

WYSI POLICIES AND PROCEDURES MANUAL

(9-29-2025)

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.

C. OUTREACH MEMBERSHIP

The Outreach Membership is a reduced membership fee offered to athletes who meet the criteria designated by WYSI. The fee amount is governed by USA Swimming and WYSI. The Outreach membership fee replaces the USA Swimming and Wyoming Swimming membership fees and is paid annually at athlete registration. This athlete membership is for the calendar year; however, swimmer registration applications submitted on or after September 1st will be valid through December 31st of the following year.

Qualifying Criteria: To qualify for Outreach Membership, the athlete or athlete’s family, must meet the eligibility requirements for ONE of the following programs:

1. LIEAP: Low Income Energy Assistance Program

2. Medicaid
3. Kids Care CHIP
4. Free and Reduced federal lunch program
5. Foster care program
6. Special circumstances (approved on a case by case basis by the Diversity, Equity, and Inclusion Committee).

To enroll: An athlete or athlete's family must provide documentation of qualifying for one of the above listed programs to the adult club designee, who is registered with USA Swimming and in good standing. No qualifying documentation may be kept by the club. Athletes must re-enroll each year. The board reserves the right to verify Outreach membership status.

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. MANDATORY CLUB PARTICIPATION OF OFFICIALS (approved 1.12.2025)

1. The Host team is responsible for procuring the following 3 positions: Meet Referee, Admin Official, and the Meet Director; these 3 do not need to be directly associated with the host team. Any club hosting a home meet must also provide two (2) officials for each day of their meet in addition to the three named above. Such officials must be current and in good standing.
2. All WYSI Clubs participating in ³any 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)
- 10-17 Swimmers – One (1) Official
- 18-25 Swimmers - Two (2) Officials
- 26 or more Swimmers - Three (3) Officials

3. Each non-host club shall submit the name of the official(s) they are providing at the time their entries are submitted to the Host Club and Meet Referee. Non-host 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 non-Host Club's responsibility to ensure that they have the required number of officials based on the number of total entries over the course of the meet or to have fulfilled this requirement as per the Meet Referee's discretion. If a non-host club does not fulfill their obligation, a fine of \$1000 will be assessed by WYSI and invoiced upon completion of the meet. It is the Meet Referee's responsibility to notify the treasurer to invoice such club.

4. If a Host Club does not fulfill their obligation of ensuring adequate minimal staffing of a meet, a fine of \$1000 will be assessed by WYSI and invoiced upon completion of the meet. It is the Meet Referee's responsibility to notify the treasurer to invoice such club.

E. 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

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 submit an application for sanction on the form provided on the website with a copy of the draft Meet/Event Announcement and the Meet Manager Backup file. Payment may be made by credit card at the time of submission or a check payable to WYSI may be sent no less than thirty (30) days prior to the first day of the meet/event for open and invitational meets and no less than fourteen (14) days prior for meets limited to three teams or less.

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.

F. PRIORITY MEET DATES

1. All WYSI clubs are eligible to bid for two Priority Meet Dates per competition year, one for winter and one for summer.

2. The HOD shall select "Priority Meet" dates at a bid meeting at the WYSI Spring House of

Delegates Meeting.

3. Clubs will submit their bids for priority meet dates on the form designated for this purpose posted on the WYSI website by the deadline noted. At that time, clubs must submit facility confirmation forms for their first, second and third date preferences.
4. The names of clubs who have submitted written confirmation of facility availability shall be allowed to select their meet date in the order that the Priority Bids were received. After each club desiring a priority meet has received a date, other dates may be selected.
5. 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 confirmed priority request. 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.
6. 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.

G. 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 five (5) days following the conclusion of each meet, the Meet Director shall email the finals results (in the "Meet Manager" file format), to the Reportable Times Chair, the Sanctions Chair and each competing club. If an extension is required, those same entities will need to be notified within five (5) days and the meet file shall be submitted no later than fourteen (14) days after the conclusion of the meet. If the files are not submitted in the time specified, a one hundred dollar (\$100) fine shall be assessed against the Host Club fifteen (15) days after the conclusion of the meet and one hundred (\$100) fine 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 will be submitted as outlined in the USA Swimming Rule Book section 102.26.

c. Within fourteen (14) days following the conclusion of the meet, the Host Club shall submit a Participation Report and payment of participation fees on the form designated for this purpose. The Host Club will be fined one hundred dollars (\$100) if the Participation Report and payment are not submitted within the time specified.

d. Within forty-five (45) days following the conclusion of the meet, the Host Club shall submit a Financial Statement setting forth all receipts and disbursements on the form designated for this purpose. The Host Club will be fined one hundred dollars (\$100) if the Financial Statement is not submitted within the time specified.

H. SEMI-CULMINATING MEETS

The intent of this policy is to encourage the WYSI member teams to work together to hold a semi-culminating meet two (2) weeks prior to the Short Course Championship Meet. Meets that have at least three (3) WYSI teams in attendance and give awards are eligible for up to \$500 of reimbursement for awards. Applications for reimbursement shall be submitted to the Finance Committee within 45 days of meet completion and shall include awards receipts.

IV. WYSI Championship Meets

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

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. Both Championship Meet dates will be finalized at the Spring HOD meeting the previous year or at a meeting determined for this purpose. The Short Course Championship Meet shall be held the weekend following the Wyoming High School Boys State Swimming & Diving Championship and the Long Course Championship Meet shall be held as late in July as possible unless USA Swimming higher levels meets are in conflict.

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 CLUB

The Host Clubs shall be determined each year by vote of the HOD at the Spring HOD Meeting. Bids to host both Championship Meets shall be submitted to the Championship Meet Committee at least fourteen (14) days prior to the Spring 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 Championship Meet Committee.

Should no Host come forward to bid on a Championship meet, WYSI reserves the right to extend the bid date thirty days or move forward with a WYSI run Championship Meet.

Co-host option- If the Host chooses to have a co-host(s), the clubs will submit a plan related to responsibilities when hosting the Championship Meets. This will include a decision on the split of proceeds between the host and co-host. The Championship Committee will review and approve this plan.

The Host Club is responsible for the obligations set forth in Section E.

D. CHAMPIONSHIP MEET COMMITTEE

The Administrative Vice Chair, the Senior Chair, the Age Group Chair, one member from the host club or Meet Director, the Officials Chair, and two WYSI athlete representatives appointed by the General Chair shall constitute the Championship Meet Committee. The Committee shall be responsible for coordination and assignment of WYSI Clubs and nonathlete 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.

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

1. Meet Entry Chairperson - One or more individuals shall be designated by the Championship Meet Committee to perform all functions associated with preparation of the meet files, including but not limited to: entry of all swimmers, 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 Club.
2. The Committee may solicit and select trainees to work alongside the principals to learn the duties of any of the positions listed above.

E. WYOMING SWIMMING (WYSI) RESPONSIBILITIES

1. The WYSI Operation Risk Coordinator will be available to meet with Host Club and will ensure that the host facility conforms to safety criteria in USA Swimming guideline
2. The WYSI Treasurer will approve the purchase of championship awards with the Chair of Championship Meet Committee will be responsible for maintaining and inventory of awards.

3. The WYSI Times Chair will be responsible for Time Standards and Times verification.

4. The Championship Meet Committee will designate person(s) to review and assist the Meet Director in preparing the Meet Announcement. the Administrative Referee will prepare the event file. These will be completed and available for review by the committee 60 days prior to the Championship Meet. The Meet announcement and Event File will be posted on the WYSI website at least thirty (30) days before the start of the meet.

F. REVENUES AND EXPENSES; DIVISION OF RESPONSIBILITIES

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.

2. The Host Club shall be responsible for:

- a. Providing written confirmation of the agreement with the pool facility at least two months prior to the Championship Meet. The pool must be available from Friday at 7 a.m. until 8:00 p.m. Sunday.
- b. Receiving entries and finalizing the meet.
- c. Filling the following positions:
 1. Meet Director
 2. Timing System Operators
 3. Computer Operators
 4. Public Address Announcers
 5. Concessions Chair
 6. Hospitality Chair
 7. Program Distribution and Sales
 8. Awards Distribution
 9. Safety Coordinator
 10. Set-Up and Break-Down Crews
 11. Head Timer
 12. Runner
- d. Facility Charges
- e. All printing charges related to programs and heat sheets
- f. Office and administrative supplies
- g. All expenses related to money raising activities undertaken by the Host Pool's Club, such as programs and concessions.
- h. 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.
- i. 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.
- j. 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.

G. 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.

H. SWIMMER ELIGIBILITY

WYSI Championship Meets are open to all swimmers registered as Premium, Seasonal, or Outreach Members with WYSI for the current year. To participate in relays and compete for club awards, clubs must be current Group Members of WYSI. After entries have been received, registration and times reconciliations will be processed. In the event entry(ies) are submitted for a swimmer for the Championship meet who is not in good standing or has an ineligible time, the entering club will have 24 hours to correct the issue. If not corrected in 24 hours, a \$50 fine shall be payable to

I. WYSI.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 chairperson 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 PERIOD

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 defined age group.
2. 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 .
3. Swimmers with a qualifying time in one (1) event may swim up to two (2) bonus events
4. Swimmers with qualifying times in two (2) events may swim one (1) bonus event.
5. Swimmers with qualifying times in three (3) or more events may not swim bonus events.
6. "No time" entries will not be accepted for any bonus swim.

L. AGE GROUPS

1. Point-scoring age groups for individual events at WYSI Championship Meets shall be: 8- under, 9-10, 11-12, 13-14, 15-16, 17-18, 19 and over. Age as of the first day of the meet will determine the age group designation for the entire 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 Prelim/Final (or combination of timed final) per day for a total of seven (7) events in the Championship meet and no more than one (1) relay event each day. Exception to include 8 & under timed final events with a limit of no more than 4 events and 1 relay per day, for a total of 7 individual events for the meet.
2. Each club may enter one (1) team in each relay event. . Relay only swimmers are allowed, subject to the provisions set out below for Open Relay event participants.

N. ENTRY TIMES, DEADLINES, FEES

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 and the events will be seeded based on the USA Swimming Rule 207.11.B. Proof of time for all entries must be provided by the entry deadline. Times reconciliation will be done. 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 entry deadline for the Championship Meets shall not be earlier than nine days (9) prior to commencement of the first day of the Championship Meet.

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. MEET SCHEDULE

The Championship Meet Committee, in consultation with the Times Chair, will determine Championship Meet Qualifying Time Standards and Order of Events to be presented to the BOD for approval at their August Meeting.

P. SCORING AND AWARDS

1. Scoring - Shall be as per the USA Swimming Rulebook
2. Awards
 - a. Individual Events:
 1. Six (6) lane pools
WYSI custom medals 1 to 6
WYSI custom ribbons 7 to 12
 2. Eight (8) and ten (10) lane pools (competing 8 lanes in finals)

- WYSI custom medals 1 to 8
- WYSI custom ribbons 9 to 16
- 3. Ten (10) lane pools (competing 10 lanes in finals)
 - WYSI custom medals 1 to 10
 - WYSI custom ribbons 11 to 20

b. All Relay Events:

- 1. Six (6) lane pools
 - WYSI custom medals 1 to 3
 - WYSI custom ribbons 4 to 6
- 2. Eight (8) and ten (10) lane pools (competing 8 lanes in finals)
 - WYSI custom medals 1 to 4
 - WYSI custom ribbons 5 to 8 iii.
- 3. Ten (10) lane pools (competing 10 lanes in finals)
 - WYSI custom medals 1 to 5
 - WYSI custom ribbons 5 to 10

3. Individual High Point Awards

The male and female swimmers in each age group with the most points accumulated in her/his age group will be presented the high point award for the meet.

4. Team High Point Awards

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.

- 5. 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.

Q. 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.

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 1st.
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. ELITE MEET TRAVEL SUPPORT PROGRAM

As part of its mission to encourage competition of WYSI swimmers at meets above the LSC level, the Board shall establish an elite meet travel support program each year in conjunction with the annual budget. The program shall consider the upcoming elite meets each year, in addition to WYSI funding and financial considerations. A summary of qualification requirements, elite meet travel support levels, and reimbursement procedures shall be prepared by the Finance Committee and submitted to the Board for consideration at the beginning of each swim year, but no later than November 1st. Upon approval, the elite meet reimbursement program summary shall be distributed to each of the clubs within the LSC.

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 (approved 1.12.2025)

1. The Officials Committee shall consist of the Officials Chair, a minimum of four (4) WYSI-certified referees, and at least 20% athlete representation.
2. The Officials Committee shall meet at least once every quarter.
3. The Officials Committee may establish sub-committees/working groups to assist with managing the affairs of the Committee.
4. The Officials Committee shall be responsible for ensuring that there is a robust pool of well-trained and competent officials that are prepared to support competition throughout the LSC. This shall include establishing expectations, creating a positive officiating culture, and mentorship/training of officials.
5. The Officials Committee shall support officials within the LSC in pursuit of national level certifications, recognizing that it improves the quality of officiating within the LSC.
6. The Officials Committee shall be responsible for recruiting and identifying officials to serve as observing officials for relevant meets within the LSC (i.e. High School Culminating Events and State Championships).

B. GENERAL PROVISIONS

All current expectations and rules regarding Officials' training, uniform, certification retention and conduct can be found on the WYSI Website on the officials' page.

C. 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

WYSI shall maintain LSC records for each of the following courses, genders, and age

groups:

1. Courses: Short Course Yards (SCY), Short Course Meters (SCM), Long Course Meters (LCM)
2. Genders: Male, Female, Mixed
3. Age Groups: 8 & Under, 9-10, 11-12, 13-14, 15-16, 17-18, Open - The fastest times achieved by any WYSI-registered swimmer, regardless of age.

WYSI shall maintain All-Star records for each of the following courses, gender, and age groups:

1. Courses: Long Course Meters (LCM)
2. Genders: Male, Female, Mixed
3. Age Groups: 10 & Under, 11-12, 13-14, 15-16, 17-18, Open - The fastest times from any WYSI-registered swimmer, regardless of age.

A. EVENTS

1. For each age group, gender, and course designated above, WYSI LSC records shall be kept for the following individual and relay events:
2. All events recognized for each age group by the most up-to-date USA Swimming Rulebook article 102.1.2. Open records shall be held for all events recognized by the USA Swimming Rulebook article 102.1.1. If new events are added to these recognized event lists in the USA Swimming Rulebook, WYSI will consider times swum in the event prior to it becoming recognized by USA Swimming only if the swim meets all requirements outlined in part B.
3. All 8 & Under events competed at WYSI Championship meets for each course as designated below.
 - a. SCY/SCM - 25 Freestyle, 50 Freestyle, 100 Freestyle, 200 Freestyle, 25 Backstroke, 50 Backstroke, 25 Breaststroke, 50 Breaststroke, 25 Butterfly, 50 Butterfly, 100 Individual Medley, 100 Freestyle Relay, 100 Medley Relay
 - b. LCM - 50 Freestyle, 100 Freestyle, 200 Freestyle, 50 Backstroke, 50 Breaststroke, 50 Butterfly
4. For each age group, gender, and course designated above, WYSI All-Star records shall be kept for the following relay events:
5. All relay events recognized for each age group by the most up-to-date USA Swimming Rulebook article 102.1.2. Open records shall be held for all relay events recognized by the USA Swimming Rulebook article 102.1.1. If new events are added to these recognized event lists in the USA Swimming Rulebook, WYSI will consider times swum in the event prior to it becoming recognized by USA Swimming only if the swim meets all requirements outlined in part B.

B. REQUIREMENTS

1. In order to establish a new WYSI LSC record for an event:
 - a. The swimmer(s) must be registered and in good standing with WYSI at the time of the record-breaking swim.
 - b. The record-breaking time must be swum in any sanctioned, approved, or observed meet, including sanctioned Time Trials, and must be provable in the

SWIMS database.

- c. The record-breaking swim must be timed in accordance with the USA Swimming Rulebook article 102.23.
 - d. Records may be established in the initial distance split of an individual event or the lead-off leg of a relay only if the split is accurately recorded in the SWIMS database.
2. In order to establish a new WYSI All-Star record for an event:
 - a. The swimmers must be registered and in good standing with WYSI at the time of the record-breaking swim.
 - b. The record may only be broken by swimmers representing the WYSI All-Star Team at a meet.
 - c. The record-breaking time must be swum in any sanctioned, approved, or observed meet, including sanctioned Time Trials.
 - d. The record-breaking swim must be timed in accordance with the USA Swimming Rulebook article 102.23.

C. RECOGNITION

1. All WYSI LSC records will be maintained on the Wyoming Swimming website. Each WYSI swimmer who betters an existing WYSI LSC record will be recognized and receive a certificate at the Annual Awards Banquet in accordance with the following:
 - a. Each member of a record-breaking relay team will receive their own certificate.
 - b. Swimmers representing the WYSI All-Star Team at a meet are eligible to break WYSI LSC records for individual events only if the record-breaking swim meets all requirements outlined in part B. If a WYSI record in an individual event is broken by a swimmer representing the WYSI All-Star Team, the record and certificate will reflect the swimmer as a member of his/her registered club team. Swimmers representing the WYSI All-Star Team at a meet are not eligible to break WYSI LSC records for relay events.
 - c. High school swimmers are eligible to break WYSI LSC records for individual and relay events only if the record-breaking swim meets all requirements outlined in part B. If a WYSI LSC record is broken by a member(s) of a high school team, the record and certificate will reflect the swimmer(s) as unattached.
 - d. Collegiate swimmers are eligible to break WYSI LSC records for individual and relay events only if the record-breaking swim meets all requirements outlined in part B. If a WYSI LSC record is broken by a member(s) of a collegiate team, the record and certificate will reflect the swimmer(s) as unattached.
2. All WYSI All-Star records will be maintained on the Wyoming Swimming website. Each WYSI swimmer who betters an existing WYSI All-Star record will be recognized and receive a certificate at the Annual Awards Banquet in accordance with the following:
 - a. Each member of a record-breaking relay team will receive their own certificate.
 - b. If a WYSI All-Star record is broken, the record and certificates will reflect the swimmers as members of the Wyoming All-Star Team.

A. TOP FIVE AWARDS

1. A certificate will be provided to each athlete ranked top five by fastest time for individual events in the prior year for each age group and gender according to the following:
 - a. Athletes with a Top Five time in an event must have swum that time between the conclusion of the preceding year's Annual Awards Banquet and the start of the current year's Annual Awards Banquet.
 - b. Genders recognized for Top Five Awards are: Male, Female
 - c. Age groups recognized for Top Five Awards are: 8 & Under, 9-10, 11-12, 13-14, 15-16, 17-18, Open - The fastest times from any WYSI-registered swimmer, regardless of age.
 - d. The age of an athlete at the beginning of any meet determines the age group he/she is a part of for any times swum at that meet that rank the athlete top five.
 - e. For all age groups besides the Open category, events recognized for Top Five Awards shall only include those offered at the WYSI Summer Championship Meet (for LCM times) and the WYSI Winter Championship Meet (for SCY times) immediately preceding the Annual Awards Banquet.
 - f. For the Open category, events recognized for Top Five Awards shall include all individual events recognized by the USA Swimming Rule Book article 102.1.1.
 - g. In the event there is a tie, only the top five athletes will be recognized unless the tie occurs for the fifth position. In the event the tie is for the fifth position, all those tying for fifth will be recognized.
 - h. Times ranking an athlete in the top five for an event must be in the SWIMS database. Top Five times swum in the initial distance split of an individual event or the lead-off leg of a relay only count if the split is accurately recorded in the SWIMS database.

B. ERIC HANSEN AWARD

Chosen by a committee of the Senior Athlete Representative, Senior Vice- Chair, Age Group Vice-Chair, Coaches' Representative and a member of the Officials' Committee 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.

C. OUTSTANDING MALE AND FEMALE SWIMMER OF THE YEAR

Nominations for Outstanding Male and Female Athlete of the Year shall be collected prior to the conclusion of the WYSI Short Course Championship Meet from WYSI athletes aged 13 or

older and WYSI coaches. Any WYSI athlete aged 13 or older is eligible to be nominated for the outstanding athlete award. The Athlete Committee shall review the nominations in their first meeting following the Short Course Championship Meet. The Junior and/or Senior Athlete Board Representative(s) must present a final list of nominees—limited to five (5) male and five (5) female swimmers. The final nominee list shall be distributed to WYSI athletes aged 13 or older, each of whom is entitled to one vote per award. The Outstanding Male Athlete and Outstanding Female Athlete will be determined by a majority vote.

D. MALE AND FEMALE SPORTSMANSHIP AWARD

Nominations for Male and Female Sportsmanship Awards shall be collected prior to the conclusion of the WYSI Short Course Championship Meet from WYSI athletes aged 13 or older and WYSI coaches. Any WYSI athlete aged 13 or older is eligible to be nominated for the sportsmanship award. The Athlete Committee shall review the nominations in their first meeting following the Short Course Championship Meet. The Junior and/or Senior Athlete Board Representative(s) must present a final list of nominees—limited to five (5) male and five (5) female swimmers. The final nominee list shall be distributed to WYSI athletes aged 13 or older, each of whom is entitled to one vote per award. The Male Sportsmanship Award and Female Sportsmanship Award will be determined by a majority vote.

E. OUTSTANDING OFFICIAL OF THE YEAR

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

F. 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.

G. COACH OF THE YEAR

The Coach of the Year must be a WYSI registered coach in good standing as described in the USA Swimming Corporate Bylaws 2.6.6. The Coaches' Representative or designee shall solicit nominations from WYSI registered members in good standing no later than three (3) days following the WYSI Winter Championship. The Coaches' Representative shall prepare a ballot from these nominations and conduct voting no more than two (2) weeks following the WYSI Winter Championship. Each WYSI registered Group Member in good standing shall receive one vote. Votes must come from a WYSI registered coach in good standing.

IX. Fee Schedule

A. ANNUAL 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 member shall pay an annual registration fee to WYSI of \$8.00, of which \$1 will go to support Outreach Athlete Meet Reimbursement.

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 FEES

A participation fee, payable to WYSI, is required for every swimmer entering a WYSI sanctioned meet. For non-Championship events, the participation fee is \$8.00 regardless of the length of the meet. Participation fees for WYSI Championship events are \$26, \$1 of which is designated for Outreach purposes.

D. NON-CHAMPIONSHIP MEET ENTRY FEES

Host clubs may establish a meet fee structure as they deem appropriate for non-championship meets.

E. Outreach member non-championship meet fee reimbursement: Outreach members are eligible for reimbursement for meet fees of 2 non-championship meets in short course season and 2 non-championship meets in long course season.

Reimbursement requirements:

1. Meet fee reimbursement is available only for meets hosted by a WYSI team.
2. Athletes must be in good standing to receive reimbursements.
3. Reimbursements will be available until funding has been dispersed.
4. Application for reimbursement are due within 30 days of the meet completion.
5. Reimbursements are not for relay-only swims or time trials.
6. Applications for reimbursement shall include a copy of the athlete's qualifying documents for Outreach Membership.
7. Applications for reimbursement will be approved by the LSC registrar.
8. Reimbursement is only available for events in which the Outreach members competed.

F. WYSI CHAMPIONSHIP EVENT ENTRY FEE

For WYSI Championship Meets, the maximum amount that may be charged for an individual event is \$12 and relay events are \$18.

G. 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).

H. 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.

I. MEET SANCTION FEE

The meet sanction fee is \$50. Event (activities outside a pool setting) sanctions will not require a

sanction approval fee.

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 one-third of the Athlete non-Board members 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). A group consisting of the Athlete Board Representatives, the Athlete At-Large Board member(s), the General Chair, and the Senior Vice-Chair shall convene to review applications and select the new committee members. Athletes will serve a one-year term, beginning on May 1st immediately following their selection and will continue until a replacement assumes office.