBSERVED SWIMS

1. Wyoming High School State Meets are hereby designated as blanket observed meets. The WYSI Officials Chair shall coordinate the WYSI officials observing these meets.
2. For season culminating meets other than Wyoming High School State Meets, including high school conference championships, or meets specifically approved by the USA Swimming Program Operations Vice President pursuant to USA Rule 202.5.1 for which an observed swim is desired, a request must be made to the WYSI Officials Chair at least ten (10) days prior to the meet for which an observed time is sought. WYSI will attempt to provide WYSI officials upon such request. At the time of the request, the party requesting the observation shall pay fifty dollars (\$50) to the Sanctions Chair, however, if the requesting party supplies the USA Swimming officials for the observed or approved meet, no fee will be charged.
3. For any observed swim, and all approved meets, the meet results, indicating observation by at least two (2) USA Swimming officials, shall be provided to the Age Group Vice-Chair and Reportable Times Chair within fourteen (14) days following the meet.

B. REGIONAL MEETS

1. Regional competition will be planned by the Age Group Vice- Chair or his/her designee in conjunction with the LSCs in the region.
2. If there is a qualifying meet it may be the appropriate state championship meet or it may be a separate meet. If it is the state championship, the state championship meet format will include at least all of the events in the regional meet.
3. If he/she is available, the coach of the WYSI club having the greatest number of swimmers competing in the regional meet, shall be the WYSI regional coach. The WYSI regional coach will receive a mileage allowance, a per diem allowance, and an honorarium from WYSI.

C. ZONE MEETS

1. The General Chair shall appoint a Zone Coordinator. The Zone Coordinator may appoint a Zone Committee that shall include the Zone Coach to organize all aspects of the zone meet participation.
2. There shall be a Selection Committee composed of the General Chair, Vice-Chair, Senior Vice-Chair, Age Group Vice-Chair, and Senior

Athlete Rep who shall select the coaching staff (including the Head Zone Coaches) and chaperones from a pool of applicants. The Committee shall create and post an application on-line to be available for all interested WYSI coaches and Non-Athlete Members. The deadline for application is May 1<sup>st</sup>.

3. The Zone Coaches will be responsible for selecting the members of the relay teams and for organizing workouts related to the zone meet. The Zone Coaches will not be paid except that they shall be reimbursed for their transportation and lodging expenses. They are also entitled to twenty dollars (\$20.00) per day for meals. The Zone Coaches will travel and lodge with the zone team. If the coaches require additional chaperones, provision for their expenses will be made.

4. Each swimmer desiring to compete for Team Wyoming at the zone meet must complete and submit to the Age Group Vice-Chair the zone team application form (See Section X, Forms) Applicants must have been registered with WYSI for the full year prior to the first day of the zone meet. Swimmers must have competed in at least four WYSI sanctioned meets including both the Winter and Summer State Meets during the swim season beginning the September 1 immediately prior to the zone meet. These requirements may be waived by a decision of a committee comprised of the Senior Vice- Chair, the Age Group Vice-Chair and the Senior Athlete Representative. In the event of a conflict of interest of any member of this committee, the waiver shall be considered, and may be granted by, the Administrative Review Board. Swimmers desiring a waiver must make their request in writing addressed to the General Chair.

Written denial or approval from the Senior Chair will be furnished to the requesting swimmer.

5. Any swimmer having achieved a Western Zones qualifying time or a National AAA time during the previous winter or summer season in an event swum at the Western Zones shall qualify for the zone meet.

6. If at least one, but less than four (4) swimmers qualify for the Western Zone Meet in a given gender and age group, the Zone Committee may select additional swimmers until there are four (4) swimmers in the gender and age group based on objective criteria to be established by the Zone Committee and approved by the Board of Directors.

#### D. ALL-STAR AND SENIOR MEETS

1. As the opportunities for meets involving Wyoming swimmers as a team present themselves, such meets will be organized appropriately.

2. Swimmers competing in approved meets may receive remuneration to help defray their expenses providing the following

criteria are met:

3. The swimmer must be registered with WYSI for the full year prior to the first day of the elite meet.
4. The swimmer must meet the times standards established to compete.
5. Swimmers may receive up to one hundred fifty dollars (\$150.00) with appropriate receipts to defray expenses.
6. Swimmers qualifying and competing in Senior Sectionals, Junior Nationals, Senior Nationals, Olympic Trials, or U.S. Open maybe reimbursed to help defray the cost of entry fees and travel expenses. Swimmers will receive \$250 to defray expenses for competing in the Senior Sectionals, Junior Nationals, or US Open. Swimmers will receive \$500 to defray expenses for competing in the Senior Nationals or Olympic Trials. Swimmers qualifying for relays only will be reimbursed at one-quarter of the individual reimbursement rate. Swimmers qualifying for Senior Sectionals with only "B" times will not be reimbursed.
7. A swimmer seeking reimbursement must submit to the Senior Chair an application for travel reimbursement within thirty (30) days following conclusion of the meet (See Section X, Forms)
8. To be eligible for reimbursement the swimmer must have been registered with WYSI for the full year prior to the elite meet and must have competed in at least four WYSI sanctioned meets, including both winter and summer state championships in the twelve months prior to the meet for which reimbursement is sought; provided, however, the swimmer need not compete in a state championship if it ends less than one week prior to the start of the Sr. Sectional, Jr. National, or Sr. National meet in which the requesting swimmer is competing.
9. Reimbursement may be advanced to a qualified swimmer who applies to the Senior Vice-Chair at least fourteen (14) days prior to the elite meet. Upon receipt of such request, the Senior Vice-Chair shall notify the Treasurer of the swimmer's qualification. Upon verification of the swimmer's qualification the Treasurer shall advance payment to the swimmer.
10. Swimmers may be asked to provide final results as verification of having competed.
11. Swimmers accepting remuneration and not meeting the above requirements will be required to return the full amount to WYSI.

12. Any of the foregoing requirements for reimbursement may be waived by a decision of a committee comprised of the Senior Vice- Chair, the Age Group Vice-Chair and the Senior Athlete Representative. In the event of a conflict of interest of any member of this committee, the waiver shall be considered, and may be granted by, the Administrative Review Board. Swimmers desiring a waiver must make their request in writing addressed to the General Chair. Written denial or approval from the Senior Vice-Chair will be furnished to the requesting swimmer.

E. TRAVEL POLICY

1. WYSI travel policies must be signed and agreed to by all athletes, parents, coaches and other adults traveling with the Team.(305.5.D).

2. Team managers and chaperones must be members of USA Swimming and have successfully passed a USA Swimming- administered criminal background check. (305.5.B).

3. Regardless of gender, a coach shall not share a hotel room or other sleeping arrangement with an athlete (unless the coach is the parent, guardian, sibling, or spouse of that particular athlete). (305.5.A).

4. When only one athlete and one coach travel to a competition, the athlete must have his/her parents' (or legal guardian's) written permission in advance to travel alone with the coach. (305.5C).

**VI. Officials**

A. OFFICIALS COMMITTEE

1. The Officials Committee shall consist of the Officials Chair, four (4) WYSI-certified referees, and two (2) athlete members residing within the jurisdiction of WYSI. (See Bylaws Section 607.3 "Members and Ex-Officio Members of Standing Committees" for appointment of the committee members, and Bylaws Section 606.2 "Elections" for election of the Officials Chair.)

2. The Officials Committee shall meet quarterly.

B. GENERAL PROVISIONS

1. The proper meet attire for all officials is navy blue pants, shorts, or skirts with white shirt.

2. Officials shall display their USA Swimming registration cards in a visible location whenever on deck at a meet.

3. Officials shall work at least six (6) sessions per calendar year to maintain their certification.
4. Every two (2) calendar years, officials shall attend at least one approved clinic or retake the USA Swimming test for the applicable level of certification.
5. The training (on-deck) time requirements and clinics for all levels of certification may be waived or modified by the Officials Chair on a case-by-case basis.

C. QUALIFICATIONS FOR STROKE AND TURN JUDGES

1. Be at least 18 years old.
2. Read Article 101.1 through 101.6 and 102.13 of the USA Swimming Rules & Regulations.
3. Train for seven (7) sessions under the direct supervision of a certified official.
4. Apply for USA Swimming Non-Athlete Individual Membership through WYSI.
5. Successfully complete the stroke and turn test on the USA Swimming website.
6. Attend an official's clinic that covers stroke and turn judging.

D. QUALIFICATIONS FOR STARTERS

1. Serve as a certified Stroke and Turn Judge for at least twelve (12) sessions.
2. Read Article 102.12 of the USA Swimming Rules & Regulations.
3. Start under the direct supervision of a certified starter for four (4) sessions.
4. Successfully complete the Starters test on the USA Swimming website.
5. Attend an official's clinic that covers starting procedures.

E. QUALIFICATIONS FOR REFEREES

1. Be at least 21 years old.



2. Serve as a certified starter for at least twelve (12) sessions.
3. Read the USA Swimming Rules & Regulations in their entirety.
4. Complete the following:
  - a. Work with a meet director for one (1) meet.
  - b. Work with the timing system operator and computer operator for one meet.
  - c. Train under the direct supervision of a certified referee for four (4) sessions.
  - d. Successfully complete the referee and administrative official test on the USA Swimming website.
  - e. Attend an official's clinic that covers referee duties.

F. MEET REFEREES' DUTIES

For all meets in which he or she is designated as the Meet Referee, the Referee shall:

1. Review the draft sanction for all meets and submit any concerns to the Sanctions Chair and the Meet Director.
2. Following the meet, enter the sessions worked by all officials at the meet into the USA Swimming OTS database.

G. REIMBURSEMENT OF EXPENSES

1. WYSI officials who work at an "observed swim meet," are eligible for reimbursement for their reasonable expenses as specified below. Applications for payment shall be submitted to the Officials Chair within thirty (30) days after the end of the meet.
  - a. Mileage – map distance between your house and the pool at the current IRS rate.
  - b. Lodging – actual charge for accommodation. (Receipt required.)
  - c. Per Diem - \$45 per day worked at the meet.
2. WYSI officials who work at any of the following meets: Senior or Age-Group Zones, Senior or Age-Group Sectionals, Futures, Nationals,

Junior Nationals, or Grand Prix Meets, as a certified N2 or N3 official (or being evaluated for certification or recertification as such) are eligible for payment of \$75 per session from WYSI. Mileage and lodging will not be reimbursed by WYSI. Payments to an individual official are limited to \$500 per year. To be eligible for payment, officials applying to work any of these meets shall submit a copy of their pre-meet application to the Officials Chair before the meet. Applications for payment shall be submitted to the Officials Chair within thirty (30) days after the end of the meet on the proscribed form. (See Section X, Forms)

3. WYSI officials shall receive a credit in the amount of the cost of initial and renewal background checks against their next following annual Non-Athlete Registration Fee.

## **VII. Records**

- A. WYSI records may only be set by swimmers registered as WYSI swimmers.
- B. WYSI records may be set in any meet sanctioned, approved or observed by any LSC, by USA Swimming, or by FINA, and will be recognized and recorded from meet results, certified entry cards and output tape from the timing equipment. If automatic timing equipment is not available, three recorded watch times must be used to determine the time.
- C. WYSI swimmers who set WYSI records in meets sanctioned by another LSC shall submit to the WYSI Reportable Times Chair evidence of the performance via hard copy or official meet result electronic file including the Meet Director's name and address or email.
- D. WYSI will recognize records for the year beginning September 1 and ending August 31 of the next year.

## **VIII. Annual Awards**

The following awards shall be presented at the annual WYSI Top Five Banquet:

### **A. ERIC HANSEN AWARD**

Chosen by a committee of the Senior Athlete Representative, Senior Vice-Chair, Age Group Vice-Chair, and Coaches' Representative for the most improved team and awarded at the Top Five Banquet. In choosing the most improved team, consideration may be given, but not limited, to:

- 1. The increase in number of swimmers participating in a club;
- 2. The increase in the number of swimmers and "splashes" at the championship meet;

3. The competitive level of the club swimmers; and
4. The improved rank in the virtual club championship of Wyoming, using the USA Swimming Virtual Club ranking database.

**B. OUTSTANDING MALE AND FEMALE SWIMMER OF THE YEAR**

Nominations for the outstanding swimmers shall be made at the athlete's caucus at the Summer State Meet. It shall be the duty of the Junior and Senior swimmer representatives to present to the General Chair a nominee list of no more than five (5) male and five (5) female swimmers. The coaches will cast votes for the awards on the final day of the Summer State Meet. Each club is entitled to one vote.

**C. OUTSTANDING OFFICIAL OF THE YEAR**

The outstanding official shall be chosen by vote of the WYSI officials.

**D. VOLUNTEER SERVICE AWARD**

Any member of the Board of Directors can make nominations for the volunteer service award by submitting the nomination to the General Chair. The award shall be chosen by a vote of the Board of Directors prior to the Top Five Banquet.

**E. COACH OF THE YEAR**

Coach of the Year must be a USA Swimming non-athlete member and certified coach in good standing according to USA Swimming rule 304.1. The Coaches' Representative or designee will solicit nominations at the WYSI Summer Championships to help increase the pool of nominees. The Coaches' Representative shall prepare a ballot and conduct voting in which each club/team receives one vote by a coach member.

**IX. Fee Schedule**

**A. ANNUAL ATHLETE REGISTRATION**

Each athlete, non-athlete, or administrative member registering with Wyoming Swimming shall do so using the SWIMS 3.0 platform maintained by USA Swimming. In addition to any registration fees required by USA Swimming, each athlete shall pay an annual registration fee to WYSI of \$7.00.

**B. ANNUAL CLUB REGISTRATION**

It is the responsibility of each club to register with USA Swimming using

the SWIMS 3.0 platform and to pay the annual USA Swimming registration fee directly to USA Swimming. Each club shall also pay an annual LSC registration fee of \$105 directly to WYSI. Clubs will be invoiced by WYSI in the fall of each year for this fee.

C. MEET PARTICIPATION FEE

A participation fee is required of every swimmer entering a WYSI sanctioned meet. The participation fee is \$8.00 regardless of the length of the meet.

D. NON-CHAMPIONSHIP MEET MAXIMUM EVENT ENTRY FEE

*Reserved for Future Use*

E. WYSI CHAMPIONSHIP EVENT ENTRY FEE

The entry fee for each event of a WYSI championship is \$7.00. The entry fee for each relay event will be \$12.00.

F. DIRECTORS TRAVEL REIMBURSEMENT FEE

Members of the Board of Directors may request travel expense reimbursement from the WYSI Treasurer, not to exceed \$100, for attendance at board meetings (other than those conducted by telephone or teleconference).

G. ADMINISTRATIVE REVIEW BOARD FEE

Pursuant to Section 610.4.6 of the WYSI Bylaws, there shall be a \$50 fee for filing a complaint or protest with the WYSI Administrative Review Board.

H. MEET SANCTION AND EVENT APPROVAL FEES

The meet sanction fee for league and dual meets is \$25, and for open and invitational meets is \$50. The event approval fee is \$50.

I. MEMBERSHIP TRANSFER FEE

The fee for transferring an athlete's membership from one club to another, or to or from unattached status, is \$10, payable to WYSI.

X. CHAIRS AND COMMITTEE

A. [JOB DESCRIPTIONS](#)

- B. ATHLETE COMMITTEE - The Athletes' Committee is chaired by the Senior Athlete Board Representative. In addition to the Senior Athlete Board Representative, Junior Athlete Board Representative, and Athlete At-Large Board Members, no less than five (5) additional athletes and no more than fifteen(15) additional athletes shall be selected annually to serve on the Athletes' Committee. No more than two (2) of the Athlete non-Board members may be from the same Group Member and no more than three (3) Athletes total may be from the same Group Member. At the time of selection, the athletes must (a) be an athlete member in good standing; (b) be at least 13 years of age (c) be currently competing, or have competed within the three (3) immediately preceding years, in the program of swimming conducted by WYSI or another LSC; and (d) have his or her 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). The selection shall be made through an application process and shall be conducted by the Senior Athlete Board Representative, Junior Athlete Board Representative, Athlete At-Large Board Members, and Senior Vice Chair. Athletes will serve a one-year term, beginning on May 1st immediately following their selection and will continue until a replacement assumes office.